



December 1, 2011

Dear Contractor/Vendor:

Welcome and congratulations on being selected as a Nordson Corporation (or any of its wholly owned subsidiaries, hereinafter "Nordson") contractor/vendor. Nordson Corporation is one of the world's leading producers of precision dispensing equipment for the application of adhesives, sealants and coatings to a broad range of consumer and industrial products during manufacturing operations.

Nordson Corporation is engaged in an evolving process to refine our relationships with service providers that share our values and dedication to excellence. The attached Contractor/Vendor Safety Program has been developed to provide your organization with the information necessary to effectively conduct business with Nordson.

As a contractor/vendor, your company and its representatives are subject to all Nordson policies and procedures. Included in the attachment are several forms listed below which must be completed by contractor management and/or its employees before they will be permitted to conduct work at a Nordson facility:

Contractor/Vendor Must Return:

- Signed Contractor/Vendor Work Permit and Safety Program Notification
- Signed Nordson Corporation Secrecy Agreement (For Unescorted Access)
- All applicable Certificates of Insurance as detailed in the document section entitled Contractor Insurance Requirements and Indemnification.

Please log-on to www.Nordson.com to complete your contractor/vendor work permit. You may also print the requested documents, sign and return them to Nordson Corporation, C/O Corporate Safety, 300 Nordson Drive, Amherst, OH 44001, fax them to (440) 414-5583 attention: Corporate Safety or email them to corporatesafety@nordson.com

We look forward to your contributions to our continued success. After reviewing the Contractor/Vendor Safety Program, please contact the Corporate Safety Department at (440) 985-4000 if you have any questions or concerns.

Regards,

Corporate Safety Department



Contractor/Vendor Safety Program

PURPOSE

This procedure establishes a method for notifying contractors and other outside vendors of the safety and environmental procedures and insurance requirements required in order to be issued a work permit to perform work or conduct business at a Nordson Corporation facility. Specifically, this procedure provides for an exchange of information on hazardous materials, emergency evacuation, lockout/tagout, and the use of company equipment, as well as other safety and environmental related issues.

SCOPE

This procedure covers all contractors, vendors, sales agents and others who perform work in the facility or on the facility grounds, as well as all employees who are authorized to deal with outside vendors on behalf of the company. Visitors to the facility, who are not vendors, are not covered by this procedure.

RESPONSIBILITY

The project manager (the manager, supervisor, engineer, purchasing agent, etc., who either initiates a contract for service to be performed at the facility or invites an outside vendor to the facility for purposes of conducting business), has the responsibility to ensure that the contractor and his/her agents or employees are aware of the information contained herein and to issue a work permit when all requirements are satisfied.

All contractors, vendors, sales agents or others who perform work in the facility or on the facility grounds have the responsibility to comply with the stipulations in the work permit.

The project manager and/or the maintenance supervisor have the responsibility to monitor compliance with this procedure and to maintain an up-to-date record of work permits.

All contractors/vendors shall comply with all federal, state and local regulations.

Contractor/vendor management and employees must sign Nordson's Contractor/Vendor Work Permit and Safety Program Notification documenting that they and received, read and understand the requirements before conducting work at a Nordson facility.



PROCEDURES

General

Before work at a Nordson Corporation facility can begin, the contractor or vendor must be aware of the safety programs with which he/she will need to comply. The contractor or vendor must acknowledge the receipt of this information, agree to abide by its provisions, and accept the responsibility for informing his/her employees who will be performing work at the facility of these conditions.

This is accomplished with a single form entitled, "Contractor/Vendor Work Permit and Safety Program Notification," which is attached to this procedure. Once this form is signed by the contractor and countersigned by an authorized Nordson Corporation representative, it constitutes the contractor's "work permit" for the facility. It is the responsibility of the Nordson Corporation project manager who initiates the purchase order or request for the work to ensure that this requirement is met.

Issuing a Work Permit

A work permit can be issued for an individual project, facility visit, or on an annual basis for contractors and vendors who routinely work at the facility. Contractors and/or vendors visiting the facility for the first time will receive a work permit form to read and sign. The form will then be given to the Nordson Corporation project manager to sign. The original form will be sent to the Corporate Safety Department for document retention.

For contractors, vendors, sales agents or others who regularly work in the facility or on the facility grounds, a work permit may be issued annually. These would include food vendors, waste haulers, janitorial and carpet services, electrical contractors, lawn maintenance, etc. Permits should be renewed annually during the month of January or prior to the first visit at a Nordson facility.

Exchange of Safety Programs

Nordson Corporation will make available to any contractor or vendor, upon request, copies of applicable safety programs in effect at the facility in which work will be performed. Depending upon the type of work performed contractors and vendors are required, at a minimum, to have the following programs, certifications and agreements available for review or demonstrate that they have read and will comply with the applicable Nordson Corporation Safety Program.

- Certificate of Insurance
- Secrecy Agreement for Unescorted Visitors
- Lockout/Tagout (LOTO)
- Hazard Communication (HAZCOM)
- Personal Protective Equipment (PPE)
- Qualified Electrician
- Qualified Welder



CONTRACTOR/VENDOR WORK PERMIT & SAFETY PROGRAM NOTIFICATION

(A copy of this form signed by the contractor/vendor and a Nordson Corporation representative constitutes a Work Permit for the contractor/vendor for the period specified.)

Company Name (Please print)

Period Covered by this Work Permit

Introduction

Welcome to Nordson Corporation. Our facilities include office environments, laboratories and manufacturing operations. When working in our facilities you may be exposed to potential safety hazards. We want your visit to be safe. Toward that end, we have put in place programs and procedures designed to maintain the safety and security of this facility. In order for you to do business here—whether for a single day, the duration of a project or as a regular “outside vendor”—you need to know what these procedures are and agree to abide by them while you are in the plant or on Nordson Corporation property.

Nordson Corporation Representative

While you are in a Nordson facility, you will be assigned a project manager or a Nordson Corporation representative who will be responsible for your onsite operations. This will usually be the Nordson Corporation employee who signs your “work permit.” Should you have any questions about these procedures, or any problems or concerns that arise during your visit, discuss them with your Nordson Corporation representative first.

Building Security

You and each of your employees will be issued a badge, which must be displayed clearly while you are in the facility. If you are issued a blue “Visitor” badge, you will need to be accompanied at all times by a Nordson Corporation representative. If you are issued an orange “Service Provider” badge, you may go about your work within the facility unaccompanied during the period covered by your work permit. You may also be authorized by your project manager or Nordson Corporation representative to use a key fob or access card to gain entrance to your work area. You may not transfer your key fob, access card or badge to any unauthorized person.

Definition of Work Area

You are required to stay in your assigned work area(s) and are not to enter other areas without the permission of the Nordson Corporation project manager. You are allowed to use Nordson Corporation restroom and lunchroom facilities. If you smoke, you must observe the same smoking restrictions within the facility as Nordson Corporation employees.

Personal Protective Equipment

You are responsible to provide your own personal protective equipment (PPE). Beyond the office areas, safety glasses with side shields are required at all times within the facility. If you do not have safety glasses, a pair will be provided for you. Additional safety equipment may be required, depending upon the type of work being performed and the requirements of an individual contractor’s PPE program.

Control of Hazardous Energy (Lockout/Tagout)

If your work involves the repair or servicing of machines and equipment, you must provide your own locks and tags to control the unexpected release of hazardous energy. Nordson Corporation employees use standard locks and tags in accordance with the Nordson Lockout/Tagout (LOTO) procedures. You are not to tamper with or remove any Nordson locks and/or tags. You will be required to become familiar with the elements of the Nordson LOTO procedure.

Hazard Communication (HAZCOM)

Hazardous chemicals and substances may be utilized at this facility. Standard Hazardous Materials Identification System (HMIS) labels are used on all containers of hazardous chemicals and substances. Material Safety Data Sheets (MSDS) are available for all chemicals and substances used at the facility. If your work requires you to bring hazardous chemicals and substances into the facility—even on a sample, trial or temporary basis—you must supply your Nordson Corporation representative with a current MSDS(s) covering the material. You are only permitted to bring hazardous materials into the facility with the understanding that you will promptly remove any unused or unwanted quantity at the conclusion of the job.



Flame and Utility Permits (Welding and Flame Cutting Operations)

A Flame and Utility permit must be obtained prior to any welding or open flame cutting. This permit can be obtained from the plant engineer, maintenance supervisor or your Nordson Corporation representative. The conditions listed on the permit must be met before a Flame and Utility permit can be issued. Additionally, you are responsible to ensure that only properly trained and qualified personnel are allowed to use welding/hot cutting equipment while working at the facility.

Emergency Evacuation and Fire Prevention Plan

Contractor/vendor employees must sign in/out upon entering or leaving a Nordson facility. The emergency evacuation procedures are posted at several locations throughout Nordson facilities. You are required to become familiar with these procedures prior to working in the facility. In the event of an emergency evacuation or take shelter, you are required to report to your Nordson Corporation representative once you have safely exited the building or taken shelter. All contractors will be informed by project manager about flammable materials that are used or stored in the areas of the facility where they will be working. Any contractor that brings a flammable material into the facility must submit a list of such materials to the project manager and plant manager immediately.

First Aid

Adequate first aid supplies are available at the facility and can be used by you in case of minor injury. If medical attention is required beyond first aid, notify your Nordson Corporation representative and, if possible, the Human Resources Department. In case of extreme emergency you can contact the local emergency responders by 9-9-1-1 from any phone (you will need to dial 9 to get an outside line for some phones). When emergency services arrive direct them to the exit nearest you.

Environmental Compliance

Nordson Corporation Contractors/Vendors are responsible for proper handling and disposal of all waste including, but not limited to non-hazardous waste, hazardous waste and universal waste in accordance with facility instructions.

Non-hazardous waste may include trash and debris, recyclables and food waste. The contractor is solely responsible for handling, disposing of, or recycling non-hazardous waste properly.

Hazardous waste is a solid waste that the US Environmental Protection Agency (EPA) has defined as a "Listed Waste" or a solid waste that is ignitable, corrosive, reactive or toxic.

When accumulating hazardous wastes for disposal, the drums shall be labeled with the contents and with the accumulation start date. The contractor is responsible for making sure the drums are in good condition with lids tightly closed when not adding materials, stored on secondary containment units, properly labeled and disposed of on time. Drums containing hazardous waste must be removed from the site as soon as possible, but no later than 90 days from the accumulation date. A manifest must accompany all hazardous waste shipments.

EPA universal waste regulations address certain hazardous waste. Universal waste generated at Nordson Corporation facilities would include batteries, lamps and bulbs, mercury containing equipment and PCB light ballasts. The contractor shall not place any Universal Waste in solid waste containers or trash dumpsters.

Contractors who work at Nordson Corporation facilities with outdoor operations must comply with all applicable storm water regulations.

If you have any questions regarding proper disposal practices for hazardous waste, please contact the Project Manager.

Use of Nordson Corporation Equipment

Nordson Corporation Contractors/Vendors may not use Nordson Corporation equipment or machinery without the explicit approval of the project manager, supervisor or the area where the equipment is located, or maintenance department. When such permission is given, you agree to use the equipment or machinery only in a safe manner, and only under whatever restrictions are imposed by the Maintenance supervisor.

Other Safety Programs

Other safety programs are in place at this facility. It is the responsibility of your Nordson Corporation representative to ensure that you are informed of any additional programs or procedures that may affect your work in this facility. In the absence of a qualified written Nordson Corporation program, OSHA standards will apply. Specifically, you agree not to bring machinery and equipment into this facility that does not meet OSHA standards, and, further, you agree to perform all aspects of your work within this facility in full compliance with OSHA engineering and performance standards. Not all unsafe conduct and circumstances can be anticipated in written programs and regulations. Therefore, department supervisors have the authority and responsibility to put an end immediately to any situation they consider unsafe. While you are working in this facility, you will be required to follow the directive of any member of Nordson Corporation's management in this regard. Any concerns about safety you may have, or any unsafe conditions you may observe while working in the facility, should be reported immediately to your Nordson Corporation representative or the Corporate Safety Department.



Copies of all of the above referenced safety programs are available for your review upon request.

Contractor Insurance Requirements & Indemnification

Contractor shall provide proof of insurance prior to start of work and shall maintain same for the duration of the project. The following minimum insurance coverage shall be maintained by the Contractor and any subcontractors working on the project:

- o Statutory Worker's Compensation Insurance complying with the requirements of the statutes of the jurisdiction(s) in which the operations will be performed, covering all employees of the Contractor.
- o Comprehensive General Liability Insurance covering the liability of the Contractor with respect to all operations to be performed and all obligations assumed by the Contractor under the terms of this agreement in the amount of \$2M.
- o Comprehensive Automobile Liability Insurance covering the liability of the Contractor arising out of the use of any vehicles, which bear, or are required to bear license plates according to the laws of the jurisdiction in which they are to be operated, in the amount of \$1M.

Nordson Corporation and its subsidiaries must be named as Additional Insured under the General Liability and Automobile Policy as respect to work performed by the insured as required by a written contract. The required insurance must be written by insurance companies licensed to do business in the jurisdiction(s) where the work is being performed. The Contractor shall require all subcontractors to carry the insurance required herein.

Nordson may require higher limits depending upon the nature of the contract for any of the above requirements. Depending upon the nature of the contract, Nordson may also require additional types of insurance coverage.

The Contractor shall defend, indemnify and hold harmless Nordson Corporation from any and all suits, actions and claims by its employees who suffer personal injury while on any Nordson Corporation premises provided such injuries are not caused by the sole negligence of Nordson Corporation. The Contractor shall also defend, indemnify and hold harmless Nordson Corporation from any and all suits, actions and claims by third-parties who suffer personal injury and/or property damage caused by the negligence or fault of the Contractor, its employees, and/or its subcontractors. The Contractor shall be responsible for any damage to Contractor's property while on Nordson Corporation premises, Nordson Corporation property under control or management of the Contractor, and any other Nordson Corporation property damages through the negligence or fault of the Contractor, his employees, and/or subcontractors.

By signing below, I attest that I have been informed of and fully understand the safety programs and requirements in place at Nordson Corporation or a subsidiary of Nordson Corporation. I also attest that I will inform all employees from my organization of these safety programs and requirements before they are assigned to work in the facility.

Hours of Operation:

8:00am to 5:00pm 24 Hours a Day / 7 Days a Week

Request for Key Fob or Access Card

Name (please print) - All Contractor/Vendor Employees

Contractor/Vendor Signature

Date

Nordson Corporation employee/sponsor recommending approval of this AGREEMENT:

Name (please print)

Signature

Date

Note: Each person conducting business with Nordson Corporation must complete this form.



Nordson Corporation Secrecy Agreement for Unescorted Visitors

In consideration of Nordson Corporation (or any of its wholly owned subsidiaries "Nordson") granting me unescorted access to its premises during the period _____ through _____ in connection with authorized activities (i.e., repair or alteration work by contractors; equipment service calls, or vendor sales calls, customer visits, etc). I agree that I shall not in any way, use or communicate to others any information, knowledge or data concerned with Nordson Corporation's business, technology or methods of manufacture.

I further agree that I will not remove any item of Nordson Corporation such as documents, parts, equipment, supplies, etc., from Nordson's premises except as required in the performance of my duties described above or as authorized in writing by Nordson.

Company Name (please print)

Name (please print) - All Contractor/Vendor Employees

Contractor/Vendor Signature

Date

Nordson Corporation employee/sponsor recommending approval of this agreement:

Name (please print)

Signature

Date

Note: Each person conducting business with Nordson Corporation must complete this form.

For Safety group or designate use ONLY

Corporate Safety Manager or designee signature

Date

Name (please print)

NORDSON RECORDKEEPING REQUIREMENTS

The following records must be maintained at each Nordson facility to comply with this procedure:

- Signed Contractor/Vendor Work Permit and Safety Program Notification
- Signed Nordson Corporation Secrecy Agreement (For Unescorted Access)
- All applicable Certificates of Insurance as detailed in the document section entitled Contractor Insurance Requirements and Indemnification.
- All other Work Permits, if applicable.
- Safety program of contractor/vendor, if applicable.



Please log-on to www.Nordson.com to obtain your contractor / vendor work permit and return the completed documents to the identified facility contact listed below.

Facility Contact	Phone Number	Nordson Facility
Bill Ruffner	760-930-7229	Asymtek Inc., 2747 Loker Ave., West, Carlsbad, CA 92010
Shahab Khandan	925-246-1672	March Plasma Systems Inc., 2470-A Bates Ave., Concord, CA 94520
Tyrone Lowther	510-933-2956	Dage Precision Industries, 48065 Fremont Blvd., CA 94538
Bill Ruffner	760-930-7229	Asymtek, Inc., 2475 Ash Street, Vista, CA 92081
Jerry Wilder	727-573-4567	March Plasma Systems Inc., St. Petersburg, FL 33716
Scott O'Connell	401-431-7061	EFD, 40 Catamore Boulevard, East Providence, RI 02914
Russell Fries	609-772-8464	EFD, Robbinsville, NJ 08691
John Kirschner	440-985-4228	Nordson Corporation, Westlake, OH 44145
John Kirschner	440-985-4228	Nordson Corporation, Amherst, OH 44001
Ray Echuck	706-531-2836	Nordson Corporation, 12 Nordson Drive, Dawsonville, GA 30534
Keely Hayes	770-497-3701	Nordson Corporation, 11475 Lakefield Drive, Duluth, GA 30097
Ray Echuck	706-531-2836	Nordson Corporation, 2905 Pacific Drive, Norcross, GA 30071
Scott Rosenau	478-289-3006	Nordson Corporation, 308 Glenwood Road, Swainsboro, GA 30401