



Radial Visitor Guidelines – Prospects & Clients

As a visitor to Radial your safety is important to us. We ask that all visitors follow the guidelines and acknowledge the following prior to any site visit. For safety reasons visitors must be accompanied by a staff member and are only permitted to walk in identified areas. Visitor identification will be provided.

Prior to your visit:

- Arrange your visit at least two weeks prior with your Radial contact. Your contact will confirm the date and time.
- Sign the site visitor NDA. (*This will be provided separately.*)

On the day of your visit:

- Unless advised otherwise by the Radial host, all prospects or client visitors should use the employee entrance and go through the Radial safety and security process.
- Visitors must always be accompanied by a designated staff member while on the warehouse floor.
- Visitors will be given access cards which will clearly identify visitors. This badge must be worn and be clearly visible when on the premises. Vests will be provided.

Prohibited apparel:

- Any loose clothing that may present a safety concern.
- Shoes or sandals that expose the feet or heels such as flip-flops or clogs.

Food and beverages:

No food or beverages can be carried when on the warehouse floor except water in a spill-proof container.

Smoking:

Smoking and the use of other tobacco-related products in any Radial facility is prohibited. This includes electronic/smokeless cigarettes (or similar products) and chewing tobacco. Smokers are permitted to go outside the buildings away from entrances and doors in designated smoking areas to keep entrances free of smoke fumes.

Personal items:

A secure location will be provided for personal items. Bags and backpacks cannot be carried when on the warehouse floor.

Building/property access:

Radial controls access to all warehouses and reserves the right to deny access at any time.

Product removal process:

Products in the warehouse cannot be removed without following the Radial Property removal process. Client visitors should contact their Radial Client Account Manager for further information on the Product Removal Process during a visit.

Production floor procedures:

Questions regarding processes and procedures at the site location should be directed to your Radial contact, and at no time can you give direction to or converse directly with warehouse associates regarding process changes or operation status updates. We will be happy to address your suggestions or concerns with your Radial management team.

Photography:

Photography is not permitted at any time. Client visitors, please make specific arrangements with your Client Account Manager if you need photographs for your corporate requirements.

Acknowledgment:

I acknowledge that I have received a copy of the Radial Visitor Guidelines, and I have read and will follow the policies outlined.

I am aware that if, at any time, I have questions regarding Radial company policies I should direct them to my Client Account Management contact or Radial Host.

I also am aware that Radial, at any time, may on reasonable notice, change, add, or delete from the provisions in the guidelines.

_____	_____
Printed Name	Company/Position
_____	_____
Signature	Date