

OTTO CONTRACTOR AGREEMENT

OTTO is required by various government regulatory agencies to have contractors that do business with OTTO comply with one or more of the below listed items. Please be advised that your compliance with these requirements is necessary in order for you to do business with OTTO. Please make sure you fill out and sign/return the OTTO Contractor Agreement to: OTTO, 10 West Main Street, Carpentersville, IL 60110, Attn: Contractor Agreement. This agreement will be valid indefinitely or until the training materials are updated. You will need to provide a signed OTTO Contractor Agreement form prior to commencing your services, and all signed agreements will be kept on file at OTTO indefinitely. If you are unsure of which requirements you must comply with, or have another question, please contact the Human Resources Department at OTTO, 847-654-8401.

1) OSHA Training Materials

(Required)

Your signature below acknowledges your receipt of OTTO's OSHA Training Materials for Contractors. The OSHA Training Materials include a general safety overview, your role in safety, right to know, hazardous communication, personal protective equipment, chemical labeling, what to do and who to contact in the event of an emergency, material safety data sheets (MSDS), lockout-tagout, and emergency evacuation. Your signature also acknowledges that you have read and understand OTTO's OSHA Training Materials for Contractors. These policies may be changed by OTTO without your consent or prior knowledge; however, you will be notified of such changes. It is also the responsibility of the contractor to convey this to all their employees and/or subcontractors as well. This applies to all facilities owned and maintained by OTTO. For further information regarding OTTO's OSHA trainings, please visit OTTO's website at www.ottoexcellence.com.

Contractor Name (please print)	Company Name (if applicable)	Contractor Signature	Date
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2) ISO 14001 – Environmental Management System

(Required)

Your signature below acknowledges your receipt of OTTO's ISO 14001 - Environmental Management System training materials. The ISO 14001 – Environmental Management System is a management system that empowers an organization to address the environmental impact of its activities, services, products and people. It then provides a framework for companies to take steps to identify issues significant to them, and implement environmental management programs to achieve improved performance. Your signature also acknowledges that you have read and understand OTTO's ISO 14001 - Environmental Management System training materials. These policies may be changed by OTTO without your consent or prior knowledge; however, you will be notified of such changes. It is also the responsibility of the contractor to convey this to all their employees and/or subcontractors as well. This applies to all facilities owned and maintained by OTTO. For further information regarding our Environmental Management System, please visit OTTO's website at www.ottoexcellence.com.

Contractor Name (please print)	Company Name (if applicable)	Contractor Signature	Date
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3) International Traffic in Arms Regulations (ITAR)

(Please check box if this does not apply)

Your signature below acknowledges that you have read and understand OTTO's International Traffic in Arms Regulations (ITAR) compliance statement. ITAR is a set of United States government regulations that control the export and import of defense-related articles and services on the United States Munitions List (USML). Its goal is to safeguard U.S. national security and further U.S. foreign policy objectives. Please check the box below that applies to you. If your citizenship status changes, you will be required to inform OTTO upon your next visit and sign a new OTTO Contractor Agreement form.

I attest that I am a U.S. citizen or a lawful permanent resident. I attest that I will not have access to OTTO's computer systems or access to OTTO's proprietary information or access to OTTO products unless I have a legitimate business purpose that has been authorized by OTTO. I also attest that I will not use a camera, video, voice or any photographic recording equipment, flash drives, and/or external hard drives on my possession while at OTTO facilities unless I have a legitimate business purpose that has been authorized by OTTO.

I attest that I am NOT a U.S. citizen or a lawful permanent resident. As such, I acknowledge that I must be escorted and will have limited access while on OTTO properties. I also attest that I will not use a camera, video, voice or any photographic recording equipment, flash drives, and/or external hard drives on my possession while at OTTO facilities.

Contractor Name (please print)	Company Name (if applicable)	Contractor Signature	Date
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4) OTTO Dust Free Policy

(Please check box if this does not apply)

Your signature below acknowledges your receipt of OTTO's Dust Free Policy. OTTO has implemented a Dust Free policy to insure that our work environment is dust and contaminant free. Certain products made at OTTO have to be free of dust and contamination in order for them to function at the capacity they were designed and built for. Your signature also acknowledges that you have read and understand OTTO's Dust Free Policy. These policies may be changed by OTTO without your consent or prior knowledge; however, you will be notified of such changes. It is also the responsibility of the contractor to convey this to all their employees and/or subcontractors as well. This applies to all facilities owned and maintained by OTTO. For further information regarding our Dust Free Policy, please visit OTTO's website at www.ottoexcellence.com.

Contractor Name (please print)	Company Name (if applicable)	Contractor Signature	Date
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-----**FOR OFFICE USE ONLY**-----

I have received the signed Contractor Agreement form and have verified that the appropriate regulations for this contractor have been signed.

OTTO Representative Name (please print)	OTTO Representative Signature	Date
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