



6.1 Safety and Workplace Incidents

1. General - Maintaining a safe work environment is the responsibility of all employees. The Company encourages open communications and discussions of any concerns with management. As a condition of employment, each employee must:
 - a. Obey all safety rules including required Personal Protective Equipment (PPE),
 - b. Immediately report any unsafe conditions to management,
 - c. Immediately report any injury to management,
 - d. Exercise appropriate care in carrying out duties and assignments, and
 - e. Refer to and abide by work location -specific safety policies.
2. Personal Protective Equipment (PPE) - The Company provides special clothing and equipment (called Personal Protective Equipment or PPE), or reimburses for it, when such clothing and equipment is required by law or by Company policy. Employees are responsible for the proper use and maintenance of PPE. Failure to comply with required PPE is a violation of this policy. Failure to comply with the required PPE is a violation of this policy.
3. Exposure to Known Toxic Substances – Employees who may be potentially exposed to known toxic substances or recognized harmful physical agents will be provided with the following information:
 - a. The existence, location and availability of any records maintained by the Company that are related to any incidents of employee exposure,
 - b. The identity of the person responsible for maintaining and providing access to such records, and
 - c. The right of each employee or the employee’s designated representative to examine and copy such records.

A copy of the OSHA regulation requiring access to these records is available for examination and review by employees.

Employees may be required to submit to medical examinations and tests at intervals determined by their time on the job and whenever there is reason to believe an exposure has occurred.

4. Workplace Incidents - All unsafe conditions and safety-related incidents in the workplace must be reported immediately to management. Failure to report an unsafe condition, accident or other safety-related incident is a violation of this policy. Reports may also be made by calling the Heritage Ethics Hotline at 855-858-3344 or by visiting www.integrareport.com.

Following a work-related accident or incident, an employee will be required to submit to Prohibited Substance testing when the employee’s conduct either contributed, or cannot be

completed discounted as a contributing factor, to the accident or incident. A “near miss” may qualify as an incident under this policy. The employee will be temporarily removed from his or her position pending receipt of the test results.

There will be no retaliation against any employee who reports an unsafe condition, accident or other safety-related incident

Heritage businesses and locations may have more specific safety related information that should be referred to in addition to this general policy.