



Occupational Safety and Health Policy

Energy Opportunities is committed to providing a safe and healthy work environment for all employees. It is both the employer and employees responsibility to monitor the work environment for safety or health hazards and when identified it is the employer's responsibility to correct unsafe acts or conditions.

All employees are responsible for their own safety, as well as that of others in the work environment. To help Energy Opportunities maintain a safe work environment, everyone must be safety-conscious at all times. Employees are responsible to use good common sense and be conscious of safety wherever they are conducting business on behalf of Energy Opportunities, including customers, vendors or at home. Employees should report any unsafe condition to the owner immediately.

Employees of Energy Opportunities are expected to keep their workspace orderly and their desktop computer in good working condition. Everyone is expected to do their part to keep the office clean and attractive. Office property is to be used for office related work. Each employee is responsible for the security of personal property they bring to work. Energy Opportunities is not responsible for the loss of or damage to personal property of its employees. Employees should use every precaution to ensure that their personal property is stored out of sight and/or locked when unattended.

Energy Opportunities employees are not to be subjected to threatening behavior or to feel threatened while working at Energy Opportunities. Employees who feel threatened in the workplace should report the circumstances of such threatening behavior immediately to the owner.

In the case of an emergency, please dial 911 immediately and any work related injury should be reported to the owner as soon after the occurrence as possible.

Employees who take over-the-counter or prescribed medication are responsible for being aware of any effect the medication may have on the performance of their duties and their interaction with coworkers or clients of Energy Opportunities, and to ensure that such medications do not adversely affect their ability to perform their job. Where an employee is aware of any effect of medication they are taking which may adversely affect their ability to perform their job, the employee should discuss such concerns with their doctor, and if appropriate with the owner.

Energy Opportunities office is a smoke-free environment and smoking is only permitted outside of the building.

In order to guard against musculoskeletal injury, Energy Opportunities provides ergonomic chairs for employee workstations.

Employers are required by law to provide statutory workers' compensation benefits. Energy Opportunities currently contracts with The Hartford Insurance Company for workers compensation coverage.

Energy Opportunities will comply with all requirements of OSHA to prevent injuries to our employees.