



## **ADDENDUM TO EMPLOYEE HANDBOOK**

As originally published 7/2020

Effective January 1, 2023, the following information is a supplement to **Section IX: Safety in the Workplace Policy** contained in the Employee Handbook that was originally published in July 2020. All supervisors and affected employees are responsible for becoming familiar and abiding by the policy as revised.

Policies within the Employee Handbook, including any addendums are not to be construed as a contract of employment for a specified period of time, and contains no guarantee of employment.

## **SECTION IX: SAFETY IN THE WORKPLACE**

Schupan & Sons Inc. is committed to operating safely and responsibly while respecting the environment and the health of our employees, customers, and the communities in which we operate.

### **SAFETY ABSOLUTES**

The Company will not compromise environmental, health, or safety values for profit or production, and is committed to providing a workplace free of recognized safety hazards for all employees. Therefore, the Company has implemented the following Safety Absolutes.

#### **Lock It Out\***

- All equipment must be de-energized and locked out before performing any service or maintenance activity.

#### **Buckle Up**

- Seat belts must be fastened at all times when operating mobile equipment and vehicles.

#### **Personal Protective Equipment (PPE)**

- Must be worn where required at all times (safety glasses, safety shoes, hearing protection, hard hats, safety vests, etc.)

#### **Electronic Device Use**

- Employees may not use a mobile electronic device while operating any machine or mobile equipment, or while performing any safety-sensitive job or function.

The Company will utilize appropriate corrective/disciplinary action (e.g., oral or written warning, suspension, termination) when employees violate safety rules/Safety Absolutes and/or failure to report a safety violation.

\*Due to the serious nature and the potential result of injury or death, immediate suspension may be used as a stop gap pending an incident investigation involving Lockout/Tag Out. The level of violation (see

below) will be determined by the degree of potential injury caused by failing to follow procedures. Corrective action, up to and including immediate termination, may result if this policy is violated.

- A Level 1 violation of the Lockout/Tag Out policy- Potentially fatal to the employee or others, or a repeat Level 2 violation. A Level 1 violation may lead to immediate termination of employment.
- A Level 2 violation of the Lockout/Tag Out policy - High risk of serious bodily injury to the employee or others, or a repeat Level 3 violation. A Level 2 violation may lead to immediate suspension of 3-5 days and further corrective action up to and including termination of employment.
- A Level 3 violation of the Lockout/Tag Out policy- Procedural error with reduced potential for fatality or significant bodily injury, such as improper use or removal of a lock and/or tag. A Level 3 violation may lead to immediate suspension of 1-3 days and further corrective action up to and including termination of employment.

### **DRIVER SAFETY ABSOLUTES**

Schupan recognizes the potential hazards our drivers may encounter on the road. In order promote road safety and to protect the communities with which we do business, our drivers are expected to adhere to the following Driver Safety Absolutes:

- **Pre/Post Trip Inspections** – Paperwork must be in order, safety devices present, fluid levels full, and equipment mechanically sound and fully operational.
- **Load Securement** – Loads and material must be secured, securement devices must be operational and free of any damage, and containers and material must be tarped.
- **Situational Awareness** – Inspect for overhead hazards, maintain safe following distance, always scan the road, and slow down for poor road conditions.

Failure to adhere to the expectations stated above, may result in disciplinary action, up to and including immediate termination.