

Visitor / Vendor / Contractor Safety Guidelines

Welcome to Syngenta. We value your association with Syngenta and want to share our safety expectations with you. At Syngenta, safety is our priority. Our safety record is something that we, as employees, are proud of. The basic safety guidelines that we ask all of our visitors, vendors and contractors to follow are listed below:

Visitors, vendors, and contractors are required to sign in at the front office upon arrival and out at departure, picking up and leaving badges as they do.

Visitors, vendors, and contractors are to be escorted by a Syngenta employee, unless prior arrangements have been made with Site Management.

This is a secure facility. Use of video equipment, cameras or cell phone photography is strictly prohibited.

Personal protective equipment must be worn where required:

Foot protection is required site-wide. Sturdy, closed toe, closed heel shoes are required site-wide. Steel toe shoes are required when working with heavy equipment or with heavy materials that represent potential foot hazards.

Eye protection is required in designated areas of the buildings and when entering fields where the corn is waist high or taller. Check with your Syngenta escort.

Good housekeeping is good safety. Please conduct good housekeeping practices during your stay on site.

There is a Smoke-Free Workplace policy in affect within all Syngenta buildings. Please smoke only in the designated smoking areas outside the buildings.

In case of medical emergency, please use any building phone to dial 911 and contact your Syngenta escort. In case of a weather or fire emergency, alarms will sound throughout the main buildings. Public announcements will also be made throughout the facility. Your Syngenta escort will instruct you on emergency procedures.

Visitors/ Tour participants acknowledge that all activities are Syngenta's sole and exclusive property and are strictly confidential. Violation of this confidentiality policy is punishable under the full extent of the law.

All Syngenta safety policies and procedures will be followed. Please check with your Syngenta escort for specific details on safety policies and procedures.

THANK YOU FOR HELPING MAINTAIN A SAFE WORK PLACE AT SYNGENTA!!!

I have read and understand all of the above Safety Guidelines.

Name _____ Date _____

Company