



GOJO Industries, Inc.
One GOJO Plaza, Suite 500
Tel: 330-255-6000 Fax: 330-255-6119
www.GOJO.com
Mailing Address:
P.O. Box 991, Akron, Ohio 44309-0991
This letter was sent electronically

RISK MANAGER

Dear Risk Manager:

The purpose of this letter is to explain our insurance requirements.

On advice of our insurance managers, GOJO Industries requires that all vendors submit evidence of insurance coverage on an annual basis or when performing specific work/services for GOJO Industries. The following coverages are required:

1. Commercial/General Liability
 - The policy shall be written on an Occurrence Form with the following minimum limits:
 - Policy aggregate: \$1,000,000
 - Policy Occurrence Limit: \$1,000,000
 - Products/Completed Operations Limit: \$1,000,000
 - Include the following coverages: independent contractors, blanket written contractual, waiver of subrogation and personal injury
 - GOJO Industries, Inc. shall be endorsed as an additional insured
2. Comprehensive Automobile Insurance
 - \$1,000,000 combined single limit for bodily injury and property damage
 - Non-owned hired coverage
3. Umbrella Liability
 - Minimum limit of \$1,000,000 including products/completed operations
4. Evidence of in-force workers' compensation coverage.

No work/services may commence without receipt of the Certificate of Insurance and approval by GOJO Industries' risk manager. If you should have any questions, please do not hesitate to contact Risk Management at extension 330-255-6000, x. 6274.

Sincerely,

Global Sourcing
GOJO INDUSTRIES, INC.