



# Supplier Security & Safety Requirements

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## Purpose

To establish the basic requirements for Suppliers to maintain a safe and secure work environment for their personnel and Unum’s workforce.

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## Scope

The Supplier Security & Safety Requirements apply to Supplier personnel, including their subcontractors, who provide services to or on-behalf of Unum Group or its affiliates (Unum).

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Failure to comply with the terms of the Supplier Security & Safety Requirements may result contractual action, including removal of personnel from the account or termination of the Supplier agreement.



## Statement

Suppliers play a key role maintaining a secure and safe work environment while providing their services to Unum. The Supplier Security & Safety Requirements establishes the baseline requirements for Suppliers to adhere to while performing services at Unum; these requirements do not supersede more stringent requirements the Supplier has established, or applicable federal, state, local, or other regulatory agency rules and requirements.

The Supplier Security & Safety Requirements are not intended to be a substitute for the Supplier's responsibility to have their own safety program.

The Supplier is solely responsible for ensuring their personnel are properly orientated to all applicable rules and requirements and have received the appropriate training in relation to their work tasks. Additionally, the Supplier is responsible for ensuring their personnel have access to and utilize the appropriate Personal Protective Equipment (PPE) associated with their work task.

Unum's Real Estate Management personnel and their designated representatives shall have the authority to suspend any work activity being conducted that could endanger the safety or health of any person, activity that is or has the potential to interrupt business, or actions that violate the Supplier Security & Safety Requirements until the observation is properly addressed and corrected by the Supplier.

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## Physical Access

Unum is required to maintain a secure environment for the safety of our employees, contractors, and guests, and the protection of our company assets and information such as personally identifiable information (PII), protected health information (PHI), and electronic protected health information (ePHI).

Supplier personnel have a responsibility of assisting with maintaining Unum's secured environment by adhering to the following:

- Adhering to sign-in procedures for those individuals without a Unum issued access credential upon arriving on-site, and for some secured areas such as Data Centers.
- Displaying assigned Unum issued temporary ID or credential while on-site.
- Unum issued access credentials are assigned to a specific individual, who agrees to maintain control of their credential and will not lend or permit others to utilize their credential to gain access to office buildings or secured locations.

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- Promptly reporting lost or stolen Unum issued access credentials to Security Services, available 24/7 at (207) 575-2755.
- Directing those without an access credential, regardless of whether they are authorized or not, to the proper main lobby personnel for assistance without providing them access to the office building or secured locations.
- Ensuring that entry and exit doorways are closed and secured, and not propped open without prior authorization from Security Services.
- Personnel will not modify, bypass, remove, or otherwise tamper with security equipment unless authorized by Unum's Physical Identity & Access Management department.

Supplier is responsible for immediately notifying their Unum point of contact, or [Unum's Physical Identity & Access Management](#), upon their personnel separating from their company or no longer being assigned to the Unum account.

The issuance of Unum access credentials is a privilege and maybe revoked at anytime without notice.

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## Premise Use

Unum does not assume any liability for theft, loss, vandalism, fire, or damage of personal or non-Unum owned property, including vehicles.

Due to liability and to promote safety the following activities are prohibited on or in Unum owned or lease property.

- Pets or other animals are not permitted, except service animals as defined by [28.CFR.26.104](#) or with prior approval from [Corporate Safety](#).
- Recreational use of skateboards, inline skates, rollerblades, heelys, scooters, hoverboards, or other motorized personal transporters.
- The use of remote-controlled or self-driving vehicles or drones. For business related purposes prior authorization can be obtained from [Corporate Security](#).
- Recreational use of go-carts, ATVs, or other motorized off-road recreational vehicles.
- Driving lessons including for student or non-licensed drivers.
- Camping, lodging, or overnights stays. For corporate related events or activities authorization can be obtained through [Corporate Security](#).

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- Non-Business use of property, parking lots, or facilities, including outside organizations or associations, non-profit meetings, or other personal activities without prior approval. Approval may require a written agreement and/ or certificate of insurance. Assistance with approval can be obtained through [Corporate Security](#).
- Storage of vehicles or other property. The occasional overnight parking, not exceeding 7-days, may be permitted after registering with Security Services.

At leased property locations personnel are required to abide by the rules and regulations of the property management company, in addition to Unum's regulations.

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## Parking

Unum typically provides parking privileges to Suppliers working on-site at one of our owned, campus locations. Parking is available on a first come basis, with parking spaces and lots clearly marked. Vehicles must be parked within the designated lines, of a single parking space, which is not designated by signage or marking as reserved or for a specific use. Supplier shall not park in visitor spaces or visitor parking areas. The roadways along the immediate perimeter of the buildings and structures are designated fire lanes, vehicles shall not be left unattended (licensed driver must remain with vehicle) for any duration of time; parking is not permitted on the grass, walkways, or in areas designated by signage, barriers, or other markings unless directed by Security Services. Loading dock areas should be used for active loading and unloading only.

In Chattanooga, parking is managed by a third-party and Suppliers are required to adhere to signage and registration of vehicles.

Failure to comply with parking rules and regulations may result in a monetary fine, or the vehicle being booted or towed at the owner's expense.

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## Workplace Safety (Workplace Violence Prevention)

Supplier will make commercially reasonable efforts to create a workplace environment that fosters professionalism and is free of harassing, intimidating, bullying, threatening, stalking, or violent behaviors.

Supplier is responsible for educating its personnel on how to report a workplace safety concern associated with Unum and maintaining compliance with applicable laws and regulations associated with workplace violence ("WPV").

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Examples of workplace safety management/WPV concerns include instances of unusual or concerning behaviors, concerns about personal safety, acts or threatened acts of violence irrespective of perceived harm or severity.

Unum has established a cross-functional workplace safety management team that partners with Suppliers to address risks associated workplace safety management/WPV. Supplier will report all concerns or acts in a timely manner to Unum's Corporate Security ([corporatesecurity@unum.com](mailto:corporatesecurity@unum.com)).

As part of our commitment to workplace safety, firearms, or other weapons that Unum deems to be inconsistent with workplace safety are not permitted on Unum owned or leased property, or at offsite events or activities, except as required by state law in parking areas only.

Where permitted by law, individuals may store their firearm securely in their vehicle, in parking areas, as long as the individual meets and complies with the requirements of the law and provides advance notice to Unum's Corporate Security ([corporatesecurity@unum.com](mailto:corporatesecurity@unum.com)).

Exceptions to Unum's weapons requirements requires advance review and approval by Unum's Corporate Security and will only be granted when required by law or when extenuating, unusual, or extreme circumstances exist.

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## General Safety

The Supplier will be responsible for adhering to and enforcing Unum's Supplier Security & Safety Requirements for their personnel and subcontractors, along with the Supplier's company policies.

1. Adhere to all applicable federal, state, local, or other regulatory agency requirements, including but not limited to the Occupational Safety and Health Act of 1970 as amended and all applicable hazardous materials and waste management regulations.
2. "Right to Know" laws regarding proper handling of chemicals.
  - a. Supplier will provide Unum's Corporate Safety ([corporatesafety@unum.com](mailto:corporatesafety@unum.com)) with the manufacturer's current and complete Safety Data Sheet (SDS) before bringing or utilizing any chemical on-site.
  - b. Supplier will follow the safety requirements on the SDS and assumes sole responsibility and liability for compliance with such requirements.
  - c. Small portions of material, which may be used on a daily basis, will be handled in accordance with all applicable laws and disposed of and/or removed from the site upon completion of the task. Small buckets or personal containers that by law do not have to be labeled when used by one person on their shift will not be left on-site with residue in them.

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- d. Upon completion of the work, Supplier will be responsible for the proper clean-up, removal and/ or disposal of chemicals. Disposal method(s) and location(s) must be licensed for the applicable chemical.
  - e. "Right to Know" laws and federal "Hazardous Chemical" laws must be complied with, including but not limited to, training, labeling, handling, and SDS availability.
  - f. The Supplier will be the "generator" of any hazardous waste that is created as a direct or indirect result of the utilization of chemicals brought onto the site by the Supplier.
3. Unum is a tobacco free work environment, the use of cigarettes, cigars, pipes, electronic cigarettes, vapes, chewing tobacco, and any other tobacco product or substitute is prohibited inside Unum owned or leased facilities, on Unum owned property or parking areas including inside private vehicles, or on walkways immediately adjacent to Unum's property.
  4. The use (being under the influence of), possession, or sale of alcohol, intoxicants (including marijuana), or illegal drugs is prohibited at Unum; Further, individuals who are taking legally prescribed drugs and/ or over-the-counter medication that recommends avoiding certain activities, such as driving or operating equipment, are prohibited from engaging in such activities on-behalf of or at Unum.
  5. Supplier will notify Unum's Corporate Safety ([corporatesafety@unum.com](mailto:corporatesafety@unum.com)) of any incident or injury that occurs on-site.

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## Industrial Safety

Suppliers involved in construction, facility maintenance, or other industrial type services will be responsible for adhering to and enforcing Unum's Supplier Security & Safety Requirements for their personnel and subcontractors, along with the Supplier's company policies.

1. Supplier will promote a safe work environment, including partnering with Unum's Corporate Safety Department.
2. Use of ANSI approved hard hat, which is properly fitted and worn according to manufacture specification.
3. Use of ANSI approved safety eyeglasses, with side-shields, when performing work tasks that require eye protection including working overhead or above ceiling.
4. Use of ANSI approved safety harness when exposed to work surfaces greater than 4-feet, including arial and scissor lifts. Platforms with appropriate safety measures such as, railings, cleated planking, and toe boards, may be exempt from safety harness use.

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5. Ladders will be used and maintained in accordance with the manufacture specification, including being tied or otherwise supported to prevent slipping or falling when necessary; safety feet are required on ladders.
6. Supplier will establish a Lockout/Tagout procedure as defined by OSHA to be utilized when their personnel could be harmed by an accidental system or equipment start-up or reenergizing a system or equipment.
7. Supplier is responsible for establishing a confined space (e.g. manhole, duct, sewer, etc.) program prior to personnel entering a confined space. The Supplier has sole responsibility to implement appropriate safeguards and testing.
8. Supplier will use proper barricades, railings, and/ or warning signs to protect pedestrians from hazards including, but not limited to, excavations, manholes, lift zones, construction areas, etc.
9. Equipment will be operated and serviced in accordance with manufacturer's recommendations, by authorized, trained, or licensed personnel.
10. Electrical tools will be grounded or double insulated. Temporary or permanent electrical work will be performed by licensed electricians.
11. Power tools, extension cords, trouble lights, and temporary lighting are to be in a good, safe condition, and are to be inspected prior to usage. Electrical equipment shall be protected by ground-fault circuit interrupters. Electrical work, installation and wire capacities shall comply with OSHA and regulatory code requirements.
12. Electric extension cords, welding cables, cutting torch hoses, and other types of hoses or cables must be properly secured, protected, and/ or marked to avoid hazards to pedestrians or from other equipment.
13. Prior to any hot work (e.g. welding, cutting, high speed grinding, or any activity involving open flames, or sparks or when fumes, vapors, or gases can be generated) the Supplier shall obtain a Hot Work Safety Permit from the projects general contractor or the facilities maintenance department.
  - a. Hot work performed in areas where other people are or may be present should utilize proper curtains or shielding, if applicable.
  - b. A fire watch is required to be provided during all hot work. The fire watcher must have adequate fire protection equipment on hand, in the immediate area, and be properly trained in the use of such equipment. The fire watcher must be maintained for a minimum of 30-minutes upon completion of work.

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14. Unum does not permit live electrical work where the work includes assembly, disassembly, or re-arrangement of components while they are energized, except as noted below:
  - a. Work performed below 50 volts.
  - b. Testing, troubleshooting, and voltage measuring provided appropriate safe work practices are conducted, including use of personal protective equipment.
  - c. Supplier has a documented live electrical work program, including an “Energized Electrical Work Permit” and Unum’s Senior Leader for Real Estate Management and Senior Leader for Safety have both provided approval for the work to occur.
  
15. Work areas should be maintained and orderly, kept clean and free of hazards. Good housekeeping is essential to safety.
  - a. Supplier should keep the premises free from accumulations of waste materials or rubbish caused by the work. Waste materials shall be removed and the work area broom-cleaned (or raked, if outdoors) daily.
  - b. Spills involving grease, oil, hazardous and non-hazardous chemical are to be cleaned up immediately and disposed of properly by the Supplier. Supplier will notify Unum’s Corporate Safety Department ([corporatesafety@unum.com](mailto:corporatesafety@unum.com)) of any spills and the steps taken to correct the situation.
  - c. Compressed air is not to be used for cleaning the person or clothing. Anyone in the area where air is being used for cleaning purposes must wear appropriate eye protection.
  - d. At the completion of work, Supplier shall remove from the site all of the construction equipment, surplus materials, temporary buildings, debris, etc., belonging to or generated by the Supplier. Supplier shall fill all excavations made for the Supplier’s convenience and shall leave the entire site in as good and orderly condition as when the Supplier began operations. Glass shall be cleaned; damaged paint and other marks shall be repaired on the finished work and the entire area shall be left broom and rake clean.
    - i. If Supplier fails to perform the cleaning work specified above or in case of dispute among several Supplier employed by Unum, then Unum reserves the right to remove equipment, surplus materials, temporary buildings, rubbish, waste materials, to restore the site to a good and orderly condition and charge these costs to the Supplier to the extent incurred by Unum.

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## Unum Apparatus Supplies

This section addresses the use by Supplier, or any of its subcontractors or any of the employees or agents of any of them (all such entities and persons being collectively referred to in this section as “Supplier”), of any ladder, scaffolding, staging, platform, or similar device which has been furnished by Unum on a temporary basis for use in the performance of work (the foregoing items being hereinafter collectively referred to in this section as “apparatus”).

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It is the intention of the parties hereto that the Supplier should enjoy the benefits, economic and otherwise, that arise from the use by the Supplier of apparatus furnished by Unum provided that the Supplier assumes all risks of personal injury and death which is incident to such use. In recognition of Supplier's assumption of such risks, Supplier shall first inspect any apparatus and satisfy itself that the apparatus is appropriate and sufficient for the Supplier's purposes.

In furtherance of the foregoing intentions and notwithstanding anything contained elsewhere in the Agreement, the Supplier agrees that it will, to the fullest extent permitted by law, defend, indemnify, and save harmless the Owner, the Architect, or Engineer, and Unum and all of their agents and employees (hereinafter referred to in this section as "indemnified parties") from and against any and all claims, demands, losses, damages, costs, liabilities, and expenses (including, without limitation, attorneys fees and investigative costs) arising out of or resulting from any injury and/ or death of any other persons caused by or resulting from, in whole or in part, the use, the misuse or failure of any apparatus, regardless of whether or not it is caused in whole or in part by one or more of the indemnified parties; provided that this obligation to defend, indemnity, and save harmless shall not apply to the extent that an injury and/ or death is directly caused by the willful misconduct of one or more of the indemnified parties. Amongst other things, this indemnification shall constitute a waiver by the Supplier of any immunity from claims, contribution, or indemnification granted by law to the Supplier under applicable Workers' Compensation laws.

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## Asbestos Containing Materials

Asbestos-containing materials (ACM) have been identified within some of the facilities owned and/ or operated by Unum. To the extent known to Unum, Unum will make known to the Supplier the locations of asbestos-containing material in the areas that are relevant to the work performed by the Supplier, or upon request by the Supplier. However, the Supplier must remain aware that there may be asbestos containing material within the facilities of which Unum does not have knowledge and Supplier must at all times remain aware and vigilant as to the presence of suspect material. If Supplier has any questions as to the presence or locations of asbestos-containing material or proper work procedures they will contact Unum's Corporate Safety Department ([corporatesafety@unum.com](mailto:corporatesafety@unum.com)) before proceeding.

Asbestos-containing material disturbance shall be avoided during the performance of any work within any Unum facility. If either ACM, in any form, which has not been disclosed previously to the Supplier, or any suspect material which may possibly contain ACM is encountered, observed, or disturbed during the course of the job, work must be stopped immediately and the Supplier will contact Unum's Corporate Safety Department ([corporatesafety@unum.com](mailto:corporatesafety@unum.com)) immediately. Supplier will not make any effort to clean up any ACM material, in any form, any suspect material, or the dust or debris resulting from the disturbance of ACM or suspect material. Supplier will immediately vacate the area around the material, prohibiting unauthorized personnel from entering until the disturbance can be assessed and properly abated, if required. When the material has been rendered harmless through abatement or encapsulation, work in the affected area may resume upon notification from Unum's Corporate Safety Department.

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Supplier is responsible for providing their personnel, subcontractors, and agents specific health and safety training related to asbestos and to provide proper personal protection equipment (PPE) to those individuals who may be working in proximity to or may come in contact with asbestos-containing material during the course of the job.

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## Hazardous Material and Waste Management

To ensure the safety of everyone on-site, Suppliers will be responsible for:

1. All materials delivered to the site to be used in the work described in the Agreement must be accompanied by the Manufacturer's Safety Data Sheet (SDS). This requirement is applicable on those materials that are required by law to have a SDS available to the recipients of such materials. SDS's are required for materials that are toxic or hazardous substances as defined by federal, state, or local laws. Manufacturers and Suppliers are legally obligated to provide these documents.
2. The Supplier must train Supplier personnel as required in the "Right to Know" laws for handling hazardous materials and document the completion of training.
3. Supplier must inform and provided SDS information to Unum's Corporate Safety Department ([corporatesafety@unum.com](mailto:corporatesafety@unum.com)) prior to introducing hazards to the site.
4. Supplier must comply with all federal, state, and local rules and regulations governing the proper handling and disposal of all hazardous wastes, including universal waste, and shall be responsible for the proper disposal of any and all wastes, hazardous or otherwise, generated by their work.
5. Supplier must submit copies of all manifests issued as a result of this work prior to removing any wastes. The Supplier shall be named as the Generator on all manifests, unless otherwise specified by Unum or applicable regulations.

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## Owner and Revision History

**Owner:** Ronald Demers, AVP, Corporate Security & Safety ([rdemers@unum.com](mailto:rdemers@unum.com))

**Owner Business Area:** Corporate Security & Safety

**Contact(s):**

Corporate Safety ([corporatesafety@unum.com](mailto:corporatesafety@unum.com))

**Effective Date of Requirements:** 03/2008

Date	Reviser(s)	Revision Details
03/2024	Ronald Demers	Complete update of content to align with current processes and updated template.

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