



UNILEVER MANUFACTURING (US), Inc.
HAMMOND PLANT

RE: Annual Contractor Requirements 2012

To Whom It May Concern:

Along with this letter you will receive a copy of the 2012 Unilever Contractor Orientation Form and a list of your company employees who worked at the Unilever Hammond site in 2011.

It is time for the annual renewal of the Unilever Hammond Contractor Management program.

- Please note the addition of a PowerPoint presentation, "Unilever Contractor Orientation" as well as a test based on comprehension and verification of training on the DVD and PowerPoint presentation. This presentation and the Unilever Hammond Contractor Requirements DVD should be reviewed annually with your contractor employees who are required to work at the Unilever Hammond Plant.
- There is a test which must be completed by each employee and returned via email to unilevertraining@standt.com or by fax (if faxing, original copy must also be mailed) to Safety Training & Tracing along with the completed "2012 Unilever HPC USA Safety Orientation Certification Form". Enclosed you will find a hard copy of the presentation and test, and revised forms and paperwork for 2012. You may also view this information via the internet at www.standt.com/unilever/uh.html.

Please review the DVD and pre-work requirements along with the "Unilever Contractor Orientation" PowerPoint presentation with your employees **before** arriving at our facility. This is an **annual requirement** and your workers' access to the facility will be denied if all requirements are not met. The training is good for one year after completion.

- You, as the Company Representative, must assume the responsibility to complete the following before beginning work at Unilever:
- ✓ **Complete the attached Company Information sheet** if your company is new or if your information has changed and email or fax to ST&T per instructions on the form.
 - ✓ **A current Certificate of Insurance must be on file for your Contractor Company** (refer to the enclosed guidelines for limits and wording requirements.)
 - ✓ **You must have a Unilever purchase order prior to the start of work.**
 - ✓ **2012 Unilever HPC USA Safety Orientation Certification Form** must be signed by all trainees and company representatives, validating the review of the Unilever Hammond Contractor DVD and the "Unilever Contractor Orientation" PowerPoint presentation. **This form MUST be emailed to unilevertraining@standt.com or faxed to (219) 473-4329 with the original mailed to Safety, Training & Tracing.** The training must be complete before your employees arrive at our plant for work. ***Please note the form requires the last 6 digits of the Social Security number.**
 - ✓ **Proof of OSHA 10 Hour Training** for new contract employees working at Unilever Hammond site.
 - ✓ **2012 Confined Space Training Certification Form** completed for each employee required to work in confined space and faxed to Unilever prior to the start of work. **Original copy must be mailed to Safety, Training & Tracing.**
 - ✓ Your company may be asked to participate in additional training or to provide additional documentation as determined by your Unilever Representative and by the scope of the work to be performed.

Contact information for Safety Training & Tracing, Inc.:

- unilevertraining@standt.com
- Phone: 219-473-4320; Fax 219-473-4329
- Forms may be viewed via the internet at www.standt.com/unilever/uh.html.

If you need additional information on Unilever Guidelines and Procedures, please contact your Unilever Representative before commencing work.

Thank you for your continuing support of the Unilever Contractor Orientation Program. We appreciate your cooperation.

Sincerely,

Fawn Parke

Unilever HPC NA, Hammond SHE Manager

Jack Hamner

Unilever HPC NA, Hammond Environmental Specialist