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## CONTRACTOR SECURITY REQUIREMENTS

- I. Policy Statement. IDEAL Industries Lighting LLC dba Cree Lighting, a company of IDEAL Industries ("Cree Lighting") is committed to providing a safe, healthy, productive and efficient work environment for the benefit of its employees, customers and every individual who comes into contact with its employees and/or uses its products and services. Cree Lighting recognizes alcohol, drug and illegal substance misuse and abuse as a health, safety and security problem in the workplace. Accordingly, Cree Lighting maintains zero tolerance for illicit drug use or alcohol abuse by any individual assigned to work at Cree Lighting's premises. This statement of Contractor Security Requirements ("Statement") shall be applicable to all contractor employees assigned to work on Cree Lighting's premises, without exception. As used herein, "contractor" generally refers to any individual or firm that has been engaged to perform services for Cree Lighting under a written service agreement, purchase order or other contractual arrangement, including any employee or subcontractor working for the contractor, as applicable.
- II. Definitions. For purposes of this Statement, the following definitions shall apply:
- A. "Cree Lighting's premises" collectively refers to all buildings, facilities and parking areas owned or leased by Cree Lighting and all places where Cree Lighting conducts business.
  - B. "Illicit drug" collectively refers to any drug, controlled substance or intoxicant (other than alcohol) for which the use or possession is regulated by federal, state and local law or regulation, and includes prescription medications for which the individual does not have a valid prescription or which the individual is not using in accordance with a valid prescription.
  - C. "Alcohol abuse" refers to the presence of .04 percent or more blood-alcohol content in an individual's system during working hours. Notwithstanding any language herein to the contrary, this Statement does not require contractor to test for alcohol abuse other than at the beginning, during or at the end of the individual's work shift, and any positive test performed other than at such times shall not be deemed to be alcohol abuse for purposes hereunder. Pre-employment drug Screenings by contractor should not include testing for alcohol abuse.
  - D. "Screening" collectively refers to verifiable evidence that a criminal background check or a controlled substance examination, as applicable, the nature and scope of which is acceptable to Cree Lighting, was conducted in accordance with all applicable state or federal laws or regulations for every individual performing services for Cree Lighting on Cree Lighting's premises (i.e., "on-site services").
- III. Contractor Security Requirements. The undersigned contractor represents that it has obtained, or as provided in Section III(B) that it will obtain, a background check (the minimum consisting of a national background investigation for U.S. citizens and permanent residents and/or an international background investigation for foreign contractors and non-permanent residents) and illicit drug test, the nature and scope of which is acceptable to Cree Lighting, for each of its employees assigned to work on Cree Lighting's premises. Cree Lighting reserves the right to modify the scope of the background investigation based on the nature and extent of work to be performed at Cree Lighting's headquarters in Racine, Wisconsin or at one of its subsidiary locations. The undersigned contractor represents that in obtaining such Screenings it has complied with all applicable federal, state and local laws, including without limitation the federal Fair Credit Reporting Act, 15 U.S.C. §§ 1681-1681u ("FCRA"); additional information about the FCRA is available at the Federal Trade Commission's web site (<http://www.ftc.gov>).

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The undersigned contractor agrees not to assign any individual to work on Cree Lighting's premises who has ever been convicted of (or pled guilty to, including a plea of "nolo contendere") any misdemeanor relating to fraud, battery, drug possession, breaking and entering, larceny, theft, embezzlement or any similar crimes that indicate unsuitability for employment (unless such misdemeanor conviction is more than seven (7) years old) or any felony of any type (regardless of the conviction date). Notwithstanding the foregoing, if the contractor believes after evaluation of certain relevant factors that the individual's criminal history does not make him/her unsuitable for employment on Cree Lighting's premises, the contractor will request Cree Lighting to evaluate and reconsider the assignment of such individual to work on Cree Lighting's premises. The relevant factors are: the type of offense(s) (including the nature and gravity of the offense, mitigating circumstances surrounding the offense, and the individual's age at the time of the offense); the time elapsed since the offense; whether the offense has any bearing on the individual's job duties or qualifications and traits necessary for the job; rehabilitation efforts; and the individual's pre- and post-incident employment history.

The undersigned contractor further agrees not to assign any individual to work on Cree Lighting's premises who has tested positive for any illicit drug use or alcohol abuse within the prior twelve (12) months, unless the individual has successfully completed drug/alcohol rehabilitation, has demonstrated that he/she is no longer using illicit drugs or abusing alcohol and agrees to periodic testing to ensure continued refrain from the use of alcohol at work and/or the illegal use of drugs.

To establish compliance with these security requirements, the undersigned contractor shall comply with "A" **OR** "B below **AND** "C":

- A. Subject to the provisions in Section III(B) below, contractor shall promptly provide Cree Lighting with an acceptable Screening of all individuals presently assigned to perform on-site services for Cree Lighting. Subject to the provisions of Section III(B) below, for individuals assigned to perform on-site services for Cree Lighting in the future, the undersigned contractor shall provide an acceptable Screening to Cree Lighting prior to the start of the individual's assignment on Cree Lighting's premises. To be acceptable, the initial background check Screening may not be more than nine (9) months old and the initial illicit drug screening may not be more than three (3) months old; **OR**
- B. In lieu of the foregoing, contractor may submit verification to Cree Lighting on its company's letterhead, signed by an officer (or designee) of the company, that an employee or employees scheduled to perform services at a Cree Lighting site has/have complied with all security requirements set forth in this Statement. Such letter shall be in substantially the form attached hereto as Attachment A. Notwithstanding the foregoing, Cree Lighting reserves the right in its sole discretion to request a copy of the results of any employee's Screening. In addition, this Section III(B) shall not apply to any contractor requiring access to areas of Cree Lighting's premises where chemicals are stored; all such contractors must provide Cree Lighting with an actual copy of the Screening results for all individuals assigned to such areas.
- C. The undersigned contractor shall immediately remove any individual assigned to work on Cree Lighting's premises who is convicted of (or pleads guilty to, including a plea of "nolo contendere") any misdemeanor relating to fraud, battery, breaking and entering, larceny, theft, embezzlement or any similar crimes that indicate unsuitability for employment or any felony of any type, or who has tested positive for illicit drug use or alcohol abuse.

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- IV. Confidentiality. Cree Lighting acknowledges that all information received in accordance with this Statement is the confidential and proprietary information of the undersigned contractor (including its employees and subcontractors, if applicable) and shall not be released outside Cree Lighting without the written consent of the tested individual, except as otherwise may be required by law. Cree Lighting shall use all reasonable efforts to protect and hold the same in confidence, shall not use the information other than for the purposes expressly described herein and shall only disclose such information to its EHS Engineer and/or his designee(s) on a need-to-know basis. Contractor may send all required information by hand delivery, secure facsimile, electronic mail, reputable overnight courier or certified or registered mail, as follows:

**IDEAL Industries Lighting  
LLC dba Cree Lighting  
9201 Washington Avenue  
Racine, WI 53406  
Attn: EHS Engineer**

**Phone: (262) 884-3197**

**E-mail: [CMarkgraf@creelighting.com](mailto:CMarkgraf@creelighting.com)**

**Any questions pertaining to this Statement should be directed to Cree Lighting's EHS Engineer.**

- V. Violations of this Statement. The undersigned contractor will ensure that its employees and subcontractors are aware of the requirements set forth in this Statement, that they comply with such requirements at all times while on Cree Lighting's premises and that they sign a consent, either in the form attached hereto or in such other form of consent as has been pre-approved by Cree Lighting, agreeing that Screening information will be provided to Cree Lighting. A copy of the signed consent shall be provided to Cree Lighting along with the initial Screenings. This form is solely for the purpose of authorizing contractor to release background check and substance abuse testing results to Cree Lighting pursuant to this Statement. It is not intended to be sufficient to comply with contractor's requirements under the FCRA or any applicable drug screening laws. Strict adherence to this Statement by the undersigned contractor is expected, and any refusal or failure to comply with this Statement shall be a sufficient basis for the immediate termination of a contractor's services and/or contractual arrangement with Cree Lighting. In the event Cree Lighting has reason to believe that an individual is performing on-site services in violation of this Statement, Cree Lighting reserves the right to immediately remove the individual from Cree Lighting's premises until the contractor verifies that neither the contractor nor the individual is in violation of this Statement.

***[Signature Page to Follow]***

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**RECEIVED AND ACKNOWLEDGED BY:**

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**(Print Name of Contractor)**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

**Screening information received on behalf of IDEAL Industries Lighting LLC  
dba Cree Lighting:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

Title	Contractor Security Requirements – Attachment A Letter	Current Revision Date	10/26/2021	Specification Number	GS-441M	Revision	1	Page	1 of 1
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## ATTACHMENT A

[COMPANY LETTERHEAD]

[Date]

IDEAL Industries Lighting LLC  
dba Cree Lighting  
Attention: EHS Engineer  
9201 Washington Avenue  
Racine, WI 53406

RE: [Company Name and Address]

To: Cree Lighting EHS Engineer

This letter shall serve as notification to Cree Lighting that [Company Name] has complied with all requirements set forth under CFH-030i - “Cree Lighting Security Requirements” and has obtained an acceptable criminal background check and controlled substance examination for each of the following employee(s), which allows such employee(s) unescorted access to a Cree Lighting site:

Name of Employee(s)

\_\_\_\_\_  
\_\_\_\_\_

Should you have any questions or concerns, please do not hesitate to contact my office. Thank you.

Regards,

[COMPANY NAME]

[Name]

[Title]

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## CONSENT

I, \_\_\_\_\_, am a current employee of \_\_\_\_\_ (“Contractor”) in a position that will require me to work on the premises of Ideal Industries Lighting LLC dba Cree Lighting, a company of IDEAL Industries (“Cree Lighting”). I understand that as a condition for my being considered for work on Cree Lighting’s premises, I must agree to undergo a background check and a test for illicit drug use. I understand that the results of all such tests will be released to Cree Lighting in accordance with its Contractor Security Requirements Policy (the “Security Policy”), a copy of which will be made available to me upon request. I understand that if my substance abuse screening is positive and/or if my background check produces a criminal record not acceptable to Cree Lighting in accordance with the Security Policy, that Contractor’s employment policies will be followed regarding such results, and I will be not allowed access to the Cree Lighting jobsite.

I hereby authorize any consumer reporting agency, physician, laboratory, hospital or medical professional retained by Contractor for such screening purposes to conduct the required screenings and to provide the results to Contractor. I hereby authorize Contractor to release all such results to Cree Lighting solely for the purposes provided in its Security Policy.

To the fullest extent permitted by applicable law, I hereby release Contractor, Cree Lighting and all credit reporting agencies, institutions or persons involved in conducting such screenings from all liability therefor.

*\*Note: Use a separate form for each employee assigned to work on Cree Lighting premises.*

Please print: **Employee Information**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Home Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Current or Most Recent Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

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### Contractor Access Control Acknowledgement

All contractors requiring daily access to any Cree Lighting campus are expected to fully comply with **ALL** access control procedures. Compliance with these procedures will ensure only authorized personnel gain access to the facility.

At a minimum, **ALL** contractors will follow these basic guidelines:

- Always carry a valid photo ID (driver license, passport, state issued photo ID).
- Contractor Badges must always be **visibly** displayed on the upper body, any location from the waist and above.
- Ensure every member of your work group has a Contractor Badge, to include “**Outside Only**” personnel.
- Ensure **ALL** Contractor Badges are returned at the end of the work day.
- **Never** allow anyone to use **your** Contractor Badge.
- **Do not tailgate** or **piggyback** through entry points, such as doors, roll-up doors, gates, barriers or turnstiles.
- Never provide escort functions for anyone not appropriately checked-in with Security.
- Contact your Cree Lighting Sponsor any time you don’t have the appropriate access.
- **Never** take any photos or videos while on any Cree Lighting Campus.
- **Never** prop-open a door or gate without prior coordination with Security at x1400.
- Immediately call **Cree Lighting Security x1400** (262-721-1400), when a potential emergency has been observed. (An emergency is any incident that poses a risk to life, the environment, or property and requires timely intervention to minimize this risk.)

I \_\_\_\_\_ have read and understand the policy set forth. I also acknowledge and understand that not adhering to the policies set forth may subject me to disciplinary action up to and including disqualification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company



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<b>ACORD®</b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY)
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.				
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).				
PRODUCER  	CONTACT NAME: PHONE: (A/C No. Ext): E-MAIL: ADDRESS:			
INSURED  	INSURER(S) AFFORDING COVERAGE NAIC #  INSURER A : INSURER B : INSURER C : INSURER D : INSURER E :			
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER:</b>		<b>REVISION NUMBER:</b>
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED HAVE BEEN ISSUED TO THE NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE COVERED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES AND COVERS ONLY THE RISKS SPECIFICALLY SET FORTH IN EACH POLICY.				
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURANCE	POLICY LIMITS	COVERAGE
<input type="checkbox"/>	GENERAL LIABILITY	<input type="checkbox"/>		EACH OCCURRENCE \$
<input type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	<input type="checkbox"/>		DAMAGE TO PROPERTY \$
<input type="checkbox"/>	CLAIMS-MADE	<input type="checkbox"/>		\$
<input type="checkbox"/>	PROJECT	<input type="checkbox"/>		ADVOCACY \$
<input type="checkbox"/>	POLICY LIMIT APPLICABLE	<input type="checkbox"/>		AGGREGATE \$
<input type="checkbox"/>	PRODUCTS - COMP/OP AGG	<input type="checkbox"/>		\$
<input type="checkbox"/>	COMBINED SINGLE LIMIT (Ea accident)	<input type="checkbox"/>		\$
<input type="checkbox"/>	BODILY INJURY (Per person)	<input type="checkbox"/>		\$
<input type="checkbox"/>	BODILY INJURY (Per accident)	<input type="checkbox"/>		\$
<input type="checkbox"/>	PROPERTY DAMAGE (Per accident)	<input type="checkbox"/>		\$
<input type="checkbox"/>		<input type="checkbox"/>		\$
<input type="checkbox"/>	EACH OCCURRENCE	<input type="checkbox"/>		\$
<input type="checkbox"/>	AGGREGATE	<input type="checkbox"/>		\$
<input type="checkbox"/>	WC STATUTORY LIMITS	<input type="checkbox"/>		O.T.H.E.R.
<input type="checkbox"/>	E.L. EACH ACCIDENT	<input type="checkbox"/>		\$
<input type="checkbox"/>	E.L. DISEASE - EA EMPLOYEE	<input type="checkbox"/>		\$
<input type="checkbox"/>	E.L. DISEASE - POLICY LIMIT	<input type="checkbox"/>		\$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)				
<b>CERTIFICATE HOLDER</b>		<b>CANCELLATION</b>		
		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
		AUTHORIZED REPRESENTATIVE		