

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:

Tak Chen, Capitol Projects Manager,
EHS Phone: 416-618-5580
Email: tachen@estee.ca

ESTÉE
LAUDER
COMPANIES

Estée Lauder Cosmetics Ltd.

Bringing the best to everyone we touch



Hillmount Facility

351 Hillmount Road, Markham, ON
L6C 2S3

Security: 905-946-5171

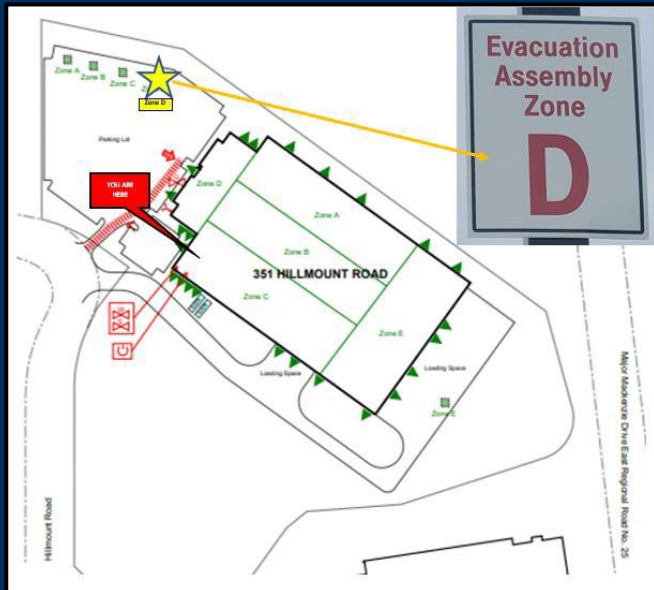
Reporting Incidents or Injuries

- 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

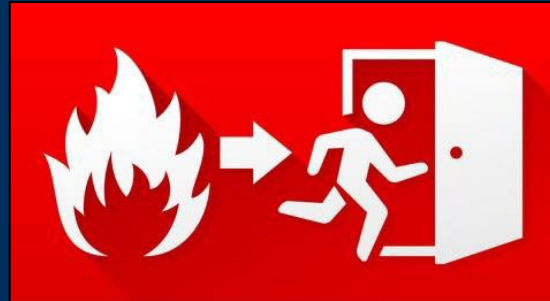
* Confirm the required PPE and safety requirements with your ELC representative prior to coming on site*



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. Go to your **designated assembly point (ZONE D)** (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
- Please **DO NOT** enter the facility if you are experiencing any COVID-19 symptoms
- Face masks are not required to be worn on site, however, are **recommended**

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



Sustainable Facility

- This facility is engineered with a sustainable approach to improve and preserve human and environmental health
- Hillmount utilizes renewable energy sources (solar panels), limits water consumption, has EV charging stations and much more.
 - EV charging is available for visitors, please contact **Tanja Gostic** for a connection code

