

## GENERAL RULES, PROCEDURES, INSURANCE AND ENVIRONMENTAL REQUIREMENTS FOR CONTRACTORS

Version-4/06

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All Contractors must effect adequate supervision of their employees, and of subcontractor employees when used. Contractor is responsible for setting standards of safety and safety training which are appropriate to the job, and which are in accord with all federal, state, and local safety laws and regulations. Contractor is responsible for enforcing such standards, laws, and regulations for its employees and subcontractors' employees during the course of the Contractor's work on Principia premises.

NOTE: These general rules and procedures, including the insurance and environmental protection requirements, also shall apply to any subcontractor working on either of Principia's premises.

The Contractor must inform the appropriate Director of Facilities of any hazardous substances that are brought on either campus, and must supply the Director with Material Safety Data Sheets for such hazardous substances. The Director of Facilities will provide the Contractor with information on any hazardous substance(s) with which the Contractor may come into contact.

Principia security personnel have authority to examine all items, vehicles, or containers entering or departing Principia premises. The following are prohibited on Principia premises:

- Use or possession of intoxicants, including all forms of alcoholic beverages;
- Use of tobacco products ***Note: The Saint Louis and Principia College campuses are both totally tobacco free. Smoking or other use of tobacco products is not allowed in any of the buildings or grounds except where designated by the College President or Head of School. Any questions relating to this policy should be directed to the designated Owner's Representative listed on the Purchase Order***
- Use or possession of illegal drugs (including marijuana);
- Use or possession of firearms, ammunition, explosives, or any other weapon or contraband;
- Use or possession of unauthorized Principia key(s);
- Threats;
- Fighting;
- Use of lewd or profane language;
- Indecent conduct;
- Gambling, bookmaking or selling lotteries;
- Theft or attempted theft of Principia property or the property of others, regardless of financial value;
- Deliberately damaging, defacing, or abusing Principia property or the property of others;
- Failure to follow instructions of Principia security personnel;
- Violation of Principia security and safety regulations;
- Falsification of any records, or use of other methods to defraud.

The examples listed above are not all-inclusive. The Principia reserves the right to evaluate each specific situation or circumstance and apply a suitable resolution.

If there is a violation of the above work rules, Principia reserves the right to:

- 1) Have such person(s) barred from Principia property;
- 2) Have the Contractor remove the violator(s) from Principia property immediately;
- 3) After proper consideration, and where warranted, suspend or revoke any work agreement between the violating Contractor and The Principia.

Contractors wishing to leave Contractor-owned vehicles and/or equipment on Principia premises during non-working hours may do so only if prior arrangements (what is to be left, where it is to be stored, etc.) have been made at the Principia College Community Safety Office and/or the Principia St. Louis Campus Facilities Department during regular business hours. Principia will not be liable for the security of any such equipment or of the contents of any vehicles.

It is the policy of Principia not to allow a Contractor to use any tools or equipment belonging to Principia. Nothing in these General Rules may be construed as authorizing the Contractor to use any of Principia's tools or equipment without specific written permission from the Director of Facilities or his/her authorized representative.

**GENERAL RULES, PROCEDURES, INSURANCE AND ENVIRONMENTAL REQUIREMENTS FOR CONTRACTORS**

INSURANCE

All Contractors coming on Principia (College or St. Louis Campus) premises shall furnish certificates of insurance, prior to entering the premises to begin work. Such certificates, naming The Principia Corporation as the certificate holder, shall be mailed to:

The Principia  
Attn: Purchasing Department  
13201 Clayton Road  
St. Louis, MO. 63131-1099

General contractors are responsible for seeing that subcontractors have the required insurance and have provided certificates of such coverage to Principia prior to subcontractor's beginning work. The following are the required coverages, with limits designated according to the size of the job being performed and the exposure to risk involved.

General Liability bodily injury and property damage combined single limit (minimum amount)	\$1,000,000
Automobile Liability bodily injury and property damage combined single limit (minimum amount)	\$500,000
Workers' Compensation	Statutory

In exceptional situations where a waiver is appropriate, the insurance requirement may be met with a specific hold harmless and indemnification agreement.

THE PRINCIPIA ENVIRONMENTAL PROTECTION STATEMENT

Contractor covenants and warrants that Contractor, its employees and agents shall: (a) comply strictly with all laws, ordinances, guidelines, recommendations, regulations and restrictions which have been issued by the manufacturer, distributor, or any local, state or federal governmental authority, pertaining to the use, handling, storage and disposal of all chemical substances (including without limitation pesticides, herbicides, fungicides, insecticides, fertilizers, petroleum, and all other substances regulated under local, state or federal law) brought onto Principia property by Contractor, its employees or agents; (b) advise Principia in writing of all conditions arising or resulting from the activities of Contractor, its agents and employees, including without limitation the presence of chemical substances on, in or under Principia property, which may create a risk of damage to persons, property or the environment; (c) take all actions reasonably appropriate to eliminate (or where impracticable) reduce and minimize such risk, including without limitation posting of notices, prevention of access to affected areas, and use of alternative chemical substances; and (d) indemnify and hold Principia harmless from and against all damages and liability arising in whole or in part from the violation of the provisions of this paragraph, including without limitation damages to persons or property, investigation and remediation costs, and attorneys' and consultants' fees.

Note: Contractor's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or similar hazardous substances. If Contractor encounters any such products or materials in the course of performing its work, or if such hazardous materials are encountered by any other firm performing work at the job site and Contractor determines that such materials present a hazard to its employees, Contractor shall have the right to discontinue its work and remove its employees from the job site until such products or materials, and any hazards connected therewith, are located and abated, encapsulated or removed, or it's determined that no hazard exists (as the case may require). Contractor shall receive an extension of time to complete its work hereunder and compensation for delays encountered as a result of such situation and correction.