

Guidelines for Health Fair Vendors

Caterpillar supports its employees' well-being and encourages employees to be proactive with their health. Facilities may host health fairs in an attempt to expose employees to healthier lifestyles, discounts on products and/or services, and preventive measures. However, we ask that the facility coordinator (whomever the point of contact is for the health fair) considers the following guidelines before approving a vendor:

- Vendor may provide beneficial health-related information, products, or services to an employee.
- Vendor is reputable (e.g., American Red Cross, American Diabetes Association, physician office).
- Vendor is applicable to large audience.
 - We want to host vendors employees can relate to and/or would potentially use to improve lifestyle.

If a vendor is being considered, a representative will need to complete a liability form, provide proof of insurance and/or license, and submit all documents to the facility coordinator. After the completed liability form and documents are sent to the facility coordinator, **approval is required from the Caterpillar Total Health team (Contact: Stacy DeJaynes, Global Total Health Services Manager, DeJaynes_Stacy@cat.com) before moving forward.**

Facility Coordinator Actions (After Receiving Approval)

1. Vendor shall provide a list of event needs:

Electricity: Yes / No

If yes, please explain:

Equipment Needed (Chairs/Tables/etc.): Yes / No

If yes, please explain:

Specific Space Size: Yes / No

If yes, please explain:

Snacks/Food Being Offered: Yes / No

If yes, please explain:

Number of Representatives Attending:

Amount of Set Up Time Needed:

2. The following is included in the Vendor Services Agreement:

- The intent is to inform employees of their product/services.
- Vendor should not be directly selling to an employee; coupons or discounts are permitted, but do not want employee feeling pressured to buy a product/service.
- Vendors may provide employees with information such as a pamphlet or mailer that the employee may choose to act upon.
- Vendors should not ask employees for personal information.
- Vendor may not perform invasive tests such as blood tests, bone marrow tests, etc.
 - Any invasive test(s) must be done at the vendor's office or during a company-sponsored event (e.g., blood drive).
- Caterpillar will not provide any personal information of our employees to the vendors.