

Site Access

- You **MUST** sign in/out with security at the main entrance and present photo ID for every visit
- All visitors will be issued a visitor badge that **MUST** be visible at all times
- Security will contact your ELC representative to accompany/escort you throughout the facility
- Confirm the evacuation plan and designated meeting point with your ELC representative upon arrival

General Rules of Conduct on Site

When on site, you are NOT PERMITTED to:



Remove company property without consent



Enter access-controlled areas



Operate machinery or equipment, unless authorized



Disobey signage or security procedures



Record photos/videos without authorization



Possess firearms, explosives, or other weapons



Engage in discriminatory, violent, or offensive behaviour



Possess/be under the influence of alcohol or illicit substances



Smoke inside ELC buildings. **ONLY** in designated outdoor areas



Eat/drink on the production floor

**VIOLATORS WILL BE REMOVED FROM THE SITE
AND PROHIBITED FROM RETURNING**

Thank you for visiting Estée Lauder Companies.
If you have any environmental or safety questions, please contact your ELC representative or the EHS staff member listed below:

Carmen Mager
EHS Senior Manager
Phone: 365-372-4001
Email: cmager@estee.com

ESTÉE
LAUDER
COMPANIES

Estée Lauder Cosmetics Ltd.

Bringing the best to everyone we touch



Agincourt Facility

ISO 14001 Registered

161 Commander Blvd, Scarborough, ON
M1S 3K9

Security: 416-292-1111

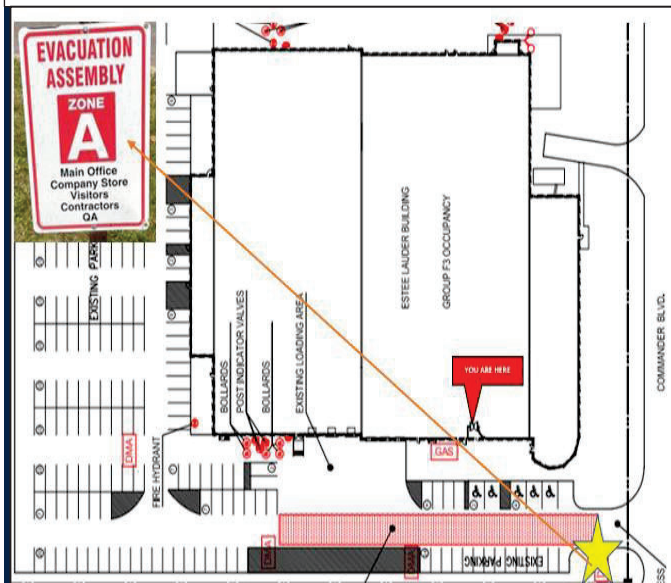
Reporting Incidents or Injuries

- Make sure to report **ALL** injuries, illnesses, accidents, spills, unsafe conditions, or damage to property/product that occurs at Estée Lauder to your ELC representative
- If there is a medical emergency, please call the security number on the front page

PPE Policy

- All visitors must comply with the Personal Protective Equipment (PPE) requirements.
- **The following PPE is required to be worn inside the plant, at all times:**
 - Static Dissipating (SD) CSA Approved Safety Shoes
 - CSA Approved Safety Glasses/Goggles
 - High Visibility Safety Vests or Smocks
 - Hearing Protection (Designated areas)

* Confirm the required PPE and safety requirements with your ELC representative prior to entering any of the non-office areas at the site*



Emergency Information

Notify Security in case of:

- Fire or smoke
- Medical Emergency
- Chemical or Mass Spills
- Threats of Violence or Harassment



EMERGENCY EVACUATION PROCEDURES

In the event of a fire, explosion, or gas leak:

1. Pull the nearest fire alarm
2. Leave the building **immediately** through the nearest and safest fire exit
3. Proceed to your **designated assembly point (ZONE A)** (REFER TO **STAR** ON THE MAP TO THE LEFT) and notify your ELC representative or security

REMEMBER:

- When the alarm sounds, please evacuate the facility in an orderly and timely manner.
- **DO NOT** stop for personal belongings
- Report your presence outside the building to your ELC representative
- **DO NOT** LEAVE THE ASSEMBLY POINT

Facility Environmental & Safety Requirements

- If exposed to chemicals, wash or flush the affected area at the eye wash/shower station & seek first aid care
- All work areas must be left clean and safe
- Always use handrails on stairs and be aware of residual material on surfaces and shoes

Pedestrian Safety in the Facility

- Adhere to pedestrian walkways while walking through the facility
- Ensure intersections are clear before walking
- Be aware of moving traffic around you
- Wait for operator of Powered Industrial Truck (PIT) to acknowledge you, prior to advancing in laneway
- **Never** walk on forks of forklift
- **Never** walk under elevated loads
- **Never** walk on pallets



ISO 14001

- Estée Lauder – Agincourt is an **ISO 14001 registered** facility.
- Agincourt meets the globally accepted standards for environmental management and has programs in place to mitigate safety risks.
- The certification and **Environmental and Safety Policy Statement** is posted on the EHS board.
- Contractors and suppliers must make every effort to minimize and report negative environmental impacts while on site, such as (but not limited to)
- Air Pollution and Odour and Noise
- Depletion of Natural Resources (Energy Use)
- Material Waste (Garbage), Sewage Bypass (Leak/Spill)
- Treatment Disposal (Hazardous Waste)

