

Richmond Auto Parts Technology, Inc.	Document ID: ES-POL-010	
Contractor Safety & Environmental Procedures	Issue Date: 8/7/2023	Revision: 006

1. PURPOSE

This policy applies to Richmond Auto Parts Technology (referred to collectively in this policy as "RAPT"). This policy was developed to ensure contractors perform work without posing a threat to anyone's safety and will also take necessary measures to ensure the protection of human health and the environment.

RAPT has prepared this *Contractor Safety & Environmental Program* to provide specific guidelines to allow a contractor on site. Service providers contracted directly to RAPT are evaluated and selected using the guidelines established in this Program. Contractor personnel on-site must comply with all applicable U.S. regulations and RAPT's EHS policies and procedures.

This program applies to the following list of service providers but is not all-inclusive of:

- Equipment installation or repair companies
- Electrical Services Companies
- Rigging/Crane Companies
- Building construction or repair companies
- HVAC service and repair
- Mechanical and Plumbing installation and repair
- Food service organizations
- Custodial service companies
- Any other contractor or subcontractor used on site

Note: Visitors & Customers not performing any work are only required to complete the EHS Agreement (Attachment B) and Confidentiality and Invention Agreement (Attachment C).

2. DOCUMENT ATTACHMENTS

Attachment A	Contractor Safety Checklist and Orientation
Attachment B	Contractor/ Visitor EHS Agreement
Attachment C	Confidentiality and Invention Agreement

1. PROCEDURES

Service providers (as listed above) that will perform work on site are subject to the requirements detailed in this section. The process of managing the Contractor Safety & Environmental Procedure is divided into four steps:



Each of these steps is described below:

A. Safety & Environmental Approval of Contractors

Each Contractor is reviewed and approved before being allowed to work on site to RAPT. Approval consists of the following steps:

- 1) Each prospective contractor is provided a copy of the *Contractor Safety & Environmental Procedures (policy)*. Each representative of the Contractor company working at RAPT will need to complete and return the following:
 - Contractor / Visitor EHS Agreement (Attachment B)
 - Confidentiality and Invention Agreement (Attachment C) and
 - Submit their company's Certificate of Liability Insurance ("COI")

- 2) The Contractor submits a copy of any specific safety training records that will be needed for their scope of work for each person they send on site. The contractor safety training must meet minimum federal, state, and local training requirements. These records must be up to date. No expired records will be accepted. **Note: All work on site requiring 3 or more of the contractor's personnel, the contractor must designate 1 person to be on-site representative or the "Contractor Safety Supervisor".**

- 3) The RAPT representative (EHS Leader, Plant Engineer, Maintenance Manager, Project Supervisor, etc.) reviews each Contractor's submittal to determine if the Contracting Company meets the minimum criteria for approval. Approval is based on the following:
 - Certificates of Insurance for General Liability
 - Contractor Safety Training contain(s) the following (if applicable):

General Environmental Awareness	Accident Reporting & Investigation
GHS/HazCom	CPR/Adult First Aid/AED
Safety & Environmental Training	Safety Rule Accountability Enforcement
Material Handling/Manual Lifting	Personal Protection Equipment
Lockout/Tagout	Hearing Conservation
Industrial Truck Operations	Respiratory Protection
Crane Safety Training Program	Compliance with any additional site-specific EHS requirements
Fall Prevention	Drug Free Workplace
Confined Space Entry	Sexual Harassment/Violence Free Workplace
Electrical Safety 70E	Employee Rights & Responsibilities

- 4) Following the review, the RAPT representative notifies the contractor regarding the result of the approval process.

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- 5) Each contractor must renew at the beginning of each calendar year. When approval expires, the process outlined above is repeated.

Note: For contractors renewing approval, review of completed work will be evaluated, along with any incident or safety abnormal documentation.

B. Contractor Orientation

- 1) Prior to beginning work the Contractor Safety Supervisor (on-site person designated as the lead person) receives an orientation briefing from the RAPT representative. This briefing would include the following:
 - Attachment A: Contractor Information Sheet.
 - Attachment B: Contractor/Visitor EHS Agreement.
 - RAPT *Safety & Environmental Rules and Practices* Orientation:
 - Overview of the plant Environment policy including management of all generated wastes.
 - Overview of *Zero Tolerance Policy* regarding harassment and use of alcohol and/or drugs
 - Emergency response information (alarm signals, location of shelter areas, etc.)
 - Notification requirements regarding accidents, incidents and near misses
 - Requirements regarding use of chemicals at the site and means of obtaining a Safety Data Sheet.
 - Required Personal Protective Equipment (PPE) while on RAPT’s site.
 - Required permits for performing the work and means of obtaining permits, i.e. hot work permit, confined space permit.
 - Use of ladders, scaffolding or rigging.
 - Fall protection policy at heights of 4 feet or higher.
 - Requirements regarding lockout/tagout
 - Electrical safety requirements, including no live work and appropriate PPE.
 - Use of electrical equipment and Ground Fault Circuit Interrupters (GFCI)

The Contractor’s Safety Supervisor is responsible for training all onsite Contractor personnel in these and other site-specific requirements.

C. Training

The RAPT Representative will communicate to any affected RAPT associates the requirements of the *Contractor Safety & Environmental Program* as well as any potential hazards introduced to their work area by the Contractor.

Associates who are involved in the evaluation/audit process must be knowledgeable regarding the specific work that is to be performed. For example, associates who are qualified under the electrical safe work practices would review Contractor electrical safety programs.

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RAPT representatives will receive training on how to conduct spot checks on contractors. The RAPT representative will be informed on how to recognize hazardous conditions and how to fix a hazardous condition if necessary.

All training will be documented and kept on file. Training will be conducted at least annually or if the program changes. Training can also be conducted if there is reason to believe that the associate does not have adequate knowledge of the program.

D. Periodic On-Site Audits

Once work has begun, the onsite activity of each contractor performing work for RAPT is periodically reviewed to determine compliance with provisions of the safety program. The RAPT representative will conduct periodic spot checks and will document any abnormal conditions. If abnormal conditions are spotted, the RAPT representative will communicate to the Contractor Safety Supervisor for corrective action.

Withdrawing Approval for a Contractor

RAPT reserves the right to terminate any approved Contractor for failure to comply with site rules and regulations and/or to correct unsafe conditions or practices.

RAPT reserves the right to remove any approved Contractor from the “Approved Contractor List” for failure to comply with established safety rules and regulations or for allowing an unsafe condition to exist in the workplace. Upon correction of the deficiency, the Contractor’s name may be reinstated on the “Approved Contractor List.” Additionally, RAPT reserves the right to terminate any agreement according to the terms and conditions of such agreement.

4. RESPONSIBILITIES

A. RAPT EHS Leader

- Maintains a current list of approved Contractors.
- Authorizes approval of any Contractor failing to meet the minimum evaluation criteria as outlined in this Program.
- Administers the written Contractor Safety Program.
- Requires evaluation of all Contractors doing or contracted to work on site.
- Maintains copies of all documentation submitted by each Contractor related to approval, orientation and review of onsite work.

B. RAPT Representative (Usually the Engineering Manager, Maintenance Manager, and EHS Leader)

- Uses only approved Contractors from the approved list.
- Ensures that RAPT associates are trained and aware of potential hazards introduced to their work area by the Contractor

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- Ensures that all RAPT associates and Contractors understand and comply with the requirements of this Program.
- Identifies Contractors whose work on-site could impact the environment and/or health and safety of associates at the site.
- Provides or arranges a site orientation briefing for the Contractor Safety Supervisor regarding environmental health & safety requirements specific to the location and the Contract.
- Ensures that Contractors are in compliance with the EHS Agreement through periodic spot checks
- Informs Contractor Safety Supervisor of presence of toxic or hazardous chemicals and provides Safety Data Sheets (SDS) as requested.
- All noted deviations from site requirements by Contractor personnel are reported directly to Contractor Safety Supervisor for correction.

C. All Other Associates (Ex. Purchasing, HR, Accounting, MRO...)

- Use only approved Contractors from approval list.
- Notify immediate supervisor of any Contractor employee action that has or may result in a hazardous condition or behavior.

D. Contractors

- Prior to start of work, not over seven (7) days after an award of construction contract and for the duration of the project the following minimum insurance coverage: **1 Million** shall be maintained by the contractor and any subcontractors working on the project. RAPT withholds the right to increase coverage requirements based on project specifications, duration and potential loss.
- **Indemnification** - The contractor shall defend, indemnify and hold harmless RAPT from any and all suits, actions and claims by its employees who suffer personal injury while on RAPT premises provided such injuries are not caused by the sole negligence of RAPT. The contractor shall also defend, indemnify and hold harmless RAPT from any and all suits, actions and claims by third-parties who suffer personal injury and/or property damage caused by the negligence or fault of the contractor, its employees and/or its subcontractors. The contractor shall be responsible for any damage to 1) the contractor's property while on RAPT property, 2) RAPT property under construction by the contractor and 3) RAPT property caused by the negligence or fault of the contractor, its employees and/or subcontractors.
- Designate a "Contractor Safety Supervisor" who has responsibility and authority for ensuring compliance with the requirements of RAPT's Program.
- Comply with current federal Safety and Environmental regulations and all applicable state and local laws, codes, rules, regulations or ordinances governing the work.
- Prior to the start of the project, the contractor shall contact the project manager to ensure that they have received pertinent information for the project including permits, floor plans and utility information.
- Ensure that all Contractor personnel comply with applicable RAPT EHS requirements.

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- Comply with the *Contractor/ Visitor EHS Agreement* (Attachment B) & *Confidentiality and Invention Agreement* (Attachment C)
- **Mark off area with “Caution” tape for any working areas the Contractor will be in or overhead.**
- Provide for onsite first aid and emergency medical services.
- Notify RAPT Representative of any injury, incident or near miss involving Contractor personnel while at the project location.
- Participate in all evacuation drills.
- Accept that failure to comply with EHS requirements, including failure to correct unsafe practices and conditions, are sufficient grounds for RAPT to require work stoppage or termination of the contract agreement.

5. AUTHORITY

- The Plant Engineer, Maintenance Manager or Project Manager has the authority to implement this procedure and to review and audit the implementation of this procedure.
- The EHS Leader has the authority to update and audit this procedure.

6. DISCIPLINE

If a violation has occurred then the Human Resources Manager and Upper Management will determine what level of disciplinary action must be taken; including and up to termination.

11	Hazardous tools to be used: (Power equipment, etc., Compressed gas cylinders) Describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12	Personal protective equipment needed to enter work area. (Hard hat, bump cap, safety glasses and hearing protection)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13	Work in confined space(s) (Program review required)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14	Lock out/tag out? (Program review required)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
15	Demolition Activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
16	Work area/activities requiring Fall Protection? (Program review required)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
17	Heavy lifting/Hoisting/Rigging/Crane. (Program review required and Safe lift Plan)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
18	Work on electrical systems/equipment? (Program review required)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
19	Removal of excess materials/wastes (hazardous or otherwise)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
20	Clearance or check in with Project Manager required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
21	Ladder(s)/Platform(s)/staging/Lift(s) to be used	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
22	Work effecting fire detection/suppression equipment (alarms/sprinklers/ fire pump) Note: Coordinate as appropriate with Fire Department & Facilities Services.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
23	Interruption of emergency equipment use/accessibility. (Eyewashes/showers, Exhaust ventilation, Phone service, Egress routes)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
24	Certification of CPR/AED/First Aid	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
25	Describe potential impacts & accommodations (noise, dust, odors, etc.) associated with the project/work:	
Description of work to be completed:		

Attachment B- CONTRACTOR/ VISITOR EHS AGREEMENT**• General:**

- I will sign in at the front office when arriving on site & will report to RAPT personnel regarding work progress/status before leaving the site.
- I will ensure a confidentiality agreement is signed covering my activities on the property prior to beginning my work.
- No photographs or videotapes are allowed unless prior approval is obtained from upper management.
- Smoking is permitted only in designated areas (Plant 1 and 2 Smoke Shacks).
- All vehicles, hand carried packages and containers are subject to search upon entering or exiting the plant site.
- Contractors are allowed to use designated bathrooms and vending machines. Damage or inappropriate behavior in these areas may result in loss of these privileges.
- No contractors are permitted in areas where they are not working. The tool crib and inventory areas may only be entered with a RAPT escort (Maintenance Manager, Supervisor, Department Head).
- It is the responsibility of the contractor's on-site superintendent to insure that these rules will be adhered to by all employees and sub-contractors working for that contractor.
- It is a violation of RAPT policy to use, possess or be under the influence of alcohol or illegal drugs, or to possess a firearm on any part of this facility. Violation of this policy will result in immediate removal from this facility.
- RAPT is not responsible for lost, stolen, or damaged property that is brought on site. Contractors are responsible for their own equipment and materials.
- Horseplay will not be tolerated on the site.
- Each contractor is required to clean up his area at the end of each day.

• Operational Protection:

- No contractor is permitted to shut off a piece of operating equipment or cut into an existing line without prior approval from a RAPT manager.

• Personal Safety:

- Safety toed shoes, safety glasses, and a hard hat are required at all times when on the plant floor.
- Hearing protection and hard hats are required in certain areas as posted (i.e. Forging facility)
- A safety restraint system must be provided by the contractor and used when working in excess of 4-foot elevation, where ladders and scaffolds cannot be used.

• Equipment:

- I will provide all necessary labor and materials to perform required tasks unless expressly permitted otherwise by a member of RAPT management.
- Contractors must provide their crews with personal protection equipment. Contractors are responsible for accurate inspection of all monitoring devices.
- Defective equipment and unsafe conditions and practices (posing an immediate danger) must be reported immediately.

• Emergency Action Plan:

- I have been provided a copy of the facility Emergency Action Plan and understand I must abide by these procedures.
- In the event of a tornado/evacuation while on the premises of RAPT all visitors/contractors must follow their RAPT representative.
- The RAPT representative they are visiting or contracted through are responsible for providing them with the Emergency Action Plan information.

• Environmental Management Systems:

- Any waste produced while performing work on the premises of RAPT shall be disposed of in designated storage area.
- In the event of a spill or other major event, the visitor/contractor will notify the SPCC Coordinator.
- I will provide RAPT with a copy of A MSDS or SDS for any chemical used while on site.
- The RAPT representative has provided the visitor/contractor with any related EMS information and the contractor/visitor understands they will follow the procedures outlined in it.
- I am aware of the significant environmental impacts and the potential impact associated with my work at RAPT.

• Safety Procedures:

- I understand and will use Lockout/Tagout procedures when necessary.
- I will obtain a hot work permit prior to commencement of welding, torching, or cutting on the facility property.
- I will obtain a confined space permit if needed.
- All construction work must be completed in compliance with local, state and federal O.S.H.A. rules and regulations

I have read and understand this agreement. I will abide by all facility rules and regulations. I am aware that if I do not follow these expectations, I will be asked to leave.

 Signature

 Date

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Attachment C

RICHMOND AUTO PARTS TECHNOLOGY, INC.
CONFIDENTIALITY AND INVENTION AGREEMENT

This Confidentiality and Invention Agreement (“Agreement”) is made by and between _____ (“Contractor”) and Richmond Auto Parts Technology, Inc. (“Company”).

Contractor enters into this Agreement, effective upon Contractor’s signature, in exchange for a portion of the consideration Contractor will receive from the Company for the goods and/or services Contractor renders to the Company (collectively, “Contractor’s work”):

Confidential Information/Trade Secrets: “Confidential Information” means and includes, but is not necessarily limited to, the Company’s products, services, prices, business procedures, strategies, financial information, business plans, marketing plans, sales performance, profitability data, pricing practices, manufacturing “know how”, unique technology, projections, data bases, problems relating to production or products, lists and identities of customers and/or prospective customers, discounts, profit margins, inventions (including as defined in Part 4, below), technical information describing, containing or providing insight regarding the Company’s production practices, techniques, tooling, machinery, fixtures, formulas, compositions, research or computer software, and all designs, plans, data, trade secrets, intellectual property and other proprietary information of the Company. “Confidential Information” also includes all figures, calculations, correspondence, notes, records, files, memoranda, papers, e-mail, text messages and other communications, drawings, sketches, photographs, proofs, artwork, mock ups, computer printouts, electronic information storage devices and all other information, materials, data and other things of any type or description, including copies thereof, owned by or pertaining to the Company that constitute or contain information not generally known to or accessible by the public or the Company’s competitors and which a person exercising reasonable judgment would understand would, or likely would, be detrimental to the Company’s business interests and/or aid or assist a competitor of the Company if divulged, disclosed or otherwise communicated without the Company’s authorization. Confidential Information also includes any information, data or other materials owned by or pertaining to any past, present or prospective customer of the Company, which Contractor gained access to or learned of through Contractor’s work. All information, data and materials that arguably constitute or contain Confidential Information are deemed such, regardless of whether so stamped, marked or otherwise expressly identified as such. Confidential Information does not include information that is in the public domain or which becomes part of the public domain through no fault of Contractor’s.

Non-Disclosure: Contractor agrees that, while performing Contractor’s work and for a period of five (5) years thereafter, Contractor shall not divulge to any person or entity, or make use of, any Confidential Information or trade secrets of the Company, directly, indirectly, personally or on behalf of any other person, business, corporation or entity. This covenant is not intended to and does not limit in any way Contractor’s duties and obligations to the Company under statutory or common law not to disclose or make personal use of such information. Contractor acknowledges and agrees that the sale or unauthorized use or disclosure of any of the Company’s trade secrets or other Confidential Information known to Contractor during or

because of Contractor's work constitutes unfair competition. Contractor promises not to engage in any unfair competition with the Company. Contractor also agrees not to deliver, reproduce or in any way allow any such trade secrets or other Confidential Information, or any documentation relating thereto (whether physical or electronic), to be delivered to or used by any third party. Contractor's duty to maintain trade secrets and other Confidential Information in confidence shall be relieved only by express written consent from the Company, or by and only to the extent that any such trade secret or Confidential Information shall become known in the industry through no direct or indirect fault of Contractor.

Conflict of Interest: Contractor agrees that, while performing Contractor's work, Contractor will not engage in any other activity that competes with the business of the Company, or which otherwise conflicts with Contractor's obligations to the Company.

Inventions: Contractor agrees to hold in trust for the sole right and benefit of the Company, and hereby assigns to the Company or its designee, all of Contractor's right, title and interest in and to any and all inventions, original works of authorship, developments, concepts, improvements, designs, discoveries, ideas, trademarks, trade secrets, practices, techniques, forms, computer programs and any other idea or technology which, for example, advances, simplifies, or otherwise improves upon prior techniques, technologies, forms, computer programs or other ideas or the efficiency or profitability of the Company, performance of Contractor's job, or the job of other Contractors or Associates (collectively referred to as "Inventions"), whether or not patentable or registrable under copyright or similar laws, that Contractor may solely or jointly conceive, develop or reduce to practice, or cause to be conceived, developed or reduced to practice, while Contractor performs Contractor's work if the Invention arises from or is related to Contractor's work. Contractor acknowledges that all original works of authorship which are made by Contractor (solely or jointly with others) within the scope of or which are in any way related to the Company's business or operations and which are protectable by copyright (e.g., computer programs) are "works made for hire," within the meaning of the United States Copyright Act. Contractor agrees all Inventions and works made for hire are and shall be solely the Company's property. Contractor understands and agrees that the decision whether or not to commercialize or market any Invention or work made for hire is within the Company's sole discretion and for the Company's sole benefit and no royalty will be due to Contractor as a result of such commercialization or marketing.

- a. **Notice to the Company:** Contractor agrees to promptly notify the Company, in writing, of all Inventions and works made for hire made or thought of by the Contractor (even if made or thought of with another person), if such Inventions or works made for hire were: (i) worked on, in whole or in part while performing Contractor's work and arose from or was related to Contractor's work; or (ii) relate to or are in any way connected with the business or operations of the Company. This obligation applies whether or not the Contractor has been requested by the Company to work on the development of such Inventions or works made for hire.
- b. **Maintenance of Records:** Contractor agrees to keep and maintain adequate and current written records of all Inventions and works made for hire made by Contractor (solely or jointly with others) during or within six (6) months following the cessation of Contractor's work. The records will be in the form of dated notes, sketches, drawings and any other format that may be appropriate or specified by the Company. Contractor shall make such records available to, and they shall be and remain the sole property of, the Company at all times.

- c. **Patent and Copyright Registrations:** Contractor agrees to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns and nominees the sole and exclusive rights, title and interest in and to Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto. Contractor further agrees that Contractor's obligation to execute or cause to be executed, when it is in Contractor's power to do so, any such instrument or papers shall continue following the conclusion of Contractor's work. If the Company is unable, because of Contractor's mental or physical incapacity or for any other reason, to secure Contractor's signature to apply for or to pursue any application for any United States or foreign patent or copyright registration covering Inventions or original works of authorship assigned to the Company as above, then Contractor hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as Contractor's agent and attorney in fact, to act for and in Contractor's behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by Contractor.

Return of Property: Upon the conclusion of Contractor's work, Contractor agrees promptly to surrender and deliver to the Company any and all records, materials, equipment, drawings, documents and data of any nature pertaining to or constituting any Invention, work made for hire, trade secret or Confidential Information of the Company that Contractor has in Contractor's possession, custody or control or which later comes into Contractor's possession, custody or control.

Not a Contract of Employment: Contractor acknowledges Contractor is an independent contractor and not an employee of the Company. Contractor further acknowledges this Agreement is not an employment contract.

Modification: This Agreement may not be changed, modified, released, discharged, abandoned or otherwise amended, in whole or in part, except by an express writing, signed by Contractor and an authorized representative of the Company. No waiver by the Company of a breach of any provision of this Agreement shall operate or be construed as a waiver of any subsequent breach. Contractor agrees that no subsequent change or changes in Contractor's duties, compensation or other terms or conditions of the Contractor's work shall affect the validity or scope of this Agreement.

Successors and Assigns: This Agreement shall be binding upon Contractor's heirs, executors, administrators and other legal representatives. Contractor may not assign this Agreement, and any purported assignment of this Agreement by Contractor shall be null and void. This Agreement is for the Company's benefit and shall inure to the benefit of its successors, assigns, parents, subsidiaries and affiliates and their successors and assigns.

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Survival of Contractor’s Obligations: Contractor’s obligations under this Agreement shall survive the completion of Contractor’s work, regardless of the manner or reason for completion.

Remedies: Contractor agrees that any breach or threatened breach of this Agreement will cause irreparable harm to the Company for which damages would not be an adequate remedy and, therefore, the Company shall be entitled to injunctive relief with respect thereto (without the necessity of posting any bond) in addition to any other available remedies.

Severability; Captions: Each provision of this Agreement shall be treated as a separate and independent clause, and the unenforceability of any one provision shall in no way impair the enforceability of any other provision. If any provision is held to be unenforceable, such provision shall be construed by limiting or reducing it to the minimum extent necessary to make it and the rest of the Agreement legally enforceable. Headings and captions used herein are solely for the sake of convenience and shall not be deemed to alter, limit or modify the substance of its provisions.

Entire Agreement: Contractor acknowledges receipt of this Agreement and agrees that, with respect to the subject matter hereof, it is Contractor’s entire agreement with the Company, superseding any previous oral or written communications, representations, understandings or agreements with the Company or any officer or representative of the Company. This Agreement and any other agreement(s) between Contractor and the Company relating primarily to other subject matter shall be construed to complement each other -- except to the extent any expressly modifies or supersedes another.

BY SIGNING BELOW, CONTRACTOR OR CONTRACTOR’S DULY AUTHORIZED REPRESENTATIVE ACKNOWLEDGES CONTRACTOR HAS READ THIS AGREEMENT CAREFULLY, UNDERSTANDS AND ACCEPTS THE OBLIGATIONS IT IMPOSES, AND CONFIRMS NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO CONTRACTOR TO INDUCE CONTRACTOR TO SIGN THIS AGREEMENT. CONTRACTOR HAS SIGNED THIS AGREEMENT VOLUNTARILY AND OF CONTRACTOR’S OWN FREE WILL.

Contractor Company Name: _____



Signature: _____

Date: _____

Print Name: _____

Title: _____

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Record Retention	Effective Date: 8/7/2023

Document #	Revision #	Issue Date	Issue	Checked	Approve
ES-POL-010	6	8/7/2023	Austin Saylor		

Revision History

Rev No.	Date	Before Change Made	After Change Made	Revised by:	Approved by:
1	3/28/2017	N/A	Creation of policy	J. Price	N/A
2	4/9/2018	No attachments in policy.	Attachments added	J. Price	N/A
3	9/16/2021	Previous HR and EHS contacts emails listed.	Updated M.Goff and J.Price email addresses to S.Belhasen and S.Mink	S.Belhasen	H. Higashino
4	10/11/2022	Previous EHS Coordinators email was still listed	Changed S. Belhasen email to A. Saylor's email.	A.Saylor	S.Peters
5	5/8/2023	N/A	N/A	A.Saylor	
6	8/7/2023	Issue date didn't match revision date	Corrected revision and issue dates to match.	A.Saylor	