

CONTROL OF OTHERS ON THE PREMISES

Millard Refrigerated Services must implement strict controls over all visitors to our facilities. The definition of a visitor is any person that is on Millard Refrigerated Services property and is **not** an employee or an employee of a tenant. This would include truck drivers, vendors, contractors, solicitors, spouses, girlfriends and boyfriends, etc. The following is a set of guidelines that should be implemented when non-employees come onto the premises of Millard Refrigerated Services.

Visitor Badge Procedures

The following procedures will be adhered to when visitors come to our facilities. This visitor identification will be implemented in conjunction with the “White Hats” currently in-use for facility walk-through by all visitors.

- * All visitors shall sign in at reception desk.
- * Sign-In shall include the name of the visitor, the time of the visit, the purpose of visit, the Millard employee that the visitor will be with while in the facility and the Badge Number assigned to that visitor. The visitor Sign-in Sheet shall remain at the reception desk at all times.
- * Millard personnel responsible for visitor sign-in will issue the clip-on “Visitor” badge to each person as they enter the office area. The badge shall have the same number as entered on the Visitor Sign-In Sheet. The badge will be worn where it can be easily seen for identification purposes and shall be worn at all times while the visitor is in the Millard facility.
- * Visitors will return badges to their escort at the time of sign-out/departure and enter the time of sign out on the Sign-In Sheet.

Visitors will be escorted by a Millard representative at all times while on the company’s property.

Visitors that are family members/friends must be restricted to the office or lobby areas.

- * Spouses, family members, boyfriends or girlfriends must check in with the office receptionist and they shall never be allowed to enter the warehouse unattended for any reason.

Driver Sign-In Log Procedures

- * All Sign-In Logs need to be kept on file in their respective Facility for a minimum of one year. A separate Log should be kept for each workday. The Logs shall be in the custody of the [Office Manager/Plant Manager].
- * The Driver is the person responsible for completing the Sign-In Log. The Traffic Desk Clerk is responsible for verifying that the information entered by the Driver is accurate.
- * The Traffic Desk Clerk must initial the Sign-In Log as verification that he/she reviewed the proper identification.

- * The 1st shift Traffic Desk Clerk is responsible for changing the Sign-In Log each day at the beginning of the shift and writing the new date at the top of the Log. If a 3rd shift is in place at the facility, the 3rd shift clerk is responsible for beginning the next-day's log at 12:00 a.m. (midnight).
- * If a Driver checks in and does not have his/her Driver's License or Carrier issued Identification, the Traffic Desk Clerk shall send the Driver back to his/her truck to obtain it. If the Driver still cannot provide his/her identification, or it has expired, the Traffic Desk Clerk must notify the Office Manager or appropriate designate at the Facility. The Office Manager or appropriate designate at the Facility must then make every reasonable effort to contact the Driver's dispatch to verify that he/she is a legitimate driver for that Carrier and notify the dispatch that the Driver's identification is invalid and must be updated. In the event that this occurs at night and the Logistics Manager or appropriate designate at the Facility is off duty, the Traffic Desk Clerk is responsible for notifying that person immediately the following day. If the Logistics Manager or appropriate designate at the Facility is available and the Driver's dispatch is not 24 hours, the dispatch will also be notified immediately the following day. The load may still be received from or released to the Driver if he/she has the correct confirmation number. However, if the Driver's identification is not verified, the Driver and Driver's dispatch shall be informed that no future loads will be received from/released to that Driver in the future unless the information is valid and/or updated.
- * If a Driver refuses to write his/her Driver's License number, Employee number, or Social Security number on the Sign-In Log, the Traffic Desk Clerk must review the identification to confirm it is valid. The load may still be received from or released to the Driver if he/she has the correct confirmation number.
- * If a Driver absolutely refuses to show Millard a Driver's License or Carrier issued Identification, the Traffic Desk Clerk must also contact the Office Manager or appropriate designate at the Facility and the above procedures apply by notifying the Driver's dispatch of the situation and verifying that he/she is a legitimate Driver. The load may still be received from or released to the Driver if he/she has the correct confirmation number. However, in such event, the Driver and the Driver's dispatch shall be informed that no future loads shall be received/released unless such information is released by the Driver in accordance with the above procedures.
- * Facilities with reoccurring shuttle drivers, any driver who returns to a facility two or more times per day on a daily/weekly basis, will be allowed to keep the driver's identification information "On File" to minimize the time it takes to verify that drivers identification each time s/he returns to the facility. The driver is still responsible for completing the Sign-In Log, although instead of writing his/her identification information and having the Traffic Desk Clerk verify it each time, s/he will write "On File" on the log. The Traffic Desk Clerk will be responsible for completing the Shuttle Driver Identification Form with the driver's information and signature. The Traffic Desk Clerk must also photocopy the driver's identification to keep "On File" with the Shuttle Driver Identification Form. If the driver does not have a valid driver's license or carrier issued ID the driver will not be kept "On File" and the above procedures apply. The Traffic Desk Clerk needs to review and update these forms every three months to confirm the information is current and valid. The Shuttle Driver Identification Forms and photocopied ID need to be kept at the Traffic Desk and be easily accessible at all times.

- * These procedures apply solely to "live loads" and shall not apply to drop trailer programs.

The purpose of the Driver's Sign-In Log is to ensure our customers that Millard is taking the precautionary measures to make sure the Drivers/Carriers hauling their loads are legitimate and safe. In order to do so, the procedures listed above must be adhered to by all facilities.

Driver Sign-In Log Procedures

- * All Sign-In Logs need to be kept on file in their respective Facility for a minimum of one year. A separate Log should be kept for each workday. The Logs shall be in the custody of the [Office Manager/Logistics Manager].
- * The Driver is the person responsible for completing the Sign-In Log. The Traffic Desk Clerk is responsible for verifying that the information entered by the Driver is accurate.
- * The Traffic Desk Clerk must initial the Sign-In Log as verification that he/she reviewed the proper identification.
- * The 3rd shift Traffic Desk Clerk is responsible for changing the Sign-In Log each day at 12 AM and writing the new date at the top of the Log.
- * If a Driver checks in and does not have his/her Driver's License or Carrier issued Identification, the Traffic Desk Clerk shall send the Driver back to his/her truck to obtain it. If the Driver still cannot provide his/her identification, or it has expired, the Traffic Desk Clerk must notify the Logistics Manager or appropriate designate at the Facility. The Logistics Manager or appropriate designate at the Facility must then make every reasonable effort to contact the Driver's dispatch to verify that he/she is a legitimate driver for that Carrier and notify the dispatch that the Driver's identification is invalid and must be updated. In the event that this occurs at night and the Logistics Manager or appropriate designate at the Facility is off duty, the Traffic Desk Clerk is responsible for notifying that person immediately the following day. If the Logistics Manager or appropriate designate at the Facility is available and the Driver's dispatch is not 24 hours, the dispatch will also be notified immediately the following day. The load may still be received from or released to the Driver if he/she has the correct confirmation number. However, if the Driver's identification is not verified, the Driver and Driver's dispatch shall be informed that no future loads will be received from/released to that Driver in the future unless the information is valid and/or updated.
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- * If a Driver absolutely refuses to show Millard a Driver's License or Carrier issued Identification, the Traffic Desk Clerk must also contact the Logistics Manager or appropriate designate at the Facility and the above procedures apply by notifying the Driver's dispatch of the situation and verifying that he/she is a legitimate Driver. The load may still be received from or released to the

Driver if he/she has the correct confirmation number. However, in such event, the Driver and the Driver's dispatch shall be informed that no future loads shall be received/released unless such information is released by the Driver in accordance with the above procedures.

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Contractors and Vendors should be supervised

- * Contractors and vendors should only be allowed to be in the dock, freezer, or engine room areas when they have a business purpose to do so and only when accompanied by or with the knowledge of the plant manager. Contractors need to be made aware of the hazards present in our facility if they are affected by the work being performed. Contractors should be required to use the same personal protective equipment as Millard employees when required. Employees should be made aware of others that will be in the warehouse and why they are there.