

3 SAFETY

3.1 OCCUPATIONAL SAFETY

Macro Design Studio provides safe and healthy work environments for all of the employees and to foster and advance safety and health management systems for the benefit of employees. Management accepts responsibility for providing a safe working environment and instruct the employees, while employees are expected to take responsibility for performing work in accordance with safe standards, practices and common sense.

Emergency Operations Plan: there is an Emergency Operation Plan on every floor at the main entrance and it contains important information about behavioral rules in case of fire and earthquake, useful numbers to contact in case of emergency, location of hand-held fire extinguishers, emergency exits, first-aid kit.

Fire Safety: Hand-held fire extinguishers are located in the common area just outside the office.

No Smoking: it is prohibited smoking inside the building where the office of Macro Design Studio is located and the company supports a free-smoking philosophy.

Accidents: all employees are covered by workers compensation insurance.

Violence: 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 is not tolerated.

When visiting construction sites, employees are required to follow the safety regulations of the general contractor or governing body, and at a minimum required to wear a hardhat, safety vest, hard-toe shoes and protective eyewear.

3.2 HAZARDOUS CHEMICALS

Hazardous materials and chemicals are not to be used in our workplaces. If we encounter hazardous materials or chemicals in the course of our work at other locations, we will take immediate corrective action to eliminate health and safety risks to our employees.