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# Safety and Health Policies and Procedures



## S.C. Swiderski, LLC, and its Affiliates

### **Safety & Compliance Manager**

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### **S.C. Swiderski, LLC**

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### ***New Employee Orientation***

#### **Purpose**

S.C. Swiderski, LLC regards their employees as vital parts of the Company. As such, S.C.

## ***Safety Policy and Revisions***

It is the policy of S.C. Swiderski, LLC to provide a safe and healthy place to work for its employees, customers, tenants, subcontractors, and visitors. To maintain a successful safety program, it must embody cooperation and the proper attitudes toward accident prevention and safety awareness on the part of all employees at S.C. Swiderski, LLC, and its Affiliates.

All work activities will comply with regulations, protect against personal injury and property damage, and limit the company's risk of unnecessary financial burdens or reduced efficiency due to accidents. Only through a cooperative effort can a safety record in the best interest of all be established and maintained.

### **Policy Objectives**

In keeping with S.C. Swiderski, LLC commitment to safety, we have implemented this policy to meet the following objectives:

1. To provide development and implementation of safety and health policies, programs and implementing procedures designed to provide a safe and healthful working environment for all employees, our customers, visitors, vendors, suppliers, subcontractors, and members of the public.
2. To reduce the potential of accidental injuries to persons and to protect the property of S.C. Swiderski, LLC: employees, customers, and public. Minimizing the occurrence of incidents, the consequences of which may drastically affect the safety and future of S.C. Swiderski, LLC projects and facility operations.
3. To cooperate with subcontractors and other clients in their efforts to contribute to safe and efficient operations, and to comply with applicable federal, state, and local statutes, standards, and regulations.
4. Exercise good judgment in the application of S.C. Swiderski, LLC Corporate Safety & Health Policy, and Procedure.

### **Policy Applicability**

This policy will apply to all regular full-time, part-time, commissioned, seasonal, or contract employees of S.C. Swiderski, LLC. Compliance with the policy will be required as a condition of employment or continued employment with S.C. Swiderski, LLC, and its Affiliates. This policy also applies to all S.C. Swiderski, LLC operations including but not limited to, suppliers, owners' representatives, agents of the architect or engineer, regulative authorities, visitors, vendors, and invitees.

It is a condition of all subcontractors and contracts issued by S.C. Swiderski, LLC, and its Affiliates that applicable Local, State, and Federal Codes be followed. It is a condition of

all subcontractors and contracts issued by S.C. Swiderski, LLC and its Affiliates that all OSHA regulations and guidelines be followed at all times. Failure to comply is a breach of contract terms.

## **Safety Posters**

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S.C. Swiderski, LLC is required to post certain employment-related information. The required information is maintained on the bulletin board, general office (at all locations – properties and job sites), and [SCS HR Portal](#) where employees can find the following required posters at any time:

### **Labor Law**

- Employees Rights under Wisconsin's Business Closing/Mass Layoff Notification Law
- Notice to Employees About Applying for Wisconsin Unemployment Benefits
- Wisconsin Bone Marrow and Organ Donation Leave Act
- Wisconsin Fair Employment Law
- Wisconsin Family and Medical Leave Act
- Wisconsin Minimum Wage Rates
- Hours and Times of Day Minors May Work in Wisconsin
- Hazardous Chemicals in the Workplace?
- Retaliation Protection for Health Care Workers in Wisconsin
- Employee Protections Against Use of Honesty Testing Devices
- Notification Required When Employers Decide to Cease Providing a Health Care Benefit Plan
- Know Your Rights
- FLSA Minimum Wage
- Employee Polygraph Protection Act (EPPA)
- Nursing Employees
- Pay Transparency
- USERRA
- Right to Work
- Federal FMLA
- Equal Opportunity is THE LAW

### **OSHA Safety & Health Protection on the Job**

- OSHA Job Safety and Health: It's the Law!

In addition to the above-listed notices, a copy of this injury prevention program, a log, and summary of Occupational Injuries and Illnesses, a copy of S.C. Swiderski, LLC's code of Safe Work Practices and a Fire Prevention and Evacuation Plan will be posted in the common areas on each site. (i.e. Job trailers, breakrooms, etc.) and the [SCS Safety Portal](#).

## **Safety Data Sheets**

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The SDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing,

# Safety Policy Responsibility

## Purpose

An effective safety program includes a complete and clear description of safety responsibilities for all employees. It is important for all employees to understand not only ***their*** responsibilities, but also the responsibilities of ***fellow*** employees.

## Policy

All levels of management and supervisors are charged with the responsibility of preventing conditions that could lead to occupational injuries or illness. While the ultimate success of our safety and health program depends upon the full cooperation of each employee, it is management's responsibility to see that effective training and education programs are followed to the best advantage possible.

## *Corporate Safety & Compliance Manager*

- Set an example of safe working habits and follow all safety regulations.
- Assist in establishing annual company safety goals.
- Monitor all safety and workers compensation statistics.
- Manage special safety programs.
- Promote safety.
- Distribute safety-related publications and reports.
- Provide required training to employees in accordance with established project site requirements.
- Work as a team with estimators, project managers, and superintendents in safety pre-planning sessions prior to letting of bids to subcontractors.
- Attend pre-job meetings with all subcontractors and discuss/review with each, the S.C. Swiderski, LLC and its Affiliates, and OSHA environmental, safety and health policies and procedures, which will require their compliance at the project site.
- Assist Project Supervision with safety activities and reporting issues.
- Accompany and properly document any events arising out of OSHA inspections, corporate safety visits and other formal type safety inspections conducted at the project site by outside agencies, logistics permitting.
- Monitor Safety Program activity at all projects.
- Conduct project safety visits for each location.
- Evaluate site superintendent's safety performance.
- Follow-up on all reported safety violations to ensure corrective action is taken.
- Perform timely and accurate accident reporting.
- Recommend improvements in the Safety Program.

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- Review all accidents and investigation reports.
- Classify all occupational injuries and illnesses per OSHA Recordkeeping Practices (includes factual, alleged and/or exaggerated injuries or illnesses).
- Track all safety and workers compensation statistics.
- Evaluate the need for and requisition personal protective equipment, fire

## ***Construction Manager - Field Operations***

- Set an example of safe working habits and follow all safety regulations.
- Assist in establishing annual company safety goals.
- Promote safety.
- Distribute safety-related publications and reports.
- Follow-up on training provided to employees in accordance with established project site requirements.
- Work as a team with estimators, project managers, and superintendents in safety pre-planning sessions prior to letting of bids to subcontractors.
- Attend pre-job meetings with all subcontractors and discuss/review with each, the S.C. Swiderski, LLC and its Affiliates and OSHA environmental, safety and health policies and procedures, which will require their compliance at the project site.
- Communicate safety information to the sub-contractors.
- Assist Project Supervision with safety activities and reporting issues.
- Accompany and properly document any events arising out of OSHA inspections, corporate safety visits and other formal type safety inspections conducted at the project site by outside agencies, logistics permitting.
- Follow-up on all reported safety violations to ensure corrective action is taken.
- Recommend improvements in the Safety Program.
- Review all accidents and investigation reports.
- Evaluate the need for and requisition personal protective equipment, fire protection equipment, and other safety-related equipment required to fit the project sites needs during construction operations.

## ***Project Manager***

- Set an example of safe working habits and follow all safety regulations.
- Promote safety on all jobsites.
- Become familiar with site specific safety procedures.
- Communicate with the Safety & Compliance Manager the need for safety related items or trainings.
- Communicate with subcontractors the requirements of adhering to the safety plan.
- Follow-up with staff and subcontractors on any reported and documented safety infractions
- Work as a team with the Construction Manager and Safety & Compliance Manager in safety pre-planning sessions prior to commencing on site work.

## ***Site Superintendent (incl. Seniors and Assistants)***

- Set an example of safe working habits and follow all safety regulations.
- Responsible for the safety of their employees as well as the safety of sub-contractors and others who may enter their work area.

### **Grounds and Maintenance Employees**

- Set an example of safe working habits and follow all safety regulations.
- Perform all duties in a safe manner.
- Read, understand, and follow all company safety policies and procedures.
- Wear all personal protective equipment that is required and maintain the equipment in good condition.
- Report all unsafe acts and conditions.
- Report all accidents and injuries to Foreman or Site Superintendent immediately.
- Promote safety.
- Keep all work areas free from debris.
- Assess results of their actions on site safety.
- Read and acknowledge weekly Toolbox Talks via Paylocity.

### ***All Other Employees***

- Set an example of safe working habits and follow all safety regulations.
- Perform all duties in a safe manner.
- Read, understand, and follow all company safety policies and procedures.
- Wear all personal protective equipment that is required and maintain the equipment in good condition.
- Report all unsafe acts and conditions.
- Report all accidents and injuries to Foreman or Site Superintendent immediately.
- Strive to make all operations safe.
- Maintain physical and mental health necessary to work safely.
- Keep all work areas free from debris.
- Assess results of their actions on site safety.
- Repair or replace safety precautions removed or altered before leaving the area.
- Promptly report all accidents and injuries whether involving S.C. Swiderski, LLC personnel or others.

### ***Const. & Bldg. Supply Subs & Suppliers***

- Prior to the commencement of work, the subcontractor shall provide the name of their safety representative to SCS Safety & Compliance Manager. This representative must be assigned to the project and be responsible for the administration and enforcement of the safety program. The safety representative may be required to meet with the SCS Safety & Compliance Manager to review and discuss the safety regulations to be adhered to on-the-job site.
- Abide by all applicable safety rules of Local, State and Federal Regulations.
- Subcontractors are required to submit their company safety program to the S.C. Swiderski, LLC Safety & Compliance Manager prior to commencing onsite work.

- The subcontractor will ensure that their safety program is in compliance with all existing safety and health requirements of local, state, and federal regulatory agencies. Where applicable, this may include, but not be limited to, hazard communication training, personal protective equipment training, fall protection, and respiratory protection training.

# Company Policy & Information

## *Safety & Compliance Manager*

Per S.C. Swiderski, LLC's Safety and Health Program, **Dale Bergman** has been designated as our "Safety & Compliance Manager" and has the overall responsibility and authority to develop, implement, maintain, administer, and enforce S.C. Swiderski, LLC and its Affiliate's safety and health policies and procedures.

The functions of the Safety & Compliance Manager are divided into five areas:

- 1) Operations
- 2) Health Physics
- 3) Engineering Services / Occupational Safety
- 4) Industrial Hygiene
- 5) Environmental Protection

## **Duties**

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To fulfill this objective the Safety & Compliance Manager is required to:

1. Provide management at all levels with the information, advice, and assistance needed to formulate S.C. Swiderski, LLC's safety and health policy, directives, procedures, and standards.
2. Assist management at all levels in establishing and maintaining a safe and healthful working environment free from unacceptable risks, in conformance with OSHA safety and health guidelines, and in compliance with applicable standards, codes, and regulations.
3. Monitor operations within S.C. Swiderski, LLC and, where appropriate at off-site facilities, provide management with the information needed to maintain a safe and healthful working environment, free from unacceptable risks.
4. Develop and provide general safety education and training programs. Assist in the development of specific job safety training programs.
5. Develop plans and train response personnel to control emergency situations (weather related, injury, fire, etc.).
6. Provide safety health support services assigned by the Company Officer to whom the Safety & Compliance Manager reports.
7. Maintain a staff of specialists or consultants knowledgeable in all areas of safety.

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# Company Policy & Information

## *Safety & Compliance Manager*

8. Prepare and maintain S.C. Swiderski, LLC's Safety and Health Manual and other documents that relate to safety.
9. Specify proper protective equipment for issuing to employees.
10. Check plans of all new projects for construction safety, industrial safety, and other safety reviews as required by OSHA and S.C. Swiderski, LLC regulations.
11. Stop hazardous operations where life hazard or major property damage is imminent and follow with documented evidence.

To carry out its responsibilities, the Safety & Compliance Manager maintains relationships with specialists and outside consultants in the appropriate environment, health, and safety disciplines.

These disciplines may include Construction Safety, Engineering Services, Environmental Protection, Industrial Hygiene, Mechanical Safety, Non-destructive Testing, Occupational Safety, and Safety Training.

As part of the job, the Safety & Compliance Manger will supplement this written injury and illness prevention program by:

1. Establishing workplace objectives and safety recognition programs.
2. Working with all government officials in both accident investigation and safety inspection procedures; maintaining safety and individual training records.
3. Encouraging reporting of unsafe conditions and promoting a safe workplace.

Some of these functions may be delegated in whole or in part to staff, your immediate supervisor, and/or outside consultants for implementation.

1. Develop and implement rules of safe practices for each function within the company.
2. Develop and implement safe operating rules for the use of electrical and mechanical equipment consistent with the manufacturer's recommendations and specifications.
3. Develop and implement a system to encourage employees to report unsafe conditions immediately.
4. Conduct a thorough investigation of each accident, whether it results in an injury, to determine the cause of the accident and to prevent a recurrence. In cases of a known injury accident, the investigation shall proceed only after consultation with S.C. Swiderski, LLC attorneys, who shall direct the investigation (the product of which investigation shall be considered the work product of the attorney).
5. Instruct supervisors in safety responsibilities.

6. Conduct scheduled and unscheduled inspections to identify and correct unsafe working conditions. Special attention shall be given to noticing serious concealed dangers.
7. Maintain records of training, periodic inspections, corrective actions, and investigations as required by law.

- Walking under suspended loads

SCS Safety Violation Form via Paylocity (Journals) to be completed for all violations.

## **Handbook Policies**

SCS's Employee Handbook can be found via Paylocity (Company links) or the SCS HR Portal at any time. [Handbook Winter 2023](#)

## **Workplace Safety & Reporting**

### **Section 9 - Workplace Safety**

#### **9-1. Health and Safety**

The health and safety of employees, tenants, subcontractors, and others on Company property are of critical concern to S.C. Swiderski, LLC. The Company intends to comply with all health and safety laws applicable to our business.

Accident prevention and safety is everyone's responsibility. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. When performing tasks related to your employment, always be aware of the impact your actions may have on co-workers and other individuals in the vicinity of your work area. Garbage should be placed in the proper containers and work areas should be maintained free of debris to assure safe working environments. When working on a job site under construction or while performing maintenance repairs, employees should always lift objects appropriately and ask for assistance when necessary. Dollies are available and should be used when moving appliances and heavy objects. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be minor or corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

As part of the orientation process, employees will participate in safety awareness training as it relates to their position within the organization, along with introduction and acclimation to personal protective equipment (PPE). Proper safety attire, including but not limited to hard hats, safety shoes/boots, safety glasses, hearing protection, fall protection, work gloves, and long pants and shirts should be worn to minimize risks to employees while operating equipment and working in hazardous areas. All employees are required to wear closed-toed shoes and required construction PPE when visiting active construction sites.

For employees driving company vehicles, and/or operating company equipment are required to complete the visual pre-trip and post-trip inspections of the vehicles. For employees towing a trailer, the driver is required to ensure that the load is secured and all safety protocols are in place prior to dispatch. Should an employee operating a commercial motor vehicle pull off the road, they must observe all requirements necessary for proper off-road techniques including activating the flashers and proper placement of the warning triangles. Employees in certain driving positions where governing entities have enforcement of protocol will be given a handbook addendum along with supplemental materials outlining driving requirements.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident. It is the responsibility of the employee to complete a First Report of Injury/Illness Report within 24 hours of the incident and notify and provide the report to Human Resources within 24 hours. It is the responsibility of the supervisor to notify Human Resources and follow the appropriate checklist criteria based on report-only or recordable accidents. Non-compliance by the employee to report and complete the incident paperwork could potentially jeopardize payment of the claim. Although a claim may be covered under Worker's Compensation Insurance, the employee is not void of disciplinary action if the injury was a result of a safety infraction or if the employee failed to immediately report any on-the-job injury/illness, no matter how significant.

All [Employee Injury Forms](#) are available on the [SCS Safety Portal](#).

## **Drug-Free Workplace Policies**

To help ensure a safe, healthy, and productive work environment for our employees and others, to protect Company property, and to ensure efficient operations, S.C. Swiderski, LLC has adopted a policy of maintaining a workplace free of drugs and alcohol. This

## ***Substance Abuse Policy & Reasonable Suspicion***

### **9-3. Substance Abuse Policy**

S.C. Swiderski, LLC is committed to protecting the safety, health, and well-being of all employees, tenants, subcontracts and other individuals in our workplace and on all our properties. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain a safe work environment. We encourage employees to voluntarily seek help with these addictions and reach out to Human Resources for additional resources or support.

The use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. S.C. Swiderski, LLC also prohibits reporting to work under the influence of alcohol, illegal or synthetic drugs, or misuse of legal drugs, such as taking drugs prescribed for someone else, or in excess of the amount prescribed by your doctor.

Where there is reasonable suspicion that an employee is under the influence of illegal drugs or alcohol while working on S.C. Swiderski, LLC premises or operating company-owned vehicles or equipment, the employee may be required to promptly submit to a drug and/or alcohol test.

All employees and subcontractors who are involved with, who may have contributed to, an incident that results in property damage or requires treatment beyond first aid are required to submit to a drug screen and alcohol test. The company may also require a drug screen and/or alcohol test for incidents resulting in first aid treatment.

Employees who test positive, attempt to delay submission, or refuse to submit to a drug and/or alcohol screening will be subject to discipline, up to and including immediate termination. Subcontractors will be immediately removed from the workplace and may be banned from working on S.C. Swiderski, LLC job sites.

Company forms for [Reasonable Suspicion](#) are available on the [SCS Safety Portal](#).

### ***Workplace Violence***

S.C. Swiderski, LLC is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

S.C. Swiderski, LLC does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, S.C. Swiderski, LLC specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, S.C. Swiderski, LLC does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or

brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

## **Workplace Bullying**

S.C. Swiderski, LLC defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the company Code of Ethics which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that the company will not tolerate bullying behavior. Any employee violating this policy will be subject to disciplinary action, which may include suspension without pay up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Company considers the following types of behavior; examples of bullying:

- **Verbal bullying:** To slander, ridiculing or maligning a person or their family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks; and gas-lighting.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Non-verbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

## **Safety Equipment**

### **9-6. Safety Equipment**

Certain articles of clothing are required for safety and are not part of the annual benefit allowance. A high visibility vest and/or shirt and hard hat will be provided for each applicable employee. It is the responsibility of each employee to keep these items secured and available for wear everyday while on the job site. If an employee is negligent in keeping and maintaining their required safety items, replacement items will be provided for the employee and a possible deduction made from the employee's paycheck to cover the cost of replacement. If your safety items become worn or become defective at any time, employees are required to notify their supervisor, project manager, or Human Resources to obtain a replacement.

If an employee fails to return issued safety equipment in good condition, the company reserves the right to deduct the cost of the unreturned or damaged equipment from the employee's last paycheck. Please see Human Resources with any questions regarding this policy.

**All company property and safety equipment is due to the supervisor or human resources within 24 hours of the last day of work.**

## **Return-to-Work Program**

### **9-7. Return-to-Work Program**

1. Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects or from electrical shock and burns, shall be protected by protective helmets.
2. Employees shall use care in the performance of their duties and act in a manner that will assure maximum safety for themselves, fellow employees, other contractors, and the general public.
3. Report all injuries and illnesses, no matter how minor, to their supervisor. This will prevent today's minor injury from becoming tomorrow's major injury.
4. On-the-job illness, excessive fatigue and any other impairment shall be reported to the supervisor, so possible accident situations can be avoided.
5. Work areas, vehicles and the inside and outside access ways of buildings shall be kept clean.
6. Waste materials shall be disposed of properly and not be allowed to accumulate in work areas.
7. If employees see something unsafe, they should immediately report this to their supervisor and if they can safely do so, correct it. Do not wait for an accident to happen and then be told to correct the problem.
8. Use the right tool for the right job. Keep tools in good, clean condition. If replacement parts are needed, employees shall ask their supervisor for the necessary part.
9. Use, adjust and repair only tools and equipment for which they have been trained and authorized to use.
10. Employees shall follow all company written and oral instructions to safely perform their jobs.
11. Authorized employees shall give special instructions and assistance to new employees who are not familiar with the work.
12. No jewelry should be worn during work to avoid snags on objects.
13. Loose or ragged clothing shall not be worn while working around machinery, moving parts or belts.
14. Observe and obey all posted "No Smoking" areas, offices, and buildings.
15. Learn the location of emergency phone numbers, first aid kits, fire extinguishers, emergency equipment, fire alarms, and emergency evacuation routes.
16. Use good manners and common sense. Avoid distracting others.
17. Use the sanitation facilities, keep them clean and do not abuse them.
18. Lift correctly - with the legs, not the back. If the load is heavy, GET HELP.
19. Running on the job is prohibited, except in obvious emergencies.
20. Employees shall observe and obey all caution and danger signs, barricades, and safety permit tags that are placed on the jobsite or in the shop.
21. Employees shall not use compressed air or other compressed gasses, especially oxygen, for dusting or cleaning off their body or clothes.
22. Gasoline, kerosene, or diesel shall not be used for cleaning purposes. Contact your supervisor for an approved safety solvent.
23. Unauthorized tampering with any machinery or equipment is not allowed.
24. Carrying firearms, explosives, or unlawful weapons on company property or in company vehicles is prohibited and grounds for dismissal.
25. Sabotage, theft or willful destruction of company property is grounds for immediate dismissal and prosecution.

26. Horseplay or practical jokes shall not be permitted in company vehicles or on company property before, during or after work hours. Fighting on the job is grounds for dismissal.
27. The use, abuse, transportation, concealment, sale or dispensation of illegal, unauthorized drugs (including detectable amounts in employees' system while working) on company property, jobsites or work areas shall be grounds for dismissal. The use of alcoholic beverages during work on company property, jobsites or work areas is prohibited and can be

12. Do not use power tools and equipment until employees have been properly instructed in safe work methods and become authorized to use them.
13. Be sure that all the guards are in place.
14. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on the job, nor interfere with the use thereof.
15. Do not enter an area which has been roped off or barricaded.

S.C. Swiderski, LLC safety rules, regulations and procedures are illustrative and should not be viewed as an exclusive listing to encompass situations not specifically mentioned. Management reserves the right at all times, when circumstances warrant it, to promulgate new rules or modify existing ones in order to ensure a safe, healthy, and productive work environment for all employees, contractors or visitors. In addition, any similar guidelines provided and required by the general contractors, owner or by specifications are to be observed. Any conflict between these guidelines and those of any applicable state regulations will mean that the applicable state regulation will supersede.

### ***Cell Phone/Handheld Device Use Policy***

S.C. Swiderski, LLC-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Company-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from

the device, including but not limited to, Company information and personal data (such as contacts, e-mails, and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

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