



Dear Valued Supplier:

Verizon expects suppliers to share our commitment to responsible work practices that protect the environment and the safety and health of your workforce and ours. While this shared commitment applies to all suppliers, Verizon is taking extra steps to screen suppliers whose services are most likely to involve environmentally sensitive activities or whose employees engage in activities that may present a higher level of risk if safety precautions are not taken.

You have been identified as a current or potential supplier whose employees may be involved with environmentally sensitive activities or whose work may present a high level of safety risk. Verizon has partnered with Avetta to gather, verify, manage, and review our suppliers' environment, safety and health information. Avetta will annually review and validate the EHS performance data submitted by our suppliers. Participation in the assessment process **is required** to become eligible or to continue to be eligible to provide services for the Verizon family of companies.

Please read the enclosed criteria to determine whether your company is required to register with Avetta. If you meet the assessment criteria and are not registered with Avetta, please register and link your account to Verizon. There is a registration fee and annual fee, which is outlined on attached document.

If you are already registered with Avetta as a Verizon supplier, please enter your EHS data for last year. If you are registered with Avetta but you are not linked to Verizon, please link your account and complete the Verizon-specific questions and certification. Be sure to click the "submit" prompt when the assessment is completed.

Avetta will make the transition to Verizon's EHS assessment program as seamless as possible while providing you with valuable services and benefits. If you have any questions about the assessment process, click [here](#) for a list of country-specific customer service support numbers.

For additional information on Avetta, please visit their website at www.avetta.com. Inquiries about the Verizon process can be directed to Rob Lawrence or Mireille Breton on my team at VerizonEHS@verizon.com.

Participation in the EHS assessment process does not guarantee that your business will be awarded work; however, qualification tells us that your business has documented that it meets established EHS benchmarks and is qualified to perform services for Verizon.

Thank you for your cooperation.

Pam M. Cox

Director, Corporate Environmental, Health and Safety Compliance

VerizonEHS@verizon.com



Supplier EHS Assessment Criteria

Please answer the following questions to determine whether your company is required to participate in the Verizon EHS assessment process administered by Avetta.

1. Will the work performed by your company or subcontractors involve handling, collecting, recycling, storing, reusing, disposing, remediating, abating or responding to spills or handling waste (municipal, universal, electronic, asbestos, lead or hazardous)?

If YES, an EHS Avetta assessment is required.

2. Will the work performed by your company or subcontractors require access to Verizon-controlled premises, facilities where Verizon equipment is located, or facilities where Verizon retains environmental liability?

If YES, will the work

- a. Involve tools (hand, power, pneumatic or hydraulic), equipment, specialized vehicles, or personal protective equipment?
- b. Require any safety, health or environmental permit, license, registration or approval to conduct work?
- c. Involve construction, maintenance, demolition, abatement, remediation, confined-space work, hazardous-energy lockout, work-area protection, work at heights, emergency response, crane operation, electrical work, hot work, work on, over or under water, fire protection or suppression, rigging, or trenching and excavations?
- d. Involve past or future potential environmental impact or liability, personal safety risk, or potential for damage to natural resources?
- e. Be performed under the Verizon brand?

If YES to any question, an EHS Avetta assessment is required.

3. If NO to all of the above questions, an EHS Avetta assessment is NOT required. Please contact VerizonEHS@verizon.com to remove your company from our implementation worklist.
4. If you no longer work for Verizon, or do not foresee doing business on Verizon sites in the future, please email VerizonEHS@verizon.com to remove your company from our implementation worklist.



Supplier EHS Assessment Program

Registration / Prequalification Requirements

Phase I: Registration (Required April 30th, 2018) **PAST DEADLINE**

- **Register Online:** Each service supplier and subcontractor must register on Verizon's Avetta portal at <http://pages.avetta.com/Verizon.html> and click on Join Avetta. If you are already an Avetta member, log in to your account and link your company with the Verizon client site. Avetta representatives are available to provide registration assistance by phone.

PHASE II: Qualification Deadline (Required by May 31st, 2018) **PAST DEADLINE**

- **Complete the Prequalification Form (PQF):** Begin the qualification process by completing and submitting the PQF and annual update information online.
- **Upload your documents:** You will need to upload your company EHS manual, programs and/or policies for review to assure that they meet or exceed regulatory requirements for the services provided to Verizon.
- **Respond to audit questions:** After submitting your PQF and required documentation online, an Avetta representative will contact you to review your submission. Your Avetta representative will work with you to collect missing information to help you complete the registration and assessment processes.
- **Complete status:** Once you have achieved completed status, your company will be rated against benchmarks established by Verizon. Your EHS submission will also be available to other clients within the Avetta network.

Membership Fee

For registrants that are not already active in Avetta, there is a one-time registration fee. In addition to the registration fee, there is an annual membership fee based upon the number of Avetta clients your company provides services to. The complete fee schedule for Verizon suppliers is available [here](#) and during the registration process, and also **at the following webpage:** <http://pages.avetta.com/verizon>

Benefits of Avetta Membership

- **Exposure:** When registered with Avetta, suppliers can search for additional business opportunities in the system. Your company and all of your services will be readily available to organizations that are a part of the Avetta network.
- **Assistance:** Avetta offers suppliers with a fee-based concierge level of customer service (Vetify) to help your company complete the tasks and provide guidance in meeting Verizon requirements.
- **Consistency:** Avetta applies the same qualification standards to all partners, thereby reducing the chance of your company being underbid by an unqualified supplier.

About Avetta

Avetta partners with companies to maintain high health and safety standards and to ensure transparent, effective supply-chain management. Global expertise, innovative technology and rigorous prequalification processes provided by Avetta, improves supplier EHS performance and helps to enhance operational efficiencies. The Avetta process reduces risk to our clients, your company, your employees, your subcontractors and the companies you do business with.



What does Avetta provide to the supplier?

Avetta provides a customer service representative to help suppliers through the prequalification process. Once registered in the Avetta system, you can search for other business in the network. Other companies can also find you and solicit your services

What suppliers need to do if they are already a member of Avetta?

If your company is already a registered member with Avetta, you must log into your existing account **by May 31st, 2018** to ensure that your company information is up to date. Then select Verizon and link your account to Verizon. There may be an additional fee to select Verizon as a client, depending upon the number of Avetta clients that your company provides services to.

How do I contact Avetta? Phone: Country-specific support numbers can be found [here](#).

Email: registrations@avetta.com

Questions?

If you have any questions about the registration process and pricing, or if you require clarification on which client site you should link to, please click here [here](#).

Do not hesitate to reach out to either Avetta or [Verizon](#) with your questions.