



Cotton
Incorporated

WORLD HEADQUARTERS SAFETY RULES

Please review the following safety rules before visiting Cotton Incorporated.

1. **Protective Eyewear/Safety Glasses Requirement:**
All Cotton Incorporated employees and visitors are required to wear ANSI-approved protective eyewear/safety glasses in all designated areas (ANSI Z87.1).
2. **Apparel/Footwear:**
 - Professional casual attire (Slacks/skirts—no shorts) is required.
 - Open-toed and/or open-heeled footwear as well as footwear made of canvas or cloth-type materials are prohibited in Cotton Incorporated laboratories and chemical storage areas.
3. **Food and Beverage:**
Food and beverages are not allowed in the laboratory and chemical storage areas.
3. **Cameras:**
Cameras are allowed inside the laboratory areas.
4. **Smoke-Free Facility:**
Smoking is permitted only in the designated smoking area, which is located outside Building B near the employee lounge/patio.
5. **Alcohol/Controlled Substances/Weapons:**
Distribution, dispensation, possession or use of alcohol or controlled substances is prohibited. Weapons (concealed or otherwise) are prohibited on Cotton Incorporated property.
6. **General Waiver:**
All visitors must be 18 years or older. No phone calls or texting in the laboratories.