## **NON EMPLOYEE**

## Contractor/Vendor Safety & Security Provisions



Please abide by the following security guidelines and Codes of Safe Practice, while performing work on the Yahoo! premises:

## **Working Safety Conditions**

- 1. Appropriate warning signs/barriers must be displayed when work in progress could be hazardous to Yahoo! personnel.
- 2. Ladders and scaffolding must be OSHA approved and in good working order.
- **3.** No compressed gas cylinders or flammable materials will be stored on-site without prior approval from the safety manager.
- **4.** All fumes/vapors shall be controlled (especially paint & epoxy based materials), so as not to create a health hazard or be noticeable by Yahoo! employees.
- 5. Contractors shall follow "Lock-out/Tag-out" procedures when working with electrical or rotating machinery.
- **6.** No open flames, welding, cutting, or other spark producing equipment shall be operated within the site without proper safety precautions. Prior approval of such activity is required by the facilities contract manager and safety manager.
- 7. Roadways and fire lanes shall be kept clear at all times.
- 8. Physical barriers and warning signs shall be placed at all open holes, ledges, etc. to prevent accidental entry.

## **Security Policies**

- 1. ID badges must worn visibly at all times while on-site. The badges shall not be loaned to other person and must be surrendered to security upon demand.
- 2. Any visitors brought to Yahoo! must register in the lobby and receive a visitors badge. Visitors must be escorted at all times.
- 3. Yahoo! will assume no responsibility for safeguarding equipment or supplies.
- 4. No firearms or other weapons (including chemical protective agents, such as "pepper spray", etc.) are allowed on site.
- **5.** No computer equipment/software may be used in conjunction with Yahoo's LAN/WAN or networked to its premises based telephone or Ethernet connections without approval of Yahoo's Local Security Manager, or their designee.
- **6.** A non-disclosure agreement must be signed by the contracting company's representative, as well as, the individual contractor.
- 7. The contractor/vendor shall not execute any press releases or in any manner publicize their participation in a project or business relationship with Yahoo! without prior written approval from Yahoo's Corporate Communications and/or Marketing Departments.

SIGNATURE (click on red arrow to add electronic signature or print and sign)

DATE (MM/DD/YY)

(My signature indicates that I have read & understand the above safety and security provisions)