

Qnity Delivery Driver Requirements and Rules

At Qnity, we will adhere to the highest standards for the safe operation of facilities and the protection of our employees, our customers, our visitors, the people of the communities in which we do business, and the environment. We manage security as we do safety. We believe that all injuries and occupational illnesses, as well as safety and environmental incidents, are preventable, and are committed to a goal of zero for all of them.

The purpose of this document is to provide all drivers and other visitors with the information they need to ensure their safety while on our sites and follow our safety procedures. Failure to comply with these rules could result in immediate removal from the facility and denied access in the future. These rules apply to drivers and any passengers.

Site Access

1. Access must be granted by an authorized Qnity representative.
2. All drivers must possess a valid drivers' license, and all personnel in vehicles must present government-issued identification, sign in, obtain a visitor's badge, and review and sign any safety briefing required at the gate.
3. Visitor badges, if provided, must be worn visibly at all times while on site. Visitors must badge in when entering and out when exiting. Badges must be returned to Security upon leaving.
4. Some of our sites are regulated by either Department of Homeland Security (CFATS), Coast Guard (MTSA - TWIC Card is required) and are required to provide two (2) forms of ID.
5. Delivery personnel shall not be permitted to access the site while in possession of weapons or ammunition.
6. Minors and pets may not be allowed on site. The Qnity Site Security Leader will review & approve requests as required.
7. All vehicles, packages and hand-carried items (e.g. handbags, computer bags, duffle bags, back packs, etc.) that enter or leave the site are subject to inspection.
8. All delivery drivers and personnel that will exit their vehicle must have on long pants, shirts with sleeves covering the shoulders (no tank tops), and shoes that cover the entire foot (no sandals or open toe shoes). Shorts may be worn on site only if they are part of an identifiable company issued uniform and only if the delivery driver will not be in a production area.

Environmental Stewardship

1. All chemicals brought to the site must have prior approval and must be accompanied by the Safety Data Sheet. Inbound delivery driver is responsible for the safety of all passengers and for the stability of material and equipment hauled or handled by their equipment.
2. Do not dispose of or release any chemicals, oils, or other materials down drains or to the ground. All spills, no matter how small, must be immediately reported to your Qnity contact.

Personal Safety and Protection

1. All incidents and injuries, including near misses, must be reported to your Qnity contact immediately.
2. Do not enter a barricaded area without proper and specific approval.
3. Do not enter a confined space without a properly authorized confined space entry permit.
4. Fall protection must be worn as per site mandated requirements.
5. Site personal protective equipment (PPE) requirements will vary from site to site. Drivers will be expected to comply with local site requirements.

On-Site Practices

1. Alcoholic beverages and illegal drugs are prohibited.
2. Food or drink is not allowed outside of vehicles, unless there is an area designated for drivers.
3. Smoking and tobacco use may be permitted in designated area(s) on site. Smoking or tobacco use is prohibited in your vehicle while on site. Site Security will inform delivery drivers of site specific rules upon entry.
4. In the event of an alarm, follow the instructions given to you by Security. Pull to the side of the road and turn off the ignition. Follow instructions for headcount as required. All delivery drivers must receive and understand the emergency instructions given to them upon entering at the gate.
5. Taking pictures or video of any sort, using any medium, while on a Qnity site is prohibited without the prior, written permission of site management. Drivers of vehicles equipped with dashboard cameras or other devices that record video or photographs may be required to cover the lens of such equipment, unless other written permission is obtained.
6. Availability of restroom facilities varies at Qnity sites. Check with Security at the gate.

Safe driving, loading, and unloading best practices are to be followed at all times:

1. Drivers shall follow all posted speed limits, or in lieu of posted speed limit signs, obey the speed limit communicated by security.
2. The use of any electronic devices including cell phones, blue tooth, handsfree, and two way radios is prohibited while driving. Texting while driving is prohibited.
3. Drivers shall observe and obey instructions on all posted signs including but not limited to stop signs, traffic signs, overhead clearance signs, safety instruction signs at loading spots, and drivers shall stop at all railroad crossings.
4. When backing, vehicles not equipped with back up alarms must sound the horn intermittently or use a spotter.
5. Vehicles left running must not be unattended.
6. Wheels must be chocked, and emergency brake set when loading, or unloading.
7. Drivers shall remain at or near the vehicle while loading or unloading per site instruction.
8. Delivery drivers shall take care not to block stairs, ramps, docks, railroad tracks, intersections, building entrances or walkways.
9. Drivers shall yield to pedestrians.
10. Drivers must be alert for powered and mobile equipment. Cranes, fork trucks, railroad engines shall be given right of way.
11. Seat belts must be worn by all occupants of the vehicle at all times while on Qnity property.
12. Jumping from docks or truck beds is prohibited.
13. Use handrails when ascending or descending stairs.
14. Delivery tickets or other required paper work must be submitted to the designated Qnity contact at the delivery location. Security will not sign delivery driver paper work.

I have read and understand the rules set before me, and agree that while on this property, I will comply with the site policies and procedures. Failure to comply with these rules could result in immediate removal from the facility and denied access in the future.

Print Name:_____ Date:_____

Signature:_____ Company Name:_____

+++++Tear Off Card for Driver to Keep+++++

Qnity Delivery Driver Requirements and Rules- *Keep in Your Possession*

Qnity Site:_____ Date Signed:_____