

Menasha Corporation

Material Provider Insurance Requirements

At a minimum, the following insurance coverages and limits should be maintained by any entity providing material/supplies to Menasha Corporation. Workers Compensation, Employers Liability and Business Automobile Liability are required if the supplier comes onto Menasha Corporation's premises. Product recall insurance is required if a supplier is providing materials or services related to regulated products like food or has been engaged to execute the scope of a customer contract for which we are required to carry product recall insurance. Requirements should apply to the supplier and any third party they engage to execute the scope of the agreement (including delivery).

Type of Insurance Coverage	Limits
Commercial General Liability Insurance , including a.) contractual liability, b.) personal injury and advertising injury, c.) product liability and completed operations, and d.) bodily injury and property damage	\$1,000,000 per occurrence or limits sufficient to be scheduled under the umbrella policy \$2,000,000 annual aggregate
Business Automobile Liability Insurance on all owned, non-owned, and/or hired vehicles, including for bodily injury and/or property damage.	\$1,000,000 combined single limit
Workers' Compensation	Statutory Limit
Employers' Liability Insurance	\$500,000 each occurrence \$500,000 disease policy limit \$500,000 disease each employee
Umbrella/Excess Liability Insurance Does not replace or combine with GL limits Must sit on top of underlying policies	\$5,000,000 per occurrence \$5,000,000 annual aggregate
Product Recall Insurance (if applicable)	\$2,000,000 per incident \$2,000,000 aggregate

- All policies shall be underwritten by a company with a minimum A.M. Best Rating of A VII.
- Seller shall provide Menasha with thirty (30) days' advance written notice in the event of a cancellation or material change in Seller's insurance policy.
- Any claims-made coverage must continue for a minimum of two (2) years after the completion of the last Purchase Order.
- **Umbrella / Excess Liability** coverage must be written on a follow form basis **over** the underlying policies.
- Menasha Corporation and its affiliates shall be named as **additional insured** on a primary and non-contributory basis under the commercial general liability policy.
- **Waiver of subrogation** in Menasha Corporation's favor shall be provided on the worker's compensation policy, general liability and automobile liability policies.
- Certificates of insurance evidencing required limits and coverages must be furnished to Menasha Corporation prior to the commencement of any work and on an annual basis thereafter.
- **Certificate Holder** - Menasha Corporation - 1645 Bergstrom Road, Neenah, WI 54956

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Professional Service Provider Insurance Requirements

At a minimum, the following insurance coverages and limits should be maintained by any entity providing professional services to Menasha Corporation, such as architects, attorneys, accountants, actuaries, technology firms and other consultants. Crime Coverage is required if nature of work being done (e.g. IT) warrants and/or if any work is done on-site without a Menasha Corporation employee present. Cyber Liability is required if provider is granted access to Menasha Corporation's IT systems and/or is performing any operation or set of operations (e.g. accessing, storing, adapting, altering, processing, retrieving, using, disclosing, transmitting, or destroying) on confidential, proprietary, or sensitive data of Menasha Corporation's (including personally identifiable information). Product recall insurance is required if a supplier is providing materials or services related to regulated products like food or has been engaged to execute the scope of a customer contract for which we are required to carry product recall insurance. Requirements should apply to the supplier and any third party they engage to execute the scope of the agreement.

Type of Insurance Coverage	Limits
Commercial General Liability Insurance , including a.) contractual liability, b.) personal injury and advertising injury, c.) product liability and completed operations, and d.) bodily injury and property damage	\$1,000,000 per occurrence or limits sufficient to be scheduled under the umbrella policy \$2,000,000 annual aggregate
Business Automobile Liability Insurance on all owned, non-owned, and/or hired vehicles, including for bodily injury and/or property damage.	\$1,000,000 combined single limit
Workers' Compensation	Statutory Limit
Employers' Liability Insurance	\$500,000 each occurrence \$500,000 disease policy limit \$500,000 disease each employee
Umbrella/Excess Liability Insurance Does not replace or combine with GL limits Must sit on top of underlying policies	\$1,000,000 per occurrence \$1,000,000 annual aggregate
Professional Liability Insurance	\$5,000,000 per claim \$5,000,000 annual aggregate
Crime Coverage Insurance (if applicable)	\$1,000,000 per loss
Product Recall Insurance (if applicable)	\$2,000,000 per incident \$2,000,000 aggregate
Cyber Liability Insurance (if applicable)	Per Contract Requirements

- All policies shall be underwritten by a company with a minimum A.M. Best Rating of A VII.
- Seller shall provide Menasha with thirty (30) days' advance written notice in the event of a cancellation or material change in Seller's insurance policy.
- Any claims-made coverage must continue for a minimum of two (2) years after the completion of the last Purchase Order.
- **Umbrella / Excess Liability** coverage must be written on a follow form basis **over** the underlying policies.
- Menasha Corporation and its affiliates shall be named as **additional insured** on a primary and non-contributory basis under the commercial general liability policy.

- **Waiver of subrogation** in Menasha Corporation's favor shall be provided on the worker's compensation policy, general liability and automobile liability policies.
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Contractor Insurance Requirements

At a minimum, the following insurance coverages and limits should be maintained by any contractor working on behalf of Menasha Corporation. Contractors Pollution Legal Liability is required coverage for contractors presenting an environmental risk such as asbestos abatement, recovery / recycling services, water / mold remediation, hazardous chemical/waste clean-up. Crime Coverage is required coverage if nature of work being done (e.g. IT) warrants and/or if any work is done on-site without a Menasha employee present. Requirements should apply to the contractor and any subcontractors or other third parties they engage to execute the scope of the agreement.

Type of Insurance Coverage	Limits
Commercial General Liability Insurance , including a.) contractual liability, b.) personal injury and advertising injury, c.) product liability and completed operations, and d.) bodily injury and property damage	\$1,000,000 per occurrence or limits sufficient to be scheduled under the umbrella policy \$2,000,000 annual aggregate
Business Automobile Liability Insurance on all owned, non-owned, and/or hired vehicles, including for bodily injury and/or property damage.	\$1,000,000 combined single limit
Workers' Compensation	Statutory Limit
Employers' Liability Insurance	\$500,000 each occurrence \$500,000 disease policy limit \$500,000 disease each employee
Umbrella/Excess Liability Insurance Does not replace or combine with GL limits Must sit on top of underlying policies	\$5,000,000 per occurrence \$5,000,000 annual aggregate
Crime Coverage Insurance (if applicable)	\$1,000,000 per loss
Contractors Pollution Legal Liability Insurance (if applicable)	\$1,000,000 per occurrence \$1,000,000 annual aggregate

- All policies shall be underwritten by a company with a minimum A.M. Best Rating of A VII.
- Seller shall provide Menasha with thirty (30) days' advance written notice in the event of a cancellation or material change in Seller's insurance policy.
- Any claims-made coverage must continue for a minimum of two (2) years after the completion of the last Purchase Order.
- **Umbrella / Excess Liability** coverage must be written on a follow form basis **over** the underlying policies.
- Menasha Corporation and its affiliates shall be named as **additional insured** on a primary and non-contributory basis under the commercial general liability policy.
- **Waiver of subrogation** in Menasha Corporation's favor shall be provided on the worker's compensation policy, general liability and automobile liability policies.
- Certificates of insurance evidencing required limits and coverages must be furnished to Menasha Corporation prior to the commencement of any work and on an annual basis thereafter.
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Staffing Agency/Temporary Service/Independent Contractor Requirements

At a minimum, the following insurance coverages and limits should be maintained by any entity providing temporary labor to Menasha Corporation. Professional Liability is required if the temporary labor is for professional service roles such as accounting, tech support, HR or consulting. Cyber Liability is required if supplier and/or their provided temporary labor are granted access to Menasha Corporation's IT systems and/or is performing any operation or set of operations (e.g. accessing, storing, adapting, altering, processing, retrieving, using, disclosing, transmitting, or destroying) on confidential, proprietary, or sensitive data of Menasha Corporation (including personally identifiable information).

Type of Insurance Coverage	Limits
Commercial General Liability Insurance , including a.) contractual liability, b.) personal injury and advertising injury, c.) product liability and completed operations, and d.) bodily injury and property damage	\$1,000,000 per occurrence or limits sufficient to be scheduled under the umbrella policy \$2,000,000 annual aggregate
Business Automobile Liability Insurance on all owned, non-owned, and/or hired vehicles, including for bodily injury and/or property damage.	\$1,000,000 combined single limit
Workers' Compensation	Statutory Limit
Employers' Liability Insurance	\$1,000,000 each occurrence \$1,000,000 disease policy limit \$1,000,000 disease each employee
Umbrella/Excess Liability Insurance Does not replace or combine with GL limits Must sit on top of underlying policies	\$5,000,000 per occurrence \$5,000,000 annual aggregate
Crime Coverage Insurance including theft of customer's property & money	\$1,000,000 per loss
Professional Liability Insurance (if applicable)	\$5,000,000 per claim \$5,000,000 annual aggregate
Cyber Liability Insurance (if applicable)	Per Contract Requirements

- All policies shall be underwritten by a company with a minimum A.M. Best Rating of A VII.
- Seller shall provide Menasha with thirty (30) days' advance written notice in the event of a cancellation or material change in Seller's insurance policy.
- Any claims-made coverage must continue for a minimum of two (2) years after the completion of the last Purchase Order.
- **Umbrella / Excess Liability** coverage must be written on a follow form basis **over** the underlying policies.
- Menasha Corporation and its affiliates shall be named as **additional insured** on a primary and non-contributory basis under the commercial general liability policy.
- Menasha Corporation must be named as an **alternate employer** on the workers compensation policy.
- **Waiver of subrogation** in Menasha Corporation's favor shall be provided on the worker's compensation policy, general liability and automobile liability policies.
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Transportation / Trucking Insurance Requirements

At a minimum, the following insurance coverages and limits should be maintained by any entity transporting goods to or from any Menasha Corporation location. Requirements should apply to the supplier and any third party they engage to execute the scope of the agreement.

Type of Insurance Coverage	Limits
Commercial General Liability Insurance , including a.) contractual liability, b.) personal injury and advertising injury, c.) product liability and completed operations, and d.) bodily injury and property damage	\$1,000,000 per occurrence or limits sufficient to be scheduled under the umbrella policy \$2,000,000 annual aggregate
Business Automobile Liability Insurance on all owned, non-owned, and/or hired vehicles, including for bodily injury and/or property damage.	\$1,000,000 combined single limit
Workers' Compensation	Statutory Limit
Employers' Liability Insurance	\$500,000 each occurrence \$500,000 disease policy limit \$500,000 disease each employee
Umbrella/Excess Liability Insurance Does not replace or combine with GL limits Must sit on top of underlying policies	\$5,000,000 per occurrence \$5,000,000 annual aggregate
Motor Truck Cargo	\$100,00 minimum per truckload or the value of the goods shipped

- All policies shall be underwritten by a company with a minimum A.M. Best Rating of A VII.
- Seller shall provide Menasha with thirty (30) days' advance written notice in the event of a cancellation or material change in Seller's insurance policy.
- Any claims-made coverage must continue for a minimum of two (2) years after the completion of the last Purchase Order.
- **Umbrella / Excess Liability** coverage must be written on a follow form basis **over** the underlying policies.
- Menasha Corporation and its affiliates shall be named as **additional insured** on a primary and non-contributory basis under the commercial general liability policy.
- **Waiver of subrogation** in Menasha Corporation's favor shall be provided on the worker's compensation policy, general liability and automobile liability policies.
- Certificates of insurance evidencing required limits and coverages must be furnished to Menasha Corporation prior to the commencement of any work and on an annual basis thereafter.
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All Other Suppliers Insurance Requirements

Suppliers and providers that do not fall into one of the groups with specific insurance requirements (contractors, material providers, professional service providers, staffing agency and transportation providers) are subject to the below standard minimum insurance requirements. Workers Compensation, Employers Liability and Business Automobile Liability are required if the supplier comes onto Menasha Corporation premises. Requirements should apply to the supplier and any third party they engage to execute the scope of the agreement.

Type of Insurance Coverage	Limits
Commercial General Liability Insurance , including a.) contractual liability, b.) personal injury and advertising injury, c.) product liability and completed operations, and d.) bodily injury and property damage	\$1,000,000 per occurrence or limits sufficient to be scheduled under the umbrella policy \$2,000,000 annual aggregate
Business Automobile Liability Insurance on all owned, non-owned, and/or hired vehicles, including for bodily injury and/or property damage.	\$1,000,000 combined single limit
Workers' Compensation	Statutory Limit
Employers' Liability Insurance	\$500,000 each occurrence \$500,000 disease policy limit \$500,000 disease each employee
Umbrella/Excess Liability Insurance Does not replace or combine with GL limits Must sit on top of underlying policies	\$5,000,000 per occurrence \$5,000,000 annual aggregate

- All policies shall be underwritten by a company with a minimum A.M. Best Rating of A VII.
- Seller shall provide Menasha with thirty (30) days' advance written notice in the event of a cancellation or material change in Seller's insurance policy.
- Any claims-made coverage must continue for a minimum of two (2) years after the completion of the last Purchase Order.
- **Umbrella / Excess Liability** coverage must be written on a follow form basis **over** the underlying policies.
- Menasha Corporation shall be named as **additional insured** on a primary and non-contributory basis under the commercial general liability policy.
- **Waiver of subrogation** in Menasha Corporation's favor shall be provided on the worker's compensation policy, general liability and automobile liability policies.
- Certificates of insurance evidencing required limits and coverages must be furnished to Menasha Corporation prior to the commencement of any work and on an annual basis thereafter.
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