



ATTENTION VISITORS
VISITOR SAFETY PROTOCOL
Dakota Integrated Systems
Louisville Division

- All visitors are expected to sign in and out of the building daily; this ensures accountability in the event of an emergency.
- No smoking except in designated areas.
- Safety glasses are required in the plant with the exception of restroom, offices and the lunchroom.
- Chemicals and other hazardous materials brought into the building must first be approved by the Environmental Health & Safety Coordinator.
- Those visitors performing work that may adversely affect the environment must disclose those activities to the Environmental Health & Safety Coordinator or designee to ensure proper controls are maintained, as to minimize the impact on the environment.
- Remain on designated pedestrian aisles in the plant and be observant of forklift traffic.
- If evacuation is required you will evacuate the building using the nearest exit and proceed to the rally points designated on the posted evacuation maps. Visitors should contact your guide during any emergency, to ensure you are accounted for.
- If severe weather requires taking shelter, everyone should report to the designated shelters (see posted evacuation maps). Again, visitors should remain with their host.
- Proper attire – Business casual, no open toe shoes or sandals are allowed.
- EMERGENCY Contact Personnel: IP/CMA – All Shifts – Matt O’Neill – ext 4601 cell 502-301-9577, alternate for IP is Tina Hoffman – ext 4603 cell 502-376-9062 / alternate for CMA is Christy Warren – ext 4292 cell 502-301-0299.
- Have a pleasant and safe visit with us.

VISITOR GUIDELINES

Visitors are welcome to visit the facility during hours of operations. For your safety & security we have the following guidelines.

- Agree to follow all Dakota Integrated Systems rules while visiting our facility.
- All visitors must sign in and sign out through the main entrance lobby. All visitors are required to wear the visitors I.D. badge and safety glasses provided during sign in.
- All visitors are required to read and acknowledge the Safety Protocol, Visitor Guidelines, Non-Disclosure and Waiver Agreement.
- Remain with your escort/designee or in your assigned work area. Please do not stray from assigned area. Should you need to leave, notify your escort/designee.
- No food or open beverage containers are permitted on the plant floor.
- Smoking/tobacco use is prohibited in our facility. Please use designated outside area.
- Firearms/weapons are prohibited in our facility.
- All chemical or solubles must be reported during check in, and reviewed / approved by the EHS Coordinator or designee.
- All accidents/incidents must be reported to your escort/designee immediately.

VISITOR NON-DISCLOSURE AND WAIVER AGREEMENT

During my visit to your facility, I will learn and/or have disclosed to me proprietary or confidential information (including, without limitations, information relating to technology, trade secrets, processes, materials, equipment, drawings, specifications, prototypes and products) and may receive samples of products which not generally known to the public (hereinafter collectively called “Confidential Information”)

In consideration of your permission to visit your facility & for the courtesies extended to me during my visit:

- I agree that I will not, without your written permission or that of your authorized representative, either;
 - (a) Disclose or otherwise make available to others any Confidential Information disclosed to me during this and any subsequent visit which (i) was not known to me or my organization prior to disclosure by you, or (ii) is not now or subsequently becomes a part of the public domain as a result of publication or otherwise; or
 - (b) Use or assist others in using or further developing in any manner any confidential information.
 - (c) Use cameras or video technology to disclose confidential information.
- I also agree to conform to any applicable safety requirements, which are brought to my attention by any employee or by signs posted in the areas that I visit while on the premises, and to observe other reasonable safety precautions.
- I further agree to release the Division, its officers, agents, employees, invitees or licensees from all claims, losses, expenses (including attorney’s fees), interest, damage and liability to the extent caused by or resulting from my negligence or willful misconduct.
- Please be advised by signing into the facility, you have acknowledged and understand the Safety Protocol, Visitor Guidelines and Non-Disclosure Agreement posted.