

#### M. Health and Safety

All employees shall be responsible for performing work assignments in a safe manner. Prime consideration shall be given to safety in all work situations.

All employees shall:

- be thoroughly familiar with safety requirements and practices applicable to their respective work assignments;
- actively observe safety practices, and immediately report unsafe or potentially dangerous conditions and accidents or injuries to their supervisor;
- refrain from engaging in horseplay, wrestling, hazing of co-workers, and any other unsafe practice under penalty of disciplinary action up to and including dismissal; and
- wear protective equipment and use protective devices where required including construction sites.

Any employee who sustains an on-the-job injury shall immediately report such injury, regardless of severity, to the immediate supervisor. The employee and the immediate supervisor shall prepare required reports of such injuries and submit same to human resources within twenty-four (24) hours of the accident or the next business day after notification by the injured employee.

Workers' Compensation Benefits will be provided to employees injured on the job in accordance with the law. Trivers will refer an employee to a doctor chosen by the Company for all Workers' Compensation claims.