

<b>GALLO</b>	Document Title:	<b>Vendor Receipt of Work Rules</b>		
	Document No.:	<b>EJG-EHS-FM-00003</b>	Revision No.:	<b>6</b>
	Process Owner:	<b>Corporate EHS</b>	Origination Date:	<b>12/04/2007</b>
	ISO Standard Reference:	<b>ISO 14001:2015 &amp; ISO 45001:2018</b>	Review Date:	<b>08/14/2025</b>

## **Vendor Receipt of Work Rules Documentation**

**Vendor Company:** \_\_\_\_\_

*If Applicable:*

Capital Project Number: \_\_\_\_\_ PWO/PO Number: \_\_\_\_\_

**This document applies to all vendors, contractors, and subcontractors performing construction, maintenance, or service work on any E. & J. Gallo Winery properties or its behalf (referred to collectively herein as “Vendor”).**

**VENDOR MUST COMPLY WITH E. & J. GALLO WINERY’S VENDOR WORK RULES (“RULES”) AT ALL TIMES.**

**E. & J. GALLO WINERY AND GALLO GLASS CO. REPRESENTATIVES MAY OBSERVE, AUDIT, OR INSPECT VENDOR’S WORK AREA(S) AND PRACTICES FOR COMPLIANCE WITH THESE RULES. HOWEVER, E. & J. GALLO WINERY WILL NOT BE HELD LIABLE FOR THE SAFETY OF VENDOR EMPLOYEES; INCLUDING SUBCONTRACT EMPLOYEES.**

**IF YOU ARE NOT SURE OF THE SAFETY, ENVIRONMENTAL, OR GOOD MANUFACTURING PRACTICES THAT APPLY TO YOUR CONTRACT, CONTACT YOUR PROJECT MANAGER.**

**FAILURE TO COMPLY WITH SAFETY, ENVIRONMENTAL, AND GOOD MANUFACTURING PRACTICES MAY RESULT IN THE REMOVAL OF VENDOR FROM THE PREMISES.**

**I acknowledge that I have received and reviewed the E. & J. Gallo Winery Vendor Work Rules. I understand it is my responsibility to know and comply with all of the requirements in the Vendor Work Rules. I agree to follow the Vendor Work Rules at all times while working at any of E. & J. Gallo Winery’s properties or on behalf of E. & J. Gallo Winery.**

**Name (print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Last 5 digits of Driver’s License:** \_\_\_\_\_

**Cell Phone #** \_\_\_\_\_

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Revision History

Revision #	Date	Revised By	Approved By	Changes Made/Reason for Revision
Original	12/04/2007			Initial release
4	04/15/2024			Reviewed. Admin changes to the header. Changed process owner from Derrick Jarvis to Corporate EHS and added reference to ISO 14001 and 45001
4	06/20/2024			Minor edits
5	08/23/2024	Dawn Bollen	Dawn Bollen	Language in document updated under the advisement of Legal
6	8/14/2025	Brook Applequist	Ellisa Williams	Vendor Cell Phone# added to the acknowledgement