Workplace Safety

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/ilness, no matter how significant.

9-2. Drug-Free and Alcohol-Free Workplace

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 policy applies to all employees and other individuals who perform work for the Company.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, manufacture, transfer, purchase, sale or

distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises) or while representing the Company, is strictly prohibited. Employees and other individuals who work for the Company also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

Violation of this policy will result in disciplinary action, up to and including termination.

As a condition of employment, employees must abide by the terms of this policy and must report to their manager within five (5) days of a conviction for a state or federal drug offense occurring on company premises or off company premises while conducting company business. Where state law imposes more stringent reporting requirements, employees receive notices of and must abide by the state reporting requirements. **Employees in certain positions, such as roles that involve operating heavy equipment or where certain licenses are required to operate such equipment or company vehicles may risk continued employment if testing positive for the presence of alcohol and/or drugs (pre-employment drug screening, random testing requirements, reasonable suspicion and post-accident testing) while on duty as per state and federal regulations.**

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.

9-4. 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.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent that maintaining confidentiality does not impede S.C. Swiderski, LLC's ability to investigate and respond to complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action, which may include suspension without pay up to and including termination.

Employees should promptly inform Human Resources of any protective or restraining order that they have obtained that lists the workplace as a protected area. If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Company to be aware of any potential danger in its offices or worksites. Indeed, the Company wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else. The Company is committed to supporting victims of intimate partner violence by providing referrals to community resources and providing time off for reasons related to such violence.

9-5. 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.

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.

9-7. Return-to-Work Program

Under Wisconsin Worker's Compensation law, there is no legal guarantee that a job will be available to you after an injury. The employer is not required to hold a position open or create a new position once you are released to return to work. S.C. Swiderski, LLC is committed to utilizing its resources to provide a safe work environment for all employees. If a work-related injury does occur, S.C. Swiderski, LLC is committed to returning the injured worker to productive employment as soon as possible.

S.C. Swiderski, LLC will make every effort to provide transitional work assignments or project work until an injured employee is able to resume their normal duties. All modified work is on a temporary basis and is intended to facilitate return to the employee's regular work duties when medically feasible. This program will be managed and monitored to ensure the employee reaches the end of healing.

Refusal to participate in the modified/restricted duties and/or failure to follow the Return-to-Work-Program may result in worker's compensation benefits being limited or suspended.

9-8. Fires, Severe Weather and Other Emergencies

The safety of our employees is a priority for S.C. Swiderski, LLC. Employees must know where emergency exits and fire extinguishers are located. It is everyone's responsibility to ensure that electrical panels, aisles, fire exits, stairs, doorways, and extinguishers are not blocked.

Severe thunderstorms may develop into tornadic activity. A tornado watch indicates tornadoes are possible. Remain alert for approaching storms in your area. A tornado warning indicates a tornado has been sighted or indicated by weather radar. In the event of a tornado warning, take shelter immediately. If your location has an accessible basement, take shelter there. If your location does not have a basement, go directly to an enclosed, windowless area in the center of the building. Make sure this location is away from glass and on the lowest floor possible. If you are in an office space with multiple floors, make sure you follow the buildings' specific instructions, if it has them. Once there, crouch down and cover your head.

Please see your department manager, site-superintendent, or supervisor for questions about our emergency

procedures in your area. Additional resources for emergencies are available on the SCS Safety Portal via Paylocity.

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