

Occupational Safety and Health—

MITHUN

Every Mithun staff member has the right to a safe and accident free working environment. Our attention to safety—in the office and in the field—is a basic requirement. Please report any unsafe condition to a firm senior leader or the Human Resources Manager immediately. Mithun will comply with all aspects of the Occupational Safety and Health Administration requirements.

Wellness

Mithun is a living lab for design ideas to support wellness. Not only do we build models and mock up materials, as is the practiced tradition, we also test diverse design and wellness strategies in our own workspace. Some of our experiments last a month, like sunrise yoga in the office, while other initiatives grow into beloved mainstays like the healthy snacks offered each afternoon and ergonomic equipment upon request. Four areas of focus guide our diverse wellness initiatives: Fitness, Nutrition, Spirit and Workspace.

Emergency Operations Plan

Become familiar with our Emergency Operations Plan, posted in each kitchen area. It contains important information about emergency response, including building evacuation. If you have any special needs that should be known in the event of emergency, such as mobility challenges or a chronic condition requiring medical attention or medication, please inform the Human Resources Manager. Floor monitors are prepared to help all employees during an emergency.

Additionally, our work takes us out into the field where physical risks may be higher. Proper attire should be worn and please remember to check in with the site superintendent for special conditions and requirements. Proper attire includes hard hat, safety glasses, long pants, closed toed shoes and a high visibility vest.

No Smoking

The Mithun offices are "No Smoking" environments. For the Seattle office, smoking is prohibited anywhere on the Pier and within 25 feet of all doorways, windows and air intakes. For the San Francisco office, smoking is allowed only 1) at the curb, or 2) if no curb, at least 15 feet from exits, entrances, operable windows and vents.

Seattle

Pier 56
1201 Alaskan Way #200
Seattle, WA 98101

San Francisco

660 Market Street #300
San Francisco, CA 94104

Los Angeles

Mithun | Hodgetts + Fung
5837 Adams Boulevard
Culver City, CA 90232

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Fire Safety

Hand-held fire extinguishers are located in each kitchen area and throughout the office. If a small fire cannot be immediately contained, instruct someone nearby to call 911 and notify the Human Resources Manager or a member of the Safety Committee. When the fire alarm sounds, evacuate the building immediately and convene at the designated area for each office.

Earthquake Safety

In the event of an earthquake, get under your desk or table – drop, cover and hold. Stay in the building until the Safety Committee declares that it is safe to evacuate the building.

Accidents

All employees are covered by workers compensation insurance either through a state-managed program (Washington) or through an insurance vendor (California). In the event of an injury on the job, you must report the incident to the Human Resources Manager as soon as possible, regardless of the nature or severity of the injury. First aid kits are located in all kitchens and resuscitation masks are located strategically throughout. The names of CPR trained employees are posted – in Seattle, on the safety bulletin board outside the mailroom and in each kitchen and – in San Francisco, on the bulletin board in the print room.

Violence

Mithun strives to have a workplace free from intimidation, threats or violent acts and will not tolerate such behavior. This includes any form of intimidating, threatening or hostile behavior, physical altercations, vandalism, arson, sabotage, use or display of weapons or any other act which the firm deems inappropriate under this policy. Likewise, jokes or offensive comments about violence or weapons are not tolerated. If you feel you have been subjected to such behaviors or acts, you are requested to report them to a firm senior leader or the Human Resources Manager immediately.