

Exhibit F

Contractor HSSE Requirements

Health, Safety, Security
Environmental (HSSE)

Linden Business and Technology Center (LBTC)
1900 East Linden Avenue
Linden, NJ 07036

Emergency Reporting

- If you see or are involved in an emergency, regardless of the type or extent (fire, injury, illness, odor, spill, threat to personal security, etc.), the first action you need to take is to notify Site Security by any of the following: **DIAL X-2580** from any site phone, **DIAL 908-474-2580** from any mobile device, or **PULL the Fire Alarm Box** located at most exits. Give the location of the emergency, building, room number and type of emergency. Remain on the phone for additional instructions
- Depending on the type of emergency, an announcement may be made to evacuate a floor, wing or an entire building. If an evacuation is announced, contractors are to go to the rally point identified by their Infineum Designated Representative. Be sure to take your personal belongings and secure your work place before leaving.

Other Important Numbers:
LBTC Site Line: 908-474-SITE (7483)
Infineum Site Security: 908-474-3276/2461

- If you are injured or take ill while working at the Infineum site, **DIAL X-2580** and contact your Infineum Designated Representative at once. It is your Infineum Designated Representative's responsibility to contact the Infineum Medical Department before you leave the site and complete the appropriate injury/illness documentation.

Infineum Life Saving Rules

Life-saving rules are a set of mandatory requirements for colleagues and contractors working for Infineum or inside Infineum premises aimed at preventing serious or fatal accidents. Failure to comply with these prescribed life-saving rules could result in disciplinary actions commensurate with the assessed level of responsibility. Each site will implement Life Saving Rules in accordance with local regulations on employment and service contracts.

WORK SAFELY	Work with a valid Work Permit when required	
	Obtain authorization before entering a Confined Space	
	Do not sign, issue or accept a work permit without Energy Isolation, Gas Test or Field Verification when required	
	Obtain authorization before over-riding or disabling Safety Critical Equipment	
	Do not Open Process Equipment without proper PPE and/or verifying it is properly cleared, isolated and de-energized	
	Remove Lockout/Tag-out Devices only if authorized	
BEHAVE SAFELY	No Smoking except in permitted areas	
	Comply with safety rules when Working at Height	
	Do not walk under a Suspended Load	
	Do not consume or be under the influence of Alcohol or Drugs while working or driving	
DRIVE SAFELY	Do not exceed the Speed Limit	
	Engine on – No talking, no texting, no exceptions!	
	Wear Your Seat Belt on the road and within Infineum sites	

INFINEUM POLICIES

A. Health & Safety

The ultimate responsibility for the safety and health of contractor personnel rests with the contractor. Individual contractors are expected to provide a safe and healthy work environment, free from recognized hazards that may cause injuries and occupational illnesses to contractors, colleagues or visitors. At LBTC, we are committed to a work place where **“Nobody gets hurt”**.

B. Security

LBTC recognizes that the security of our colleagues, contractors, facilities, and surrounding community is essential in maintaining a safe workplace. Accordingly, LBTC is committed to the implementation of the American Chemistry Council’s Responsible Care Security Code. As part of this effort, we continuously take the necessary steps to provide a secure environment for all personnel within our facility and for our neighbors, and expect our contractors to do the same.

C. Environmental

Infineum is committed to protecting the environment and expects contractors to comply with all Infineum and regulatory environmental standards related to the protection of air, land, and water. It is the contractors’ responsibility to notify your Infineum Designated Representative of any environmental concerns.

D. Confidentiality

It is the responsibility of contractors to protect all Infineum confidential information and material. Generally, all information provided to the contractor shall be treated as confidential information and shall not be released outside the Infineum facility. Contractor may be required to sign a separate agreement of confidentiality.

E. Harassment

Infineum values diversity and has a strong policy against harassment.

F. LBTC Contractor Safety Training

- a. Contractors are required to carefully review and understand the Infineum Contractor HSSE Booklet. Minimum training requirements are Sections I, II and III. Contractors performing work in any operating areas shall receive Section IV.
- b. HSSE training is required annually and is valid for one calendar year. The Infineum Designated Representative will provide other safety information as related to the services being provided.

I. RESPONSIBILITIES

A. Infineum Designated Representative:

- a. is responsible for ensuring the Contractor HSSE Training is adequate for the task.
- b. reserves the right to stop work when an unsafe act or condition which could be of immediate danger to life, health or property, is observed. This may result in loss of contract or removal from site.
- c. is responsible for ensuring that any necessary corrective action is taken when hazards are reported by the contractor. In the case of an emergency, action must be taken immediately.

B. Contractor:

- a. is responsible for the safety and actions of all their contractor personnel, including subcontractors. This responsibility includes adherence to all Infineum and regulatory requirements and policies, including but not limited to, those outlined in the Contractor HSSE booklet.
- b. is responsible for managing and supervising its’ own safety program as applicable.
- c. is required to obtain and complete applicable Infineum and local permits.

II. GENERAL HSSE AND LIFE-SAVING RULES

General HSSE and Life-Saving Rules apply to all contractors and must be followed without exception. The following is not meant to be an all-inclusive list of rules and policies. Your Infineum Designated Representative can provide you with additional information.

A. Prohibited Acts & Materials



- a. Willful or negligent violation of HSSE and Life-Saving Rules
- b. "Horseplay" or malicious mischief
- c. Reporting to work or working in an intoxicated state
- d. Fighting or attempting bodily injury to another person
- e. Firearms, weapons, explosives, or any biological weapons
- f. The use of (1) illicit or un-prescribed drugs, (2) prescribed drugs used in a manner inconsistent with the prescription, and (3) alcoholic beverages are prohibited. Infineum reserves the right to test for drugs and alcohol after any incident resulting in an injury or property damage.
- g. Mobile device cameras are not allowed to be used onsite without prior permission from Site Security.
- h. Disregard of barricades and caution signs.
- i. Unauthorized removal of lock out / tag out devices.
- j. Obtaining materials, tools, or equipment by fraud, theft, or misrepresentation.
- k. Use of mobile devices in electrically classified areas.
- l. Use of head phone devices in operating areas.

B. Security

- a. Contractor must sign in/out with Site Security unless special arrangements have been made in advance and approved by their Infineum Designated Representative.
- b. Infineum reserves the right to inspect all items carried into or out of the site and buildings.
- c. Contractor will receive an ID badge from Site Security, appropriate to the services being provided, which must be displayed whenever working on site. Report a lost badge immediately to your Infineum Designated Representative.
- d. Secure your area when leaving. Be sure to safeguard tools, small equipment, and workstations when unattended.
- e. Report any suspicious or unusual activity to your Infineum Designated Representative or Site Security immediately.
- f. Remain on the job to which assigned and do not leave the area unless approved by your Infineum Designated Representative.

C. Traffic Rules



- a. Driving a vehicle onsite requires a valid license for the type of vehicle to be operated.
- b. Seat belts must be worn at all times while driving onsite.
- c. Obey all posted site traffic signs, pedestrian crossings, speed limits, and parking rules.
- d. Park in area(s) indicated by your Infineum Designated Representative.
- e. Report any vehicle incidents to Site Security and to your Infineum Designated Representative.
- f. It is prohibited for any personnel to ride in the rear bed of pickup truck.
- g. The use of mobile devices while driving onsite is prohibited.
- h. Smoking is prohibited in Infineum vehicles.

D. Fall Prevention

- a. Use handrails while using stairs.
- b. Do not read or use your mobile device while walking.
- c. Use sidewalks where available and crosswalks in parking lots and roadways. Do not walk on grassy areas.

- d. Wear sensible shoes. Avoid wearing backless and/or strapless shoes, excessively high and/or narrow heels.
- e. Use lids on beverages and use trays or bags when transporting food from the break rooms and/or cafeteria.

E. Personal Protective Equipment (PPE)

- a. The required PPE will be based on a hazard evaluation of the area, standard operating procedures, and materials or equipment of the task being performed.
- b. Shorts, skirts, sleeveless shirts and blouses are prohibited in all operating areas.
- c. Safety glasses with side shields are required in all laboratory and operating areas.

F. Computer Usage

Contractors that are provided with a LAN ID are required to comply with all Infineum IT policies and procedures along with completing an annual workstation evaluation. Contact your Infineum Designated Representative for more information.

G. Housekeeping

Contractors are required to maintain a safe and hazard free work area. Good housekeeping includes maintaining equipment neat and clean, carrying out the job in an orderly manner, storing tools and equipment when not in use, and disposing of waste properly. Hallways and offices must be kept clear of any tripping hazards.

H. Smoking 

Smoking is permitted in designated areas only and is prohibited in any site building or while operating a vehicle on site.

I. Use of Chemicals

Contractors bringing any chemicals or solvents onsite must provide Safety Data Sheets (SDS) to their Infineum Designated Representative prior to use and must have them available at the work location. Contractor must be familiar with the hazards of the material or chemical being used and how to prevent an exposure and/or release. Contractor may request a review of the SDS(s) for chemicals that are in use by Infineum colleagues. Chemical containers must be properly labeled. Chemicals are not to be stored in offices.

J. Waste Management

Any waste (paper, chemical, metal, construction debris) must be disposed of properly. Please recycle according to LBTC Site Practices. Contact your Infineum Designated Representative prior to disposing of waste.

K. Reporting of Unsafe Conditions

Contractor is required to report any unsafe or harmful conditions by contacting their Infineum Designated Representative or completing any of the following: Safety Action Ticket (SAT), Unsafe Occurrence Report (UOR), or Behavior Based Observation Program form (BBOP).

Contractors can also participate in a Behavioral Based Observation program, which is referred to as B-BOP. You may be asked to observe another contractor, or you may be asked to be observed while you work. Please remember this program is to prevent injuries by alerting you to unsafe actions or activities. It is a main part of our Nobody Gets Hurt Program and we hope you will participate with us in it.

III. SPECIFIC WORK PRACTICES

Work shall be performed in accordance with Infineum and regulatory standards. References are OSHA 29 CFR 1926 - "Construction Industry Regulations", and OSHA 29 CFR 1910 - "General Industry Regulations", and LBTC's Health, Safety, Security & Environmental Handbook.

General Rules for Operating Areas

These rules apply when performing work anywhere onsite such as: laboratories, pilot plants, mechanical equipment rooms, shops, conference rooms, offices, and outside grounds.

- Minimum PPE requirements for laboratories, pilot plants, mechanical equipment rooms and shops are 100% cotton flame resistant lab coat or uniform, long sleeves, safety glasses with side shields, and safety shoes.
- Do not eat or drink in operating areas.
- Never use solvents for washing hands.
- Do not use sinks for disposal of chemicals or solvents.
- Keep your head and face outside of the hoods.
- Open flame work is not permitted without a Hot Work permit.
- Any unauthorized operation of equipment belonging to or on Infineum property may result in loss of contract and/or removal from site. In addition, never move equipment or chemicals without approval and/or assistance from Infineum colleagues.
- Asbestos or asbestos containing materials may be present in some form at the work location. Potential sources are: laboratory hood panels, underground steam piping insulation, ductwork, floor tiles, bench tops and coated building panels. No drilling, cutting, abrading, or removal of any of these materials is permitted by any contractor other than the designated asbestos abatement contractor for Infineum. Should you encounter any materials that you suspect might be asbestos, you are to stop work and immediately notify your Infineum Designated Representative.
- Painted surfaces may contain lead paint. Before sanding, stripping, abrading, or removing any paint, notify your Infineum Designated Representative who will schedule testing.
- Safety surveys are conducted without notice to assess the safety performance of the contractors and provide necessary feedback. The Safety Survey Teams may include Infineum colleagues and contractors.
- Should it become necessary to block any site road, the contractor must notify Site Security and obtain authorization from your Infineum Designated Representative.
- Areas must be cleaned thoroughly after completion of the work. Refuse must be removed and the worksite left in original condition. Failure to do so may result in deferred payment until the contractor complies.

A. Contractor Equipment

- a. Contractor work equipment shall meet Infineum and regulatory standards. Tools and equipment, including but not limited to hoists, cranes, jacks, hand tools, mechanized equipment, slings, portable fire extinguishers, respirators, portable ladders, scaffolds, lifting and moving equipment, fall protection, ground fault circuit interrupters, and compressed gas cylinders must be in good repair and safe operating condition. Tools and equipment shall not be modified in such a way as to be hazardous or unsafe to the operator, to Infineum personnel, or to cause damage or interruption to Infineum processes. Infineum reserves the right to verify and remove any equipment not in compliance with requirements.
- b. Inform the Infineum Designated Representative of any contractor equipment using x-rays or radioactive materials.

B. Work Permits

- a. Work permits (hot, cold, confined space entry, confined space checklist, and excavation) are to be issued before starting any work. Permits are to be signed by both the person requesting the work (issuer/owner) and the person(s) performing the work. The permit will be available at the work location and returned to the issuer at the end of the work. Any additional safety equipment or requirements will be identified through the permit.
- b. Excavations are by permit only. Shoring is required if working below 4 feet along with a ladder for egress. Soil removed from an excavation will be stored on plastic, covered and set back from holes at a safe distance. After a rainstorm occurs, work in an excavated area will not resume until a competent person, as defined by OSHA, monitors soil conditions. If any contamination or odor is detected, the Infineum Designated Representative will be contacted at once. This soil must be separated from the rest of the soil and covered with plastic.
- c. Equipment that contains or has the potential for stored energy will be locked and tagged before starting work. Contractors will comply with lock and tag out procedures as defined by Infineum and the permit issuer/equipment owner.
- d. Live work is not permissible without a Hot Work permit and approval from the LBTC Facilities Leader.
- e. Entry permits are required to enter or inspect a permit required confined space. Examples of permit required spaces are tanks, vessels, storage bins, hoppers, vaults, pits, ventilation ducts, and trenches over four (4) feet (1.5 m) deep. In addition, the appropriate work permit and pre-entry/entry checklist must be completed prior to entering or performing work inside a confined space.

C. Emergency Equipment

- a. Emergency Equipment such as eyewash stations, safety showers, fire extinguishers and spill kits are located throughout the Infineum site, are clearly identified and are for emergency use only. Locate the nearest emergency equipment in the work area prior to starting your job. If any emergency equipment is used, contact your Infineum Designated Representative.
- b. Safety showers are activated by pulling the chain or ring. If eyes are involved, use an eyewash station. Hold your eyelids open for a 15 minute flush time.

D. Safeguarding Work Area

Contractors shall safeguard their work area to prevent exposure to any unsafe conditions or hazards. Areas with overhead work must be barricaded to restrict access. Barricades, signs, warning tape, flashing lights or physical barriers are examples of acceptable safeguards. At no time shall unauthorized personnel enter a barricaded or signed area.

E. Fire Protection

- a. Fire extinguishers are required for work using an open flame or welding and are to be supplied by the contractor doing the work. In addition, a charged fire line may be required.
- b. Fire hydrant use will be approved by the Emergency Response Coordinator.
- c. No component of any fire alarm or fire suppression system shall be disabled, modified, or deactivated without prior approval from the Emergency Response Coordinator.
- d. Contractors who are expected to use fire extinguishers must be trained in their usage by their employers.

F. Electrical

- a. Extension cords used with portable tools must be sized properly for the amperage needed or for the tools being used.
- b. Extension cords must be inspected prior to use and any cords found to be frayed, worn or missing the ground pin must be removed from service.

- c. Portable electric tools such as drills, saws, and grinders that are used with an extension cord must have an approved ground fault circuit interrupter (GFCI).
- d. Ensure cords are placed so that they do not present a tripping hazard.

G. Compressed Gas Safety

- a. Compressed gas cylinders must have protective valve caps in place at all times when cylinders are not in use.
- b. When in transport, cylinders must be moved with caps in place and securely fastened to a cart. Do not roll cylinders.
- c. When in use or storage, cylinders must be secured in an upright position.
- d. Gas is never to be transferred from one cylinder to another.
- e. Do not drop a cylinder or permit cylinders to strike each other.

H. Waste Disposal

- a. Chemicals should not be disposed of in sinks, drains, sewers, or waterways.
- b. Waste generated by the contractor must be disposed of in a manner consistent with State and Federal Waste and Transportation regulations.
- c. Do not use Infineum dumpsters without prior approval from your Infineum Designated Representative.

I. Lifting Equipment

All cranes and personnel lifts must have a current third party inspection. Operators must have proof of qualification to operate equipment. A detailed lift plan is required prior to start of work and should include safety assessments, number of personnel involved, crane locations, laydown requirements, and coordination with other contractor and Infineum work groups. Do not walk under a suspended load.

J. Welding

In addition to normal hot work requirements, all welding must include fire blankets and curtains, appropriate fire extinguishers, and fire watch that should remain in effect for at least 60 minutes after work is complete.

K. Scaffolds and Ladders

- a. All scaffolds must be constructed, inspected, and maintained by a competent person, as defined by OSHA. Inspections must be completed and documented on a daily basis or after any occurrence that could affect the integrity of the scaffold.
- b. Ladders are to be Fiberglas, type 1A 300 pound rated, in good repair, and inspected. Aluminum or wood ladders are not permitted.

L. Roof Safety

- a. If roof access is required, your Infineum Designated Representative will obtain the necessary approvals and clearances. Signs will be posted on all building doors that have a roof clearance in effect.
- b. A site radio and two (2) persons are required to access work on the roof area. Contact the Infineum Designated Representative before entering and after leaving the roof area.
- c. Fall protection is required for any activity when working within the controlled access area of six (6) feet from the roof edge.

M. Fall Protection

Fall protection is required while working 4 feet and above on an unprotected platform or when using a motorized aerial lift.

N. Powered Industrial Vehicles (PIV)

- a. Contractors must ensure that their employees comply with OSHA 29 CFR 1910.178 regarding safe operations of PIVs.
- b. Contractors operating a PIV are required to have a current certification card and wear a seatbelt.
- c. PIVs must be inspected daily or prior to being placed into service to ensure that they are in safe operating condition.

O. Spill Prevention and Reporting

- a. Contractors using equipment or materials that might contaminate the soil or water must use appropriate spill prevention practices as identified by your Infineum Designated Representative.
- b. Equipment and vehicles must be parked or fueled in protected and/or paved areas.
- c. In the event that there is a spill, whether caused by the contractor or not, the contractor should immediately notify Site Security (x2580) and your Infineum Designated Representative.