



**TITLE: Technical Center Visitor Acknowledgement - Training and Compliance**

**Date: 7/6/17**

**Sign in/sign out at security office and display badge**

**Need to stay with HOST (escort) at all times**

**To report an emergency situation** - use best option to meet your needs:

- ✓ call 534-6100 or 534-5037 from nearest phone
- ✓ Report location (closest room number, floor or wall placard)
- ✓ Pull closest Fire Alarm

**Warning alarms and evacuation routes for Fire, Emergency and Evacuation**

- ✓ Alert: Slow Whoop with Voice Message to stand-By
- ✓ Evacuate: High/Low with Voice message to evacuate
- ✓ Shelter-in-Place: Bong/Bong with Voice message to go to internal evacuation site

**Host to identify location of appropriate restroom facilities**

**Hand washing required** before entering pilot plant & lab production areas

**FOOD Safety & Good Manufacturing Practices (GMP) and Employee Safety Policy** including personal hygiene and proper attire. Policy includes the following prohibited materials/apparel: chewing gum, jewelry, tobacco products, medicine, loose objects stored above waist, strong fragrances/lotions/perfumes or glitter of any kind, false fingernails or fingernail polish, glass items, and open-toed shoes. (Note: visitors may wear gloves if fingernail polish cannot be removed.)

**Use of Personal and Product protection equipment** such as ear plugs, safety glasses, hair/beard nets, gloves and blue visitor lab coats.

**Prohibited practices** such as touching food with bare hands, eating in production areas, and placing hands/feet near moving equipment.

**Visitors exhibiting any illness**, open lesion, including boils, sores, or infected wounds, create risk of potential microbial contamination to food, food-contact surfaces, or food-packaging materials. For product safety reasons, Technical Center Leadership reserves the right to exclude Visitors with these conditions from the Technical Center Facility.

**Before entering Technical Center Facility**, to include, TC Pilot Plant, Labs, production or storage areas, HOST and Visitors must exchange food allergen information. To protect Visitors from allergic reactions, Technical Center Leadership reserves the right to exclude Visitors from entering Technical Center Facility.

Food allergens present in TC facility: **PEANUTS, TREE NUTS, EGG, SOY, WHEAT, and MILK**

**Use of recording devices of any kind and/or taking photographs is prohibited.**

- **Continue to next page to review and sign**
- [The Hershey Company Non-Disclosure Agreement](#)



**TITLE: Technical Center Visitor Acknowledgement - Non-Disclosure Agreement**

**Date: 7/6/17**

During your visit to a facility of The Hershey Company (“Hershey’s”), you may learn and/or observe proprietary or confidential information including, without limitation, information relating to technology, trade secrets, processes, materials, equipment, drawings, specifications, prototypes and products, and may receive samples of products which are not available or known to the public (collectively referred to hereinafter as “Confidential Information”).

You agree that you will not, without prior written permission from Hershey’s:

- (a) Disclose or otherwise make available to others any Confidential Information disclosed to you during this and any subsequent visit which (i) was not known to you or your organization prior to disclosure by Hershey’s, or (ii) is not now or subsequently becomes a part of the public domain through no fault of yours;
- (b) Use Confidential Information for any business purpose; or
- (c) Use cameras or video technology during your visit.

You agree that this agreement does not supersede any previous non-disclosure agreement that you have entered with Hershey’s.

**As a Visitor to The Hershey Company Technical Center  
1025 Reese Avenue, Hershey, PA  
I have been instructed and agree to fully comply with  
Food Safety / Employee Safety Requirements and  
The Hershey Company Non-Disclosure Agreement.**

\_\_\_\_\_  
Visitor Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Visitor Signature

\_\_\_\_\_  
Technical Center HOST- Please Print Name

\_\_\_\_\_  
Company or Affiliation