



Corporate Services (CS)

Supplier Environmental, Health and Safety Performance Requirements

Rev. 2, 11/26/05

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Revision 2.0 (Revised 11/26/05) Final

1. OBJECTIVES

- 1.1 Intel Corporate Services (CS) is committed to completing our programs Injury Free and with no adverse environmental impacts (hereinafter collectively referred to as "Injury Free"). In support of this objective, this document identifies the CS Supplier Environmental, Health and Safety (EHS) Performance Requirements that apply to all Intel CS Suppliers.
- 1.2 This document shall help ensure all CS services are managed using documented, consistent EHS standards resulting in improved overall safety performance using established Best Known Methods (BKM).
- 1.3 By standardizing expectations, bid requirements, and overall safety practices and performance requirements, all Suppliers shall be positioned on a level field to bid and work on all Intel CS Sites.

2. SCOPE

- 2.1 Content
 - 2.1.1 This Addendum sets forth in detail those EHS programs and other performance requirements that are strategic in nature and do not typically change over time or with the service requested at issue.
- 2.2 Applicability
 - 2.2.1 For purposes of these EHS performance requirements, the term "Service Contractor" and "Supplier" shall be referred to as an independent contractor or Supplier and will be solely responsible for determining the means and methods for performing the required Services on or at Intel sites.
 - 2.2.2 Supplier agrees to comply with all applicable local, state, national environmental, health and safety statutes, regulations, rules, ordinances, codes, policies, procedures, and any other legally enforceable standards (EHS Laws) of the jurisdiction where Supplier performs work for Intel. EHS Laws include, but are not limited to, laws, regulations, rules, ordinances, codes, policies, procedures, and other standards addressing air quality, water quality, hazardous and solid wastes, toxic substances, worker health and safety, and hazardous materials transportation. EHS Laws also includes local fire and building laws, regulations, rules, ordinances, codes, policies, procedures, and other standards.
 - 2.2.3 Supplier agrees to comply with all EHS performance requirements set forth in this document, including all EHS performance requirements that are incorporated herein by reference. Any waiver or amendment to these requirements must be in writing and signed by both parties. Intel must have CS Operations and Purchasing review/approval before agreeing to any waiver or amendment to EHS performance requirements.
 - 2.2.4 Supplier agrees that compliance with, or a waiver or amendment of, any one or more of the performance requirements of this Addendum shall not relieve Supplier from its responsibility to comply with all applicable EHS Laws or any other performance requirements of this Addendum, or from any liability that may result from Supplier's or Supplier's employees actions, or from failure to act, in accordance with applicable EHS Laws and performance requirements of this Addendum.
 - 2.2.5 The performance requirements set forth below are not intended to be a complete list of all EHS requirements applicable to the work to be performed under this Addendum. EHS Laws or accepted industrial practices may establish additional requirements applicable to the work to be performed, which must be contained in Supplier's EHS Plan.

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3. PROCESS

- 3.1 This document shall be included in all CS Supplier contracts and service agreements as a de minimis standard of performance. This policy is specifically intended for the larger, primary- tiered suppliers that comprise the greater majority of CS supplier workforce, (custodial, café, maintenance, security). Allowances can be made in the degree of program implementation for suppliers with reduced scope and headcount, if it presents demonstrated hardship and undue constraint on their business. This consideration can be made on the individual site level so as to not adversely impact smaller supplier's business operations but must not compromise the integrity of the supplier's commitment to Intel's core Injury Free culture. These waivers of allowance should be documented in writing and approved under the provisions of Section 2.2.3
- 3.2 Each CS Region, site, or campus can, at its discretion, identify site-specific differences and attach to the CS Supplier EHS Performance Requirements as a formal addendum. When completed the site addendum (if applicable) and the CS Supplier EHS Performance Requirements document will constitute the contractual EHS performance document.

4. PERFORMANCE REQUIREMENTS

- 4.1 Injury Free
 - 4.1.1 Supplier management shall actively engage in Injury Free principles and practices by ensuring all management and supervisors attend an Injury Free training (conducted by Intel or a designee) within 90 days of commencing work at Intel. Training time not to exceed 8 hours.
- 4.2 Safety Meetings / Forums
 - 4.2.1 Team meetings shall incorporate safety as an agenda item.
 - 4.2.2 All Suppliers shall ensure all employees attend Safety Meetings as announced by Intel and/or a designee.
 - 4.2.3 Identifying a minimum of one company representative to attend a Safety Leadership Team (SLT) meeting or equivalent a minimum of once per month.
- 4.3 Supplier Pre-Qualification
 - 4.3.1 Suppliers must ensure all subcontractor companies (including multi-tier subcontractors) have above average EHS performance, which equates to:
 - 4.3.1.1 EMR ratings of 1.0 or lower for last three years.
 - 4.3.1.2 Lagging Indicators:
 - 4.3.1.2.1 Recordable Rate <= 5.0
 - 4.3.1.2.2 Lost Day Case Rate <= 1.0
 - 4.3.1.2.3 Zero (0) Fatalities in last 12 months (including subcontractors regardless of tier)
 - 4.3.2 Where business conditions dictate accepting a subcontractor who does not meet the above expectations, a written corrective action plan must be negotiated with the Supplier and reviewed and agreed to by the Intel Sponsor and/or its designee.
 - 4.3.3 If a subcontractor is disallowed for work at Intel due to a failure to meet the above-defined criteria, the hiring Supplier shall notify Intel in writing for documentation in that Supplier's Intel record.
 - 4.3.4 In the event that a Supplier and/or their subcontractors fail to maintain safety performance defined in Section 4.3.1, Intel reserves the right to place the Supplier on a corrective action plan, until such time that the Supplier meets the pre-qualification safety performance levels.
- 4.4 Supplier EHS Plan
 - 4.4.1 Supplier shall have a documented safety program that is available for review. The documentation shall demonstrate that the safety program is being followed.
 - 4.4.1.1 Each Supplier EHS Plan must include the performance requirements for all subcontractors, regardless of tier.

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- 4.4.2 Supplier shall make their EHS Safety plan available to Intel EHS or a designee prior to the commencing of services for review and acceptance.
- 4.4.3 Supplier agrees that review, approval or disapproval, or recommended amendments by Intel to Supplier's EHS Plan shall not relieve Supplier of any responsibilities (including complying with all applicable EHS Laws), requirements, or liabilities accepted by Supplier.
- 4.4.4 Supplier agrees that it is solely responsible for ensuring that all of its employees, agents and/or subcontractors performing services for Intel do so in accordance with the accepted Supplier's EHS Plan and all EHS Laws not otherwise covered by its EHS Plan.
- 4.4.5 Implementation Plan
 - 4.4.5.1 Suppliers shall develop a written implementation plan prior to commencing services. This implementation plan shall articulate the program development and implementation timing for services to be rendered. This implementation plan shall be made available to Intel Management and/or its designee for review and acceptance.
- 4.5 Transition Plan
 - 4.5.1 Prior to the commencement of any Intel CS scope of work, Intel reserves the right to conduct a "Transition Plan Review" to ensure that all EHS programs and elements *are in place and functioning* per the defined Supplier EHS Plan and Implementation Plan (see section 4.4).
 - 4.5.2 Deficiencies found and documented during this "Transition Plan Review" must be rectified and the corrections agreed to (or an acceptable plan in place) by the Intel Sponsor and Intel EHS prior to the commencement of work.
- 4.6 EHS Information Management
 - 4.6.1 Intel collects all Supplier EHS performance data using a centralized database to be determined by Intel.
Note1: Intel is responsible for providing an account and training on proper use of the system prior.
 - 4.6.2 Supplier shall provide the personnel necessary to access, input data and manage the Intel database. Contact CS EHS for more specific information on the Intel database implementation requirements.
 - 4.6.3 All Suppliers shall ensure the following data is provided as minimum data requirements:
 - 4.6.3.1 Incident and Injury Information:
 - 4.6.3.1.1 Injury/Incident preliminaries must be entered within 24 hours of the injury/incident
 - 4.6.3.1.2 Injury/Incident full details (including root cause and corrective action) must be entered within 5 working days of the injury/incident – extension of this requirement can be provided by Intel Sponsor.
 - 4.6.3.2 Supplier Headcount and Person Hour Reporting:
 - 4.6.3.2.1 Supplier (including multi-tier subcontractors) headcount and hours shall be entered into Intel database on agreed upon schedule between Supplier, Sponsor and CS EHS.
- 4.7 New Supplier Orientation
 - 4.7.1 Suppliers shall develop and provide all supplier employees new to the site with a New Supplier Orientation (NSO) process (culminating in employee receiving necessary access).
 - 4.7.1.1 Intel shall provide all hazard information as required to comply with the U.S. Occupational Safety and Health Administration (OSHA) Hazard Communication Standard or similar standard.
 - 4.7.2 All Suppliers shall ensure personnel attend the defined New Supplier Orientation (NSO) and shall prohibit site access or work prior to completion of the NSO.
 - 4.7.3 Supplier employees not working on an Intel site within the last six (6) months must attend NSO again unless otherwise agreed to in writing by Intel EHS and/or its designee.

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- 4.8 Buddy Program
 - 4.8.1 All Suppliers shall provide a written "Buddy Program" Plan, unless otherwise agreed to in writing by Intel sponsor or a designee, before or within the first 14 calendar days of mobilization.
 - 4.8.2 At a minimum, this Buddy Plan shall ensure that Supplier employees new to an Intel campus shall be assigned a buddy during the first 5 calendar days of employment. The buddy plan will also outline the roles and responsibilities of both the buddy and new supplier employee.

- 4.9 EHS Training
 - 4.9.1 Prior to commencing work, Supplier shall ensure that all hazard specific EHS training requirements are documented by job classification as part of their Supplier EHS Plan (see section 4.4). Specific training requirements required by Intel will be articulated in the attached addendum (if applicable) or found in the Scope of Work.
 - 4.9.2 All required EHS training (if applicable) shall be provided by the Supplier and delivered prior to an employee performing that type of work on site. Required EHS training shall include training on all applicable EHS Laws. In the U.S., this shall include applicable OSHA, U.S. Environmental Protection Agency (EPA), State, local, and site EHS requirements.
 - 4.9.3 Suppliers shall provide the curriculum and written verification of the aforementioned training upon request in writing from Intel.
 - 4.9.4 Intel and/or its designee reserves the right to audit training records and field competencies at any time.
 - 4.9.5 Suppliers are required to have written training records available upon request for all Supplier employees and subcontractors.

- 4.10 Job Hazard Analysis
 - 4.10.1 Job Hazard Analysis (JHA) - Supplier shall submit to Intel an implementation plan for conducting JHA's for all activities mutually identified by the EHS team prior to the commencement of contractual services. The JHA process, at a minimum, shall consist of the following:
 - 4.10.1.1 JHA is to be developed by the Supplier.
 - 4.10.1.2 JHA is to be reviewed and agreed to by Intel CS EHS.
 - 4.10.1.3 JHA is to be conducted a minimum of 3 weeks (or as early as contractually feasible) before new services are performed.
 - 4.10.1.4 JHA shall be written and made available to Suppliers and/or subcontractors.
 - 4.10.1.5 Completed JHA's are to be documented and made available to Intel upon request.

- 4.11 Emergency Response
 - 4.11.1 Supplier must become familiar with the site Intel Emergency Response Procedures.
 - 4.11.2 Ensure all personnel are trained in the site's Emergency Response Plan, including at a minimum:
 - 4.11.2.1 Site Emergency phone number.
 - 4.11.2.2 Role of Intel Emergency Response Team (ERT).
 - 4.11.2.3 How to report an emergency.
 - 4.11.2.4 Supplier's obligation in the event of an Intel Emergency Response Team (ERT) activation.

- 4.12 Safety Champion
 - 4.12.1 Supplier will identify one primary point of contact on site. This individual may have other administrative responsibilities within the contactor reporting structure, but will at least spend some portion of their time supporting the safety function. This individual shall be responsible for coordination of Supplier's safety activities at the site.
 - 4.12.2 Supplier will identify a primary EHS contact at the corporate level. This person will be a resource available to Intel to address or resolve any Supplier issues that develop and require attention and expertise of a qualified safety professional. Intel reserves the right to review the qualifications of that individual as part of contract negotiation.

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- 4.12.3 Suppliers are expected to perform to a standard consistent with Intel's Incident and Injury Free culture. If Supplier's performance fails to meet this standard,, Intel may require the Supplier to develop a written action plan. Performance that may warrant an action plan would include, but is not limited to, negatively trending indicators, excessive injury rates, injuries of a severe nature, or other chronic safety issues inconsistent with Intel's injury free philosophy. This plan shall identify appropriate corrective action and improvement strategies, and must be reviewed by and agreed to by both the Intel CS contract sponsor and Intel EHS before implementation.
 - 4.12.4 If at Intel's discretion, the safety performance level has degraded to such an extent that focused attention to safety is necessary, Intel may request that the Supplier use a dedicated safety professional to implement the action plan required by Section 4.12.3 to be deployed at no cost to Intel. Intel reserves the right to participate in setting the qualifications for this safety professional based on the specific situation and the right to review the qualifications of any safety professional selected by the Supplier.
 - 4.12.5 Any EHS organizational changes, Corporate or local level, must be communicated in writing two weeks in advance to Intel.
- 4.13 Incident Reporting and Investigation
- 4.13.1 Supplier will ensure that all incidents (near miss, first aids, recordables, cases and environmental releases) are reported to Intel EHS (or a designee) within two hours or as otherwise defined in writing.
 - 4.13.1.1 All incidents shall be investigated by the Supplier and Supplier shall:
 - 4.13.1.1.1 Identify all incident causal factors (root and contributing causes)
 - 4.13.1.1.2 Identify and document all corrective actions
 - 4.13.1.1.3 Document closure of all defined corrective actions
 - 4.13.1.2 The incident investigation program must also include the following:
 - 4.13.1.2.1 All incidents must be presented for review at an Intel defined forum.
 - 4.13.1.2.2 The Supplier will maintain documented incident records for the duration of the scope of work and will make these historical files available to Intel CS EHS upon request.
 - 4.13.1.2.3 Intel may utilize Supplier's incident reports (minus personal information), as the basis for completing Intel required incident communication systems. In addition, Supplier shall, at Intel's option, allow Intel or its designee to participate in any Supplier investigation of an incident occurring at an Intel site.
- 4.14 Audits and Inspections
- 4.14.1 At a minimum, Suppliers shall implement the following core audit inspection programs:
 - 4.14.1.1 SMBWA
 - 4.14.1.1.1 Supplier management will participate in the Intel Safety Management By Walking Around (SMBWA) Program, which includes EHS performance reviews conducted by all supervisors (non-EHS) per agreed upon periodicity.
 - 4.14.1.2 Supplier shall conduct periodic compliance audits (and any applicable subcontractors) to ensure core compliance with all applicable laws and defined Intel performance requirements.
 - 4.14.1.2.1 A written report of the audit(s), findings and follow-up/closure shall be retained in written records for review upon request.
- 4.15 Housekeeping
- 4.15.1 Supplier shall ensure the work area is kept free of housekeeping hazards at all times. Possible hazards presented by material storage, work in progress, etc. shall be appropriately barricaded to prevent potential incident or injury.

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- 4.15.2 If Supplier fails to maintain its work area in a clean/safe condition, Intel reserves the right to facilitate the cleaning of the work area and back charge the Supplier for the associated cleanup cost.
- 4.16 Disciplinary Action Plan
 - 4.16.1 A progressive disciplinary action for violating known EHS requirements must be submitted as part of the EHS Plan as outlined in Section 4.4.
 - 4.16.2 Zero tolerance items (those which are grounds for site removal) must be predefined and communicated to all personnel and must be included in the EHS plan. At a minimum, zero tolerance items shall include willful violations of fatality prevention programs (e.g., Fall Protection, Control of Hazardous Energies (lockout/tagout), Energized Electrical Work (EEW), Confined Space Entry).
- 4.17 Medical Coverage
 - 4.17.1 Prior to the commencement of work, Supplier shall provide a "Medical Coverage Plan" for review by Intel Sponsor and Intel CS EHS. This plan should identify the methods Supplier has chosen to provide medical support (from first aid through emergency care) in the event it is needed.
- 4.18 Case Management Program
 - 4.18.1 Supplier shall document and implement a "Case Management and Return-To-Work Program." This plan shall be provided to Intel in writing. The "Return-To-Work" element of the plan shall be designed to return personnel safely and efficiently back to their positions following an occupational and/or non-occupational injury or illness.
- 4.19 Hazardous Material Use and Approval
 - 4.19.1 Prior to commencement of work, Supplier shall document and submit to Intel in writing all Hazardous Materials with their MSDS required to complete the requested scope of work.
 - 4.19.2 Supplier agrees that no Hazardous Materials shall be brought onto an Intel site without the prior written approval of Intel's EHS department.
 - 4.19.3 Supplier also agrees to not commence work on an Intel site that may *generate* Hazardous Materials or Waste without the prior written approval of Intel's EHS department.
 - 4.19.4 Supplier agrees to limit its inventory of Hazardous Materials on site to one week's supply or less, unless specifically authorized in writing by Intel's EHS department.
 - 4.19.5 Supplier will complete a chemical use approval form for all chemicals used on an Intel Campus.
 - 4.19.6 Supplier agrees to follow all EHS laws regarding Hazardous materials.
 - 4.19.7 For purposes of this document, Hazardous Materials include those materials that require a Material Safety Data Sheet or are regulated by EHS laws.
- 4.20 Environmental Protection Programs
 - 4.20.1 Shall comply fully with the applicable campus or site specific environmental performance requirements and all applicable laws.