
Contractor/Sub Contractor Badging Policy, **cont.**

Contractor Hire Slip Instructions

- Employee requesting badge & their supervisor to complete this form
 - If employee requesting badge is a Foreign National or a former Dow or subsidiary employee. See Contractor Admin Manual for instructions and forms. Houston Area Operations Admin Manual is available at the Safety Council. Contract Services must receive verification from the appropriate Dow contact if approval is granted.
 - Employee must bring original form with them when they arrive at security. Security will not accept a photo copy. Form must be the original.
 - Employee must bring Safety Counsel Badge & a legal form of identification with them in order to receive a badge.
 - Employee must have a clear understanding of their job role and know who their contact is.
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Continued on next page

CONTRACTOR HIRE SLIP

PLEASE PRINT CLEAR & LEGIBLY

DATE: _____

Requesting Badge For <input type="checkbox"/> Demotion <input type="checkbox"/> New Construction <input type="checkbox"/> Contract Maintenance <input type="checkbox"/> Vendor <input type="checkbox"/> Service Provider <input type="checkbox"/> Pipeline Pipeline badges require appropriate pipeline approval & forms.
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Last		First		Middle	
Street Address					
City		State		Zip Code	
Safety Council Badge Number					
Supt. OR Forman:					
Company:					
Company New Hire		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your company UNION		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Birthplace:				EYE COLOR:	
AGE:				DATE OF BIRTH:	
HEIGHT:		WEIGHT:		HAIR COLOR:	
SEX:		RACE:		CITIZENSHIP:	
DRIVERS LICENSE #:				STATE:	
TYPE:				EXP. DATE:	
Foreign National or Former Employees Will Require Additional Verification Consult Contractor Admin Manual For Instructions & Forms.					
Foreign National or Former Dow subsidiary Employee		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Completion of a subsidiary of the Dow Chemical Company – Foreign National Policy		<input type="checkbox"/> Yes <input type="checkbox"/> No		Will require approval from Dow Midland International Trade Group before badge will be processed. Verification must be sent to site ES&S 5 working days prior to obtaining badge.	
Completion of a subsidiary of the Dow Chemical Company - Former Employee Policy		<input type="checkbox"/> Yes <input type="checkbox"/> No		Will require approval from Dow Midland Human Resource Group before badge will be processed. Verification to be sent to site HR 5 working days prior to obtaining badge.	

To Be Completed By Employee's Supervision

This statement serves as written confirmation that, _____:

- ✓ Is in compliance with pre-access drug screening requirements - Contractor Substance Abuse Policy
- ✓ Has demonstrated oral and comprehensive abilities of the English language
- ✓ Has completed the criminal background screen has been completed and the employee has met the acceptance criteria.
- ✓ I further verify the Social Security Number of the individual in question has been checked for accuracy. Yes No
- ✓ I further verify that a check of citizenship (resident alien card and work visa for non-U.S. citizens) has been conducted and the citizenship of this individual has been verified. Yes No
- ✓ The person listed has successfully completed All required Safety Council training needed to perform their job/task at _____. Yes No
- ✓ The person listed above is also scheduled to be working inside _____ Operations Site within the next five (5) days.
- ✓ The person listed has completed Safety Council Safe Driver Training Yes No
- ✓ Requested Vehicle Use Personal Vehicle Company Vehicle Non Driver
- ✓ The person listed is requesting a PERMANENT TEMPORARY (< 90 days) badge.
- ✓ Requested Gate Access (Walk In Only) Vehicle Access

For additional information about this employee, please contact _____@_____.

Authorized Company Representative Signature _____
Printed Name & Phone Number _____

Have you worked in Dow Operations within the last 12 months? Yes No

If yes, what company did you work for? _____

Have you ever been convicted for any law violations other than minor traffic in the last 10 years?
 Yes No *If yes, list below in the spaces provided.*

DATE	CITY & STATE	CHARGE	FINAL DISPOSITION

I agree that if it is found that I have falsified or omitted information from this questionnaire it shall be construed as fraud against The Dow Chemical Company, and shall be sufficient grounds for my removal from Dow Operations' property and ALL my entry passes revoked.

Employee Receiving Badge Signature: _____ Date: _____