



**SAFETY POLICY
&
EMPLOYEE HANDBOOK**

SAFETY POLICY STATEMENT

Laycon is committed to create an environment that makes safety our number one priority while performing our services.

It is Laycon's policy to provide and maintain a safe and healthy work environment for all personnel. This can only be achieved if you always remember that there is no operation on any of our projects anywhere, at any time that will ever be more important than the operation which prevents accidents.

All workers during the course of their employment on our jobs must accept safety as a **personal responsibility**, and must agree to abide by the Occupational Health and Safety Act and Regulations and Laycon safety policies in this booklet as a condition of employment. All workers are ultimately responsible for their own safety by complying with company and industry standards, as well as reporting any injury to their supervisors. All Laycon Superintendents and Supervisory Personnel are trained in accident control. They are concerned about their accident records. Any unsafe acts or conditions on the job **must** be brought to their attention.

It is our goal to prevent all accidents to workers, public and property because we believe that all accidents are preventable.

With your co-operation, our goal of an accident-free job is realistic and attainable.

K. Sathia
President

Date

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INTRODUCTION

This handbook describes the basic safety standards by which you must abide while employed on Laycon Projects. Additional rules and instruction may be issued by your supervisor as required.

POSITIONAL RESPONSIBILITIES

GENERAL DUTIES

All personnel must know, and strictly adhere to, the Occupational Health and Safety act and the Provincial Regulations for Construction Projects at all times.

The duties of a worker and supervisor are specifically prescribed in the Act and listed below. You must know and obey them.

Laycon reserves the right to terminate at any time, any worker or subtrade who does not comply with the Act and Regulations.

DUTIES OF A SUPERVISOR

A supervisor shall ensure that a worker works in the manner and with the protective devices, measures and procedures required by this Act and the regulations.

A supervisor shall ensure that a worker uses or wears the protective devices or clothing that the worker's employer requires to be used or worn.

A supervisor, where so prescribed, shall provide a worker with written instructions as to the measure and procedures to be taken for protection of the worker.

A supervisor shall take every precaution reasonable in the circumstances for the protection of a worker.

DUTIES OF A WORKER

A worker shall work in compliance with the provision of the Occupational Health and Safety Act and regulations.

A worker shall use or wear the protective devices or clothing that the worker's employer requires to be used or worn.

A worker shall report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker.

A worker shall report to his or her employer or supervisor any contravention of the Occupational Health and Safety Act or the regulations or the existence of any hazard of which he or she knows.

No worker shall remove or make ineffective any protective device required by the regulations for by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately.

No worker shall use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other work.

No worker shall engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

ACCIDENT AND INCIDENT REPORTING

All accidents and injures, no matter how slight, must be immediately reported to your supervisor. Whenever medical attention is received for a work related injury, your supervisor must report it to the Main Office within 24 hours.

MEDICAL SCREENING

You may be required to complete medical screening to identify medical conditions which determine your suitability for employment. This procedure is in keeping with job requirements and your ability to perform your job- related task in a reasonable manner.

TRAINING STANDARDS

This safety standard outlines the general provisions regarding safety training of employees needed to provide a safe work site.

Laycon is responsible for providing training as needed. Supervisors are responsible for ensuring all workers have required training certificates prior to assigning work duties. Furthermore, all employees are responsible to attend training sessions when scheduled and to utilize learned skills as part of their regular work habits.

The current Ontario Occupational Health and Safety Act and Regulations outline training employees to receive in order to work safely. Section 25 of the Occupational Health and Safety Act states that an employer is to provide tools, equipment and instruction required to work safely.

The following is a brief listing of some of the training requirements Laycon provides to their employees:

New Employee Orientation including Safety Policy Procedures Manual.
W.H.M.I.S.
Fall Protection

ENFORCEMENT OF HEALTH AND SAFETY RULES

Compliance with Company and legislated environment and safety standards is necessary to maintain a safe and healthy work environment. As with any program, corrective disciplinary measures may be required to deal with non-compliance.

The following are guidelines for disciplinary action resulting from the environmental and safety in fractions.

On first offense, worker will be given a verbal warning.
On second offense, worker will be given a written warning.
On third offense, worker's employment will be terminated.

LAYCON RESERVES THE RIGHT TO TERMINATE ANY EMPLOYEE FOR A SINGLE ENVIRONMENTAL OR SAFETY IN FRACTION, WITH OR WITHOUT PRIOR NOTICE.

Safety violations which may result in immediate dismissal include (without limitations):

Failure to notify supervisor of hazardous situation(s).
Failure to replace handrails, barriers, covers or protective devices including safety signs.
Failure to comply with recognized industry practices.
Engaging in dangerous horseplay.
Possessing of or being under the influence of illegal drugs or alcohol on project locations.
Possessing firearms and/or other weapons.
Failure to use personal protective equipment.
Fighting.
Theft or damage to property.
Insubordination.
Failure to use the sanitary facilities provided.

Vandalism.
The use of personal radios or walkmans.
Tampering with fire equipment.
Unlawful harassment or discrimination.

WORKER ORIENTATION

The following issues must be addressed during the first week of your work. These topics will allow you to understand our operating procedures and assist in your success as a member of the company.

General Orientation – A discussion of hours of work, breaks, restroom facilities, emergency evacuation procedures, phone numbers and exits in the building or while working on another site. Absences from work, rate or pay, overtime and other administrative issues are also discussed during this session.

Safety policy Orientation – A discussion and review of our Safety Policy which outlines all required performance objectives and requirements for your work. Each employee is required to review and acknowledge receipt of our policy. A copy of the policy may be provided to you directly but, in any case, will be available on site with your supervisor at all time for your reference.

Equipment and Skills Orientation – A discussion of the machinery and tools used in our work and the safety precautions require for use. No employee is allowed to operate any machine, device, tool, equipment or thing without knowledge and/or training in the safe operation of the apparatus.

Workplace/Site Orientation – Once you arrive at your workplace it is very important that every employee familiarize themselves with their surroundings and safety hazards that exist or that could present themselves during the course of work.

HARZADOUS REPORTING STANDARD

It is the mandate of Laycon to ensure that workers are provided with the necessary resources to recognize and report unsafe conditions. Supervisors and Safety representatives will be provided with the necessary training to assess a hazard and where possible correct the hazard immediately. Senior management shall be made aware of the issues and ensure that the measures/resources required to prevent the hazard form repeating itself are provided.

PROCESS:

- (1) Hazard is identified.
- (2) Communicate the hazard to workers in the immediate area.
- (3) Secure the area to prevent injury and facilitate investigation.
- (4) Report to Supervisor and Safety Representative.
- (5) Supervisor shall investigate with safety representative and the reporting worker.
- (6) Hazard is isolated (SKIP TO STEP # 10).
- (7) Hazard cannot be isolated. Call Safety manager to address issue.
- (8) Area shall be cleared of production work until hazard can be isolated.
- (9) Hazard is isolated.
- (10) Each member in shall prepare complete Hazard Reporting Form indicating the circumstances surrounding the hazard or unsafe condition.
- (11) Submit one copy of each report to all parties including senior management.

INJURY PREVENTION

All workers are expected to take all practical steps to protect himself and his co-workers from accidents. All supervisory personnel are accountable for the safety of their employees.

Follow instructions and do not take chances. If you are uncertain about something, ask your foreman.

The use of alcohol or drugs on the jobsite is strictly prohibited. Evidence of this will result in removal from site and will result in disciplinary action, including termination.

LAYCON WILL NOT TOLERATE ANY USAFE ACTS OR CONDITIONS.

Our program provides for a progressive warning system for violators of the Laycon Safety Policy and/or the Occupational Health and Safety Act and Regulations. The first warning is verbal, the second is written, and the third infraction will result in immediate dismissal from the site. Laycon reserves the right to immediately remove any worker who is in contravention of the Occupational Health and Safety Act and Regulations and/or Laycon Safety program.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment is designed to provide an effective barrier between you and potentially dangerous objects, substances and processes.

When operations and/or policies dictate the use of personal protective equipment, the use of such equipment will be mandatory.

Basic personal protective equipment may include but is not limited to the following:

- **HARD HATS** – CSA/ANSI approved hard hats will be worn on all projects at all times.
- **FOOTWEAR** – CSA/ANSI approved footwear will be worn on all projects at all times, when local legislation dictated. In geographical areas where industry practices permit, other appropriate footwear will be worn.
- **FALL ARREST EQUIPMENT** – When there is no other form of protection from falling, employees shall wear approved fall arrest equipment.
- **RESPIRATORY PROTECTIVE EQUIPMENT** – The proper type must be worn when performing any operations where an oxygen deficiency may exist, or where air circulation is not sufficient to prevent inhaling of harmful amounts of dust, toxic fumes, mist or vapors.
- **EYE AND FACE PROTECTOIN** – All eyes and face protection must be CSA/ANSI approved. Safety glasses with side shields or goggles must be worn on all jobsites, at all times. When grinding, a face shield must be worn in addition to the eye protection.
- **HAND PROTECTION** – Appropriate gloves must be worn when handling rough, sharp or hot objects; and caustics, acids, solvents, concrete or chemicals.
- **CLOTHING** – It is mandatory that shirts with at least a four-inch sleeve be worn at all times. On some projects a full sleeve will be required. Shorts are not to be worn on site at any time. Do not wear gloves, loose clothing or jewelry where they may create a hazard.

IF IN DOUBT AS TO THE TYPE OF CLOTHING OR LEVEL OF PROTECTIVE EQUIPMENT REQUIRED, CONTACT YOUR SUPERVISOR BEFORE PROCEEDING.

PERSONAL SAFETY RULES

- (1) C.S.A. approved Class “B” or Class “E” hard hats to be worn correctly and “Green Triangle” safety work boots 6-8” high with sole and toe protection must be worn at all times while you are on a project. Runner or loafer style is not permitted.
- (2) Gloves must be worn when handling tools or materials which may cause injuries to the hands.
- (3) Company supplied personal protective equipment such as fall protection, safety glasses, respirators and ear protection must be used when, and as prescribed by the Occupational Health and Safety Act and regulations. Be sure you use them when required.
- (4) Each employee must be adequately clothed to prevent injury from the elements and harmful substances. Minimum clothing is a full t-shirt and long pants.

- (5) Think and Act safely at all times. Know your job and plan each move in advance. See your foreman if you are in doubt.
- (6) Non-prescription drugs or alcohol will not be permitted on the job. Any employee reporting for work in the possession of, or under the influence of, drugs or alcohol will be refused to work and is liable to be terminated. Please advise your supervisor if you are taking prescription medication.
- (7) Report all injuries regardless of how minor to your immediate supervisor. Superintendents must in turn report all injuries to the Main office within 24 hours.
- (8) Never work at heights if you are afraid to do so, or are subject to dizzy spells. Tell your foreman, he will respect you for doing so and you will be assigned alternate work wherever feasible.
- (9) Never work in a trench or excavation which is more than 4 feet deep without a 45 degree cutback slope or proper shoring.
- (10) Workers must use designated toilet facilities only. Failure to do so will result in disciplinary action up to and including termination.
- (11) Any form of harassment including taunting and racial slurs will result in disciplinary action up to and including termination.
- (12) AM/FM radios/CD players are not permitted on site.
- (13) Fluorescent blaze or international orange vests with side and front tear-away features and retro-reflective stripes must be worn when working in proximity to operating machinery and equipment. During night-time hours workers shall wear retro-reflective silver stripes encircling each arm and leg.
- (14) The display of inappropriate poster, calendars, literature etc. will not be tolerated on any Laycon premises including offices, job sites, etc.
- (15) Any unauthorized removal of any safety warning device, placards and barriers will result in disciplinary action up to and including termination.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (W.H.M.I.S.)

All workers must be WHMIS trained and updated annually. WHMIS – stands for Workplace Hazardous Materials Information System. It is a Canada- wide system to provide information about hazardous materials used by employees on the job. There are three essential elements to WHMIS:

- (1) Labels
- (2) (MSDS) Material Safety Data Sheets
- (3) Education and Training

WHMIS is for every employee's protection. WHMIS describes the danger of materials employees may use on the job and explains how to protect you from their hazards. Employees must know if material has hazardous labels and safety data sheets.

LABELS

All controlled products must have a supplier label that identifies the product by:

- (1) Name.
- (2) WHMIS hazard symbol.
- (3) Risk factor.
- (4) Precautions.
- (5) First aid instructions.
- (6) MSDS referral.
- (7) The supplier.

MATERIAL SAFETY DATA SHEET:

MSDS give detailed information of a product, its hazards and protective requirements. The MSDS must contain the following categories.

- (1) Product information.
- (2) Hazardous ingredients.
- (3) Physical data
- (4) First aid measures.
- (5) Fire and explosion data.
- (6) Toxicological properties.
- (7) Reactivity data.
- (8) Preventive measures.
- (9) Preparation date (only valid 3 years).

MSDS must be submitted and reviewed prior to starting work on site.

Every employee can and must protect themselves by:

- (1) Reviewing MSDS work habits;
- (2) Being informed;
- (3) Using personal protective equipment as per MSDS;
- (4) Knowing emergency procedures as per MSDS;
- (5) Following first aid practices as per MSDS;

WHMIS is for safety in the workplace.



WHMIS Classes and Hazard Symbols

FALL PROTECTION

Guardrails, (wooden, wire rope, or fabricated metal), must be installed in accordance with the Regulations before working when you are exposed to:

A fall of 3 meters (10ft.) or more.

Falling more than 1.2 meters (4ft.) if the work area is used as a path for a wheelbarrow or similar equipment.

Falling into operating machinery.

Falling into or onto a hazardous substance or objects.

Falling 2.4 meters (8ft.) or more by accessing the open side of a floor, including a mezzanine or balcony, the surface of a bridge, a roof while formwork is in place, a scaffold platform or other work surface, runway or ramp.

The guardrail shall consist of a minimum 2” x 4” top rail 36” – 42” high, with an intermediate rail at 18” – 21” high and a 4” high toe board. The use of approved prefabricated steel guardrail sections is also permissible.

Anyone removing guardrails for any purpose must never leave it unprotected or unattended until guardrails are replaced and adequately secured.

A full body harness is required for all working from a suspended platform, suspended scaffold, rolling scaffold, power elevated work platform or at the edge of a floor where guardrails not in place.

Full body harness and lanyard must be CSA approved. Both the harness and the lanyard must have the CSA label and it must be legible. Ensure your harness is snug fitting and work with all hardware and straps properly fastened.

The D-Ring on your full body harness must be in the center of the back between the two shoulder blades. Your lanyard or lifeline must be attached to a structural member of the building or to an engineer approved location. Ensure your lifeline or lanyard is kept as short as possible to prevent a fall. Should you require the length on a lifeline to step off of your work platform ensure that the length of the lifeline is kept as short as possible or less as 5 feet (1.5 meter) to reduce fall distance. Remember a shock absorbing lanyard must be used when in a fall arrest situation (where the worker can step off of the working platform).

OPENINGS IN WORK SURFACE

Openings in work surfaces must be protected by adequate guardrails or coverings. Coverings must:

- Completely cover openings.

- Be securely fastened.

- Be clearly marked, ‘**DANGER DUE TO FLOOR OPENING – DO NOT REMOVE**’.

- Be constructed of material capable of supporting all loads to which it might be subjected, (at least 2.4 kilopascals or 50 lb/ sq. ft.).

SCAFFOLDS

You shall verify that the scaffold is safe and meets all regulatory requirements. Prior to using a scaffold check that:

- The base of the scaffold is sound, level and in adjustment – sills, screw jacks, bases,

- The legs are plumb and that all braces are installed,

All locking devices are secured,
All cross members are level,
All ties are in place, secured, properly installed and in good condition, and
The working platform meets regulatory requirements.

You should immediately report any visible defects in the scaffolding to your supervisor.
When working from scaffolding, you shall:

Climb the scaffolding using the proper means and never climb on the braces,
Maintain good housekeeping practices in all work areas,
Check that suitable means of rising and lowering equipment and materials are used, and
Immediately replace any guardrails temporarily removed from the purpose of hoisting equipment or materials.

In addition to the foregoing, you shall never:

Remove any structural part of the scaffold without first checking with your supervisor,
Place a load on the scaffold greater than it's design capacity,
Rest on or place equipment or material on the guard rails, and
Undermine the base of the scaffold.

When working with rolling scaffolds, you shall:

Secure or remove all materials and equipment from the platform before moving the scaffold,
Apply the caster brakes at all time when the scaffold is stationary,
Have sufficient help available when moving a rolling scaffold, and
Be alert for hazards such as holes or openings in the floor, over head obstructions slopes and debris.

Riding a rolling scaffold is not recommended.

ALL SCAFFOLDS WILL BE ERECTED AND MAINTAINED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATONS.

LADDERS

The safe angle ratio for ladders 1:4 or one foot angle for every four feet in height.
When climbing up or down, workers should always face the ladder, maintaining three-point contact (i.e. two feet and one hand, or two hands and one foot).
Do not carry tools or materials up and down a ladder. Use a tag line and container.
Straight ladders must be tied off.

Ladders should be set up on a firm, level surface and not on boxes, pallets, tables, vehicles etc.

Damaged ladders should not be used. This includes broken or bent side rails, broken, bent or missing steps, damaged or missing bases or otherwise defective parts.

Ladders must not be used horizontally as planks or other things for which they were not designed.

Workers on a ladder must not straddle the space between the ladder and another surface or object.

Stepladders must be properly locked and top shelves never used to stand on.

PROTRUDING HAZARDS

Ensure all protruding hazards are protected to prevent injury to workers.

Nails protruding from sheer walls **MUST** be cut or bent over immediately after form work is stripped.

Protruding rebar must be covered, capped or bent over to prevent hazards.

When climbing onto walls, up ladders or heights always look below for protruding hazards **PROTECT** them immediately **BEFORE** commencing work above the hazard.

EXCAVATIONS/ TRENCHES

Excavations and trenches may have additional hazards that require special precautions prior to entering – check with your supervisor.

Never work in an excavation or trench beyond the regulation depth unless it is properly shored or cut back.

Stay within the confines of the shoring or trench box.

Know where your means of access and egress are located.

Spoil piles must be placed 1 meter (3ft.) back from the edge of excavation.

Material stored at the top of an excavation shall **NOT** be closer than 1.8 meters (6ft.) to the edge of the excavation.

Workers must be given a minimum of 18” workspace between a form wall and an excavation wall.

Excavations must be reasonably free of water.

Workers must report any instability in an excavation or trench immediately to their supervisor.

CRANES AND HOIST/VEHICLES AND TRAFFIC

Cranes and hoists shall be operated by authorized personnel, in accordance with manufactures operating procedures.

When materials are being hoisted, never walk under the lift or place yourself unnecessarily in a position where it may strike you or pin you against any object.

Keep clear of swinging cabs of cranes.

Use a tag line on all loads that may swing while being hoisted and lowered.

Cranes and hoists must be operated with caution when near power lines. Unless otherwise contained in applicable local regulatory requirements, equipment shall not be operated within 7 meters (21ft.) of energized lines. If in doubt consult your supervisor.

Do not touch the crane or load while it is in motion.

Do not ride the headache ball, hook or load on any crane.

ALL workers working near traffic must wear reflective traffic vests. The definition of traffic includes dump truck, cars, forklifts, excavation machines and concrete trucks.

Wherever possible workers must be separated from traffic via barriers or ump lines.

Workers must **ALWAYS** make eye contact with machine/vehicle operators and identify their intentions to pass prior to crossing the path of a vehicle.

Workers must **NEVER** walk behind a machine/ vehicle. Such actions will result in disciplinary action.

TOOLS

Inspect all tools for the proper operating condition. Workers shall not use unsafe or defective tools, power cords or machines.

All electric power tools and cords must be safely grounded. The tool must have an approved three-wire cord with a three-pole receptacle. The ground pin must never be cut or bent back.

Never use a two prong adapter or replace a three-wire cord with a two-wire cord.

All tools must be inspected for proper guards and safety devices must not be removed or tampered with.

Tools must be stored safely and neatly.

The switch on a tool must be turned off before the tool is connected to a power source. Always disconnect the tool from the power source before making adjustments or changing attachments.

Never carry an electric tool by the cord and don't disconnect the plug by pulling on the cord.

Always pack up tools and store in a safe place after use.

Never leave any tools or instruments unattended.

MANUAL LIFTING

Leg muscles are stronger than back muscles. Lift with your legs, not your back. Bend knees, keep back straight and avoid twisting.

Plan before you lift – consider weight, size, shape, path of travel, and set down locations. Get help if necessary.

Protect your hands and fingers from rough edges, sharp corners, and metal straps.

Keep hands and fingers out of pinch points between the load and other objects.

Do not try to handle heavy material alone, ask for help.

Store or stack material and equipment so that it will not be in someone else's way and create falling or tripping hazards.

HOUSEKEEPING

Keeping your area clean and free of loose materials and debris. Your workday will be easier, safer and more productive when you do.

Materials not in use must be stacked neatly out of the way on the project.

Ensure all materials are kept back 1.8 meters (6ft.) from all edges (roofs, balconies, etc.)

Rubbish and waste materials must be put in scarp containers and removed from the site daily. No burning of waste materials on a project.

All protruding nails in form lumber suitable for reuse must be withdrawn before the material is transported or stacked for reuse. Further, all protruding nails in scrap lumber must be bent over and/or the material placed in scrap containers for disposal.

Co-operate in keeping lunch and storage trailers, toilets and drinking water facilities clean and sanitary. They are provided for your convenience and health. Use them as if they were your own.

CLEAN UP YOURSELF AT ALL TIMES.

FIRE EXTINGUISHERS/PREVENTION

Prevention and protection go hand-in-hand. There are some basic items you should know about fire prevention which include:

where fire extinguishers are located,

The types and capabilities of the fire extinguishers,

The proper operation,

And the emergency evacuation routes and assembly areas.

YOU MUST KNOW THE EMERGENCY RESPONSE PROCEDURES YOU ARE TO FOLLOW IN THE EVENT OF A FIRE.

(1) Portable extinguishers are classified according to their ability to handle specific types of fires.

CLASS “A” EXTINGUISHERS (GREEN)



For fires in ordinary combustible such as wood, paper and textiles where a quenching cooling effect is required.

CLASS “B” EXTINGUISHERS (RED)



For flammable liquid and gas fires such as oil, gasoline, paint and grease where oxygen exclusion or flame-interruption is essential.

CLASS “C” EXTINGUISHERS (BLUE)



For fires involving electrical wiring and equipment where the non-conductivity of extinguishing agent is crucial, this type of extinguisher should be present wherever functional testing and system energizing takes place.

Fire extinguishers must be readily accessible, properly maintained, regularly inspected, and promptly refilled after use.

Workers caught discharging extinguishers improperly will be dismissed from site.

OCCUPATIONAL HYGENE/ENVIRONMENTAL

HYGIENE

Hygiene hazards, occupational factors or illnesses arising in and from the workplace, which may cause impaired health and well being, sickness or significant discomfort and inefficiency, will be identified and controlled.

ENVIRONMENTAL

You should make every reasonable and practicable effort to protect the environment from the negative effects of contaminants which are used as part of Laycon's construction activities.

ALL INCIDENTS THAT COULD NEGATIVELY IMPACT THE HEALTH OF ANY WOKER OR THE ENVIRONMENT MUST BE REPORTED TO YOUR SUPERVISOR.

ACKNOWLEDGEMENT OF RECEIPT

I _____ hereby acknowledge that on this date, _____, I have received and thoroughly read through Laycon's Safety Policy and fully understand the details of this policy.

Employee's Signature

Date

K. Sathia
President