



Johnson & Johnson Inc.  
890 Woodlawn Road West  
Guelph, Ontario, CANADA, N1K 1A5  
1 (519) 826-6226  
[www.jnjcanada.com](http://www.jnjcanada.com)

## Visitor Information Package

### ALL VISITORS MUST REGISTER AT SECURITY UPON ARRIVAL

These rules apply to all visitors and contractors on Johnson & Johnson Inc. property. You are expected to adhere to the site specific safety rules as well as the Occupational Health and Safety regulations, CSA regulations and other applicable standards having jurisdiction.

During your visit you must wear your Visitor Badge or J&J Affiliate ID badge at all times.

Smoking and use of tobacco products is strictly prohibited anywhere on the property inside and outside.

### DRESS CODE:

Safety shoes and safety glasses must be worn if visiting the Warehouse, / Laboratories, Utility and Production Areas. Certain areas require hearing protection. Please follow signage. Safety glasses and ear plugs will be provided. Rubber safety shoe slip-ons will be available; however, these are only compatible with flat and round-toe footwear.

**NOTE: High heels and pointed footwear are not permitted when visiting areas requiring safety shoes.**

Special gowning is required and will be provided in the laboratories and plant areas. Your host will provide you with the appropriate clothing and instructions.

**In case of emergency or First Aid, call extension 200 from any phone on site.**

Report all injuries and near miss incidents to your host.  
Report all spills and leaks to your host.

Obey all warning and safety signs including the posted speed limits.

### FIRE ALARM and EMERGENCY EVACUATION:

In the event of a fire alarm or need for emergency evacuation, the audible alarm will sound. Once the alarm is activated, proceed to the nearest emergency exit. If possible and safe to do so, locate and stay with your host.

## Johnson & Johnson Environment, Health and Safety Policy

#### *Our Credo is the foundation of our Environment, Health and Safety Policy.*

It provides us with a clear, compelling and enduring reminder of our responsibilities to mothers, fathers, doctors, nurses and caregivers, employees, communities, and shareholders. Our Credo states we must ensure working conditions are clean, orderly and safe; encourage better health and education; and maintain in good order the property we are privileged to use, protecting the environment and natural resources.

#### *We believe that robust compliance is an essential prerequisite for EHS excellence.*

We shall meet or exceed all applicable EHS regulations, company standards and voluntary initiatives to which we subscribe. Each employee at Johnson & Johnson companies has a responsibility to comply with EHS legal requirements. We follow established policies and procedures to create safe and compliant workplaces, environmentally responsible operations, and a culture where healthy lifestyles are encouraged.

#### *We believe that employee safety is a core value, inseparable from our mission of improving human health.*

We foster a culture of safety for our employees, contractors, and key partners. We fulfill this responsibility whether in manufacturing, in a laboratory, in an office, or in a vehicle. To manage our risks, we use management systems that identify hazards, drive continual improvement, and position us as a global safety leader.

#### *We believe that healthier employees are more engaged, more satisfied, and more productive.*

We empower our employees by encouraging them to know their health risks and by providing them access to healthy lifestyle programs and resources. We offer support for their physical, emotional and mental well-being, enabling them to live healthy, full and productive lives.

#### *We believe that a healthy planet is the ultimate human health issue.*

We are committed to operating responsibly and we seek to reduce adverse environmental impacts from our operations, products, and services. To manage our environmental risks, we pursue a path of continual improvement - investigating, assessing, understanding, and improving environmental aspects and impacts using robust management systems. We educate our employees, our suppliers, our customers, and other interested parties about our efforts and expectations in this area.

#### *We believe that engagement and dialogue contribute to sustainable growth.*

We continually engage with our employees, customers, and key stakeholders. We believe engagement helps us learn, increases our transparency, and forges important stakeholder relationships. The diversity of ideas generated from engagement strengthens our strategy, goal-setting and reporting processes.

#### *We integrate EHS into our overall business strategy.*

Johnson & Johnson has a history of setting long-term EHS goals, and we support such goal-setting as a driver of innovation and sustainable growth. We believe that progress toward these goals should be transparent to our stakeholders.

#### *We implement processes across Johnson & Johnson to assure adherence to this policy.*

This EHS Policy is applicable to all businesses and all employees of Johnson & Johnson companies, and is to be shared publicly for all stakeholders to view. We provide our employees with the education, skills and training to adhere to the policy. We verify adherence through internal and external audits and we encourage employees to report to management any behavior inconsistent with this policy.

Alex Gorsky  
Chairman of the Board and Chief Executive Officer  
September 2016

Adopted by Johnson & Johnson, Guelph  
on this day, August 16, 2018

Leen van Eyllen  
Guelph Site Lead

### MATERIALS:

- Do not bring any foreign substances or chemicals into the site without prior notification and approval from your host. All chemicals must be accompanied with Material Safety Data Sheets (MSDS). Do not pour any chemicals down any drain.
- Hazardous and flammable materials must be stored and handled properly.
- All unused materials must be removed by the contractor upon job completion.

### GMP AREAS:

Contractors working in GMP areas must complete pre-requisite training SOP 039-GEN-GEN-006.

- The Plant space is a fragrance-free environment to protect product quality. Use of make-up and perfumes is not permitted in the Plant spaces.
- Chewing gum, candy, food, and drinks are forbidden in the Plant and Warehouse areas.
- Jewellery, watches and rings must be removed before entering the Plant and Laboratory areas.
- No items are to be kept in pockets above the waist.
- If required, special blue Band-Aids with metal detectable feature will be provided. Regular Band-Aids are forbidden.
- Your host will provide special gowning and instructions as required in specific areas.
- Do not touch any of the equipment or product without consent from your host.
- Only permanent blue or black ink pens may be used when filling out documents.

### AODA Site Accessibility:

Johnson & Johnson is committed to providing a respectful, accessible, and inclusive environment for all persons with disabilities in a way that is respectful of the dignity and independence of people with disabilities and in a manner which embodies the principles of integration and equal opportunity.

Accessibility features include:

1. Handicap and Maternity Parking Spots located in the main parking lot closest to the building entrance on West side.
2. Elevator located in the main office building to access the 2<sup>nd</sup> floor.
3. Power assist door operators.
4. AODA Compliant Washrooms are available on every floor.

## AUTHORIZATION AND PERMITS:

Authorization and / or permit must be obtained for any work involving:

- HOT WORK / WELDING / SOLDERING
- EXCAVATION
- CONFINED SPACE
- ELECTRICAL WORK
- LOCK OUT-TAG OUT
- ROOF ACCESS
- WORKING AT ELEVATIONS
- FIRE PROTECTION AND ALARM SYSTEMS
- HVAC AND AUTOMATION SYSTEMS

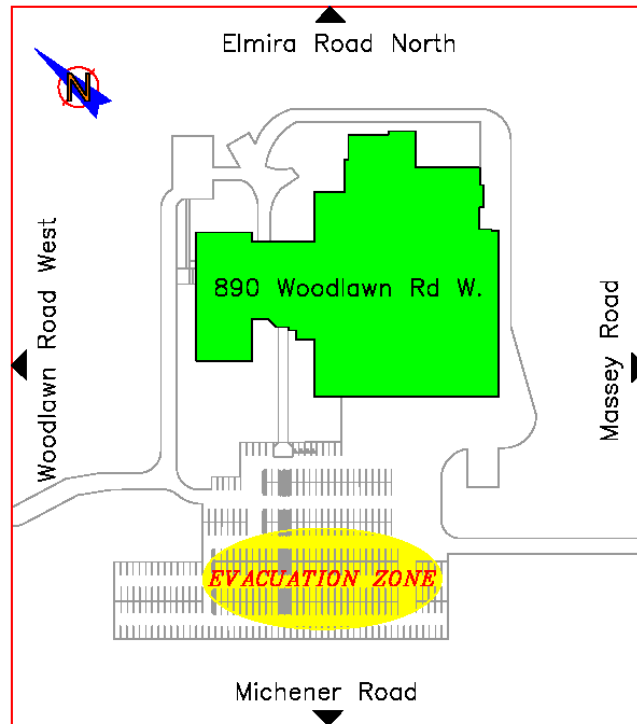
Inquire with your host or our Environmental Health and Safety representative whenever in doubt.

## CONFIDENTIALITY:

During your visit, certain confidential technical and business information may be disclosed. Visitors are required to treat as confidential. Likewise, any activities visitors observe while inside the facility should be treated as confidential.

“Confidential Information” means (a) any information disclosed to visitor, either directly or indirectly, in writing, orally or by inspection of tangible objects, including, without limitation, business plans, designs, documents, drawings, engineering information, financial analysis, forecasts, formulas, hardware configuration information, prototypes, know-how, ideas, inventions, market information, marketing plans, processes, products, product plans, research, specifications, trade secrets, client names and relationships, or any other information which is designated as “confidential”, “proprietary” or some similar designation, and (b) any information otherwise obtained, directly or indirectly, by the visitor through inspection, review or analysis of the foregoing.

Photographs and video recording of any kind is prohibited unless permission is granted by your host. Note that visitors may be monitored by security video cameras while on site.



Be aware of forklifts, vehicles, trucks, trailers, and carts while on the premises. Do not assume pedestrian walkways are safe. Always make eye contact with the driver.

## LOCAL ACCOMODATIONS:

### Hampton Inn & Suites by Hilton – 1.1 km

725 Imperial Road North, Guelph, Ontario, N1K 1X4  
+1-519-821-2144

### Holiday Inn Express & Suites - 2.3 km

540 Silvercreek Parkway, Guelph, Ontario, N1H 6N3  
+1-519-824-2400

### Delta Guelph Hotel and Conference Centre – 10.0 km

50 Stone Road, Guelph, Ontario, N1G 0A9  
+1-519-780-3700

## Our Credo

We believe our first responsibility is to the patients, doctors and nurses, to mothers and fathers and all others who use our products and services. In meeting their needs everything we do must be of high quality. We must constantly strive to provide value, reduce our costs and maintain reasonable prices. Customers' orders must be serviced promptly and accurately. Our business partners must have an opportunity to make a fair profit.

We are responsible to our employees who work with us throughout the world. We must provide an inclusive work environment where each person must be considered as an individual. We must respect their diversity and dignity and recognize their merit. They must have a sense of security, fulfillment and purpose in their jobs. Compensation must be fair and adequate and working conditions clean, orderly and safe. We must support the health and well-being of our employees and help them fulfill their family and other personal responsibilities. Employees must feel free to make suggestions and complaints. There must be equal opportunity for employment, development and advancement for those qualified. We must provide highly capable leaders and their actions must be just and ethical.

We are responsible to the communities in which we live and work and to the world community as well. We must help people be healthier by supporting better access and care in more places around the world. We must be good citizens — support good works and charities, better health and education, and bear our fair share of taxes. We must maintain in good order the property we are privileged to use, protecting the environment and natural resources.

Our final responsibility is to our stockholders. Business must make a sound profit. We must experiment with new ideas. Research must be carried on, innovative programs developed, investments made for the future and mistakes paid for. New equipment must be purchased, new facilities provided and new products launched. Reserves must be created to provide for adverse times. When we operate according to these principles, the stockholders should realize a fair return.

*Johnson & Johnson*

