

April 7, 2021

Supplier/Contractor company

Attn:

Address

City, State XXXXX

Reference: Visitor and Contractor Acknowledgement letter (attached)

Bretford is pleased to announce it is seeking registration to two highly-regarded international standards:

- ISO 14001 – environmental management
- ISO 45001 – occupational health and safety management

Both standards are designed to drive improvement – in how we interact responsibly with the natural environment and how we protect Bretford employees and others who do work on-site for.

You play an important role in helping Bretford in this effort. Specifically, we need you to be aware of our EHS policies and objectives. Those who come on site at Bretford also need to be aware of our rules.

Please read and sign the attached letter, indicating that you understand and abide by the Bretford policies and rules. In addition, if you are doing work on-site at Bretford, your host will make you aware of anything specific to the work you are doing and limitations related to the environment and safety. We also need you to alert any of your employees or subcontractors who might be on-site at Bretford. We all play a role.

By April 26, please return the signed letter to:

Bretford Manufacturing
Attn: Human Resources
11000 Seymour Ave.
Franklin Park, IL 60131

OR scan and email to:

If you have questions, please contact our ISO Management Representative, Mr. Bruce Veverka at bvereka@bretford.com.

Thank you.