



Office Employee Handbook

Section 9 Safety, Health & Emergency Procedures

Employee Illness

If you become ill on the job, you are to report the problem to your immediate supervisor. Your supervisor will notify the Human Resources Department, which will then do one of the following, depending on the seriousness of the symptoms:

1. Send you home.
2. Send you to the Company designated clinic or hospital, or call an ambulance. The Human Resources Department will then notify a family member as to where you have been taken.

As soon as the situation is handled, your supervisor in conjunction with the Human Resources Department representative will document all pertinent facts, names and times.

Employee Accidents

If an accident occurs on the job, it is your responsibility to report it at once to your supervisor, who in turn will notify the Human Resources Department. All accidents, injuries or illnesses that occur while at work must be reported immediately no matter how slight they may appear. Failure to report accidents or injuries on a timely basis may result in disciplinary action up to and including termination.

In the case of an injury caused by a burn, **you must be checked by a physician at once.**

Management will respond in one or more of the following ways, depending upon the severity of the injury:

3. If minor, cleanse the wound and administer first aid.
4. Send the employee to the Company designated clinic and/or hospital.
5. Call an ambulance. The Human Resources Department representative will then notify a family member as to where the employee has been taken.
6. Complete an accident report. Turn in report to the Human Resources Department.

In the event of a vehicular accident involving a Company-owned vehicle or while on Company business, employees should report all information immediately to the police and to Tempco. In no instance should responsibility for an accident be expressed to anyone until the proper person in the Company has been notified and permission has been obtained to make statements.

Family Emergency

In the event the office receives word of an emergency related to a member of your family, you will be notified by the Human Resources Department as soon as possible and if necessary, arrangements will be made for you to return home immediately.

Illness or Accident of Non-Employees

In the unlikely event that any customer, vendor or anyone else conducting business with the Company should become ill or have an accident anywhere on Company property, the same procedures will be followed as if an employee had become ill or had an accident.

Robbery

During Tempco's day-to-day business operations, we are not required to keep cash on hand. **In the unlikely event of a robbery, remember: DO NOT PANIC OR DO ANYTHING WITHOUT FIRST THINKING IT THROUGH. DO NOT ATTEMPT TO BE A HERO OR EXPOSE YOURSELF TO UNNECESSARY DANGER.**

Do exactly what the robber asks. Immediately upon their departure, contact a supervisor or the Human Resources Department and they will call the police. Any information acquired by observing the robbery may be helpful (e.g., clothing, appearance, etc.), so please be alert.

In Case of Fire

If a fire occurs, report the emergency and location to your immediate supervisor, Human Resources Department, or the plant engineering manager if it is safe to do so. If the circumstances do not allow you to report the fire, then proceed to the nearest exit to safely exit the building. Report to your designated assembly area outside of the building in accordance with Tempco's Emergency Action Plan.

In most cases, as part of our emergency planning, you may be trained in the proper use of fire extinguishers. Employees are not to attempt to extinguish electrical fires unless trained to do so. Instructions are posted in each work area on what to do in case of fire.

Emergency Evacuation Procedures

On the first day of work, each employee (new or transferred) will be shown the emergency evacuation routes for the facility. All employees starting work at Tempco will be informed and trained in the procedures for evacuation or the need for emergency first-aid.

Outlined below is a summary of the emergency evacuation rules. Know these rules and be prepared to follow them if the need arises:

- You should know and recognize the signal of the facility's evacuation alarm.
- When directed to evacuate, do so immediately in an orderly fashion. Do not stop at washrooms or closets. Walk quickly out of the building, but **DO NOT RUN**.
- Know the locations of all emergency exits from your workspace and out of the building. Use the closest safe available exit door when evacuating the building. A map of the facility layout depicting evacuation/escape routes and assembly areas is posted in each department.
- Once you are out of the building, go directly to your predetermined assembly area. If you do not know this location, check with your immediate supervisor. Do not re-enter the building for any reason unless directed by your evacuation team leader, a member of senior management or someone else in actual authority such as a fireman or police officer. **DO NOT LEAVE THE GROUNDS**. All personnel must be accounted for when a headcount is taken in the parking lot assembly area.
- After evacuation, stay with your group. Do not attempt to get involved in the emergency situation unless asked to do so. Emergency teams are specially trained to deal with the problem. Do not interfere with emergency crews trying to do their job.

Safety and Health

Tempco is committed to maintaining a safe workplace. Tempco believes strongly that its employees are its greatest asset, and their safety is our greatest concern. Throughout the Company, safety is a high priority in terms of management's time and attention, as it is essential to the successful operation of Tempco.

Safety requires a team effort and is everyone's full-time job. Being alert during the performance of your duties will prevent accidents to you and others. No job is so important, and no job effort is so urgent that you cannot take the time to perform work safely in order to prevent accidents.

Please report accidents or potential health or safety hazards at once to your immediate supervisor or to the Human Resources Department.

No Retaliation

Tempco prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a health and safety concern or a violation of this policy or for cooperating in related investigations. Employees have the right to report work-related injuries and illnesses, and Tempco will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

Security

Notify your immediate supervisor if you observe any suspicious individuals or situations, or unauthorized visitors. All doors, files, desks, gates and any other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Company vehicles should be kept locked at all times. Lost keys must be reported to the office immediately. Any concerns about security should be directed to the manager of each individual department and/or the Human Resources Department.

Zero Tolerance for Workplace Violence

To ensure a workplace safe and free of violence for all employees, the Company prohibits the possession or use of any type of weapon anywhere on Company property. Employees are prohibited from bringing or otherwise carrying weapons, including firearms, tasers and knives (except authorized work tools), inside Company buildings, structures, or other areas or structures and possession of a valid concealed weapons permit or license is not an exception to this policy. Any employee in possession of a firearm or other weapon while on Company property will be subject to disciplinary action, including termination. This policy applies to all Company-owned or leased vehicles. To enforce this policy and protect our employees' safety, we reserve the right to search all Company-owned or leased vehicles and all vehicles, packages, containers, purses, briefcases, backpacks, lockers, desks or persons entering or located on Company property. Any violation of this policy, including refusal to promptly permit a search under this policy, will result in prompt disciplinary action, up to and including termination.

This policy, however, shall not be interpreted to prohibit any employee who is lawfully licensed to carry a concealed weapon from carrying a concealed weapon, a particular type of concealed weapon or ammunition in such employee's own vehicle regardless of whether the motor vehicle is used in the course of employment or whether the vehicle is driven or parked on property used by the company. Nonetheless, such employees shall keep all weapons stored in their vehicles out-of-sight and in a secure location such as in the trunk or locked glove box. Employees who are not lawfully licensed to carry a concealed weapon are prohibited from possessing any weapons in any vehicle parked or located on Company property.

The Company may, at its discretion, inspect any locker, package, desk, purse, toolbox, vehicle or other personal belongings brought onto the Company's premises in connection with the investigation of any policy violation or in the maintenance of a safe workplace. Any employee who interferes, obstructs, or fails to cooperate with any inspection may be subject to discipline, up to and including termination.

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Access to Company Premises

For purposes of safety and security, only Tempco employees will be admitted in the Company work areas. All visitors to the Company must enter through the office reception area, be approved by management, and escorted by an employee while on the premises. This requirement applies to all outside visitors including former employees and family members. Disregard for security policies may result in disciplinary action.

Employees who are authorized and have an alarm security clearance code card to gain entrance into the building must not enter the facility except during scheduled working hours. Failure to comply with this guideline will trigger the alarm, as your clearance code card has been pre-programmed for access to the building within a specific time period only.

Chemical Safety and Hazardous Materials

Tempco has established a hazard communication program for the safety of our employees. Tempco will comply with all applicable federal and state and health of our employees. Tempco's hazard communication program complies with OSHA requirements to inform employees about the content of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to protect themselves from these chemicals, and the location of Safety Data Sheets (SDS). SDSs contain specific, detailed information about the chemical's hazard using a specified format. SDSs are readily available to all employees during their work shift. Employees can review SDSs for any hazardous chemical used at Tempco. SDSs are maintained on Tempco's computer network and can be found by accessing any computer terminal located on Tempco's production floor. Employees are instructed to find either a department head or any supervisor to access any SDS on Tempco's electronic database. If you would like to review any SDS maintained by Tempco, simply ask.

The Safety Data Sheets are updated and managed by the Plant Engineering Manager. If a Safety Data Sheet is not immediately available for a hazardous chemical, employees can obtain the required information by calling the Plant Engineering Manager. If the Plant Engineering Manager or a department head are not available, then you can contact Elida Guzman, Human Resources Generalist, who is located in the front office.

The Environmental Protection Agency has classified certain chemicals and chemical groups into hazardous categories. This means that in concentrated form, or by accumulating and combining with other chemicals (even the air), these chemicals can be hazardous to human health if exposure occurs.

As a Company, we are committed to minimizing any hazardous wastes that may contaminate the environment. Whenever possible, we will choose materials that have been judged as non-hazardous, and properly dispose of hazardous materials if used. We will not knowingly engage in the improper dumping of wastes into the environment at any time and employees are prohibited from doing so. We will inform employees of how to control hazardous wastes and what to do if they are exposed to them. If any employee suspects that waste materials they may encounter are hazardous (whether or not they are being created or used by the Company), he or she should inform their supervisor immediately.

Protective Clothing and Footwear, Safety Glasses

Certain office employees have job responsibilities which involve work activities in the plant area. When performing work activities in the plant area, you are expected to wear any personal protective equipment that may be specified for that area or department. This includes the wearing of safety glasses, footwear, hearing protectors or other items. Failure to comply with Company policy regarding the use of safety glasses, protective clothing, footwear, or hearing protection will result in disciplinary action, including but not limited to oral or written warnings and/or suspension. Repeat offenders will be subject to termination of employment.