

This is a general code, applicable to many business activities.

Safety & Drug Policy and Guidelines



Injury prevention and safety shall be considered a top priority in all phases of our operation and administration.



1. All company rules, governmental regulations, signs and instructions are to be followed.
2. Anyone known to be under the influence of alcohol and/or drugs shall be prohibited from working while in that condition.
3. No one shall knowingly be permitted or required to work under conditions of severe fatigue, illness, or other causes which may expose him/her (or co-workers) to injury.
4. Work areas should be kept free of debris. Don't stack objects on the floor. Watch for tripping hazards and avoid spilled liquids.

Office Safety Practices

- ◆ Safe operating instructions should be followed for all office equipment. Copy machines, addressing machines, and paper cutters must be used with caution to avoid getting hands caught. When unsure of correct procedures, request assistance from a supervisor.
- ◆ Malfunctioning office equipment should be turned off and the problem should be reported to a supervisor.
- ◆ Worn wiring, overloaded outlets, and/or defective equipment should not be used. Report unsafe conditions to a supervisor.
- ◆ Office furniture should be used for its intended purpose – do not stand on chairs or desks.
- ◆ Office equipment may be heavy and should not be moved. A supervisor can arrange for any transport of furniture.
- ◆ Desk drawers and file cabinets should remain closed when not in use to avoid tripping or striking hazards.
- ◆ Nothing over 25 pounds should be hand-carried. Objects should be carried in a manner that allows a clear visual path, with the object held closely to the body.
- ◆ Use handrails when ascending or descending stairs. Avoid dark hallways/stairways, and watch

for potential opening doors.

Industrial Safety Practices

- ◆ A worker shall only handle equipment, machinery, or chemicals in a manner for which he/she has been trained within the scope of the assigned job.
- ◆ Appropriate personal protective equipment (PPE) shall be worn at all times. PPE may include safety shoes, goggles, back belts, etc. The client company will provide PPE where such items are advised or mandatory. If they do not, contact your job-site supervisor.
- ◆ Safe work attire is required. SHOES must be closed-toe and appropriate for the job assignment. CLOTHES must be neatly fitted (not baggy). Dangling jewelry and finger rings are not appropriate or safe while working around machinery. HAIR must be kept behind the neck and shoulders to avoid entanglement in machinery.
- ◆ Any bodily injury or equipment/machinery damage must be reported to Kimco immediately.
- ◆ Equipment is not to be operated when the user believes it is not in good condition. The supervisor should be immediately contacted.
- ◆ Lifting should be done with proper technique: bend knees, grasp the load, and raise the load using leg strength. The back should be kept as straight as possible. Limit lifting to 40 pounds. Ask for assistance for a heavier (or awkward) load.
- ◆ No running or horseplay is allowed. Do not distract co-workers while they are doing their jobs.
- ◆ Use of proper tools and equipment is required. When handling lumber, remember to bend down any protruding nails.
- ◆ Be alert at all times. Stand clear of moving objects/equipment.

ASSOCIATE RESPONSIBILITY

It is the responsibility of all Kimco Staffing Services employees to review this information, become familiar with and abide by these policies at all times while employed by Kimco. Any violation of these policies could endanger an employee's safety and the safety of others and could lead to dismissal from employment by Kimco.

You must follow all safety rules of Kimco Staffing Services and of our clients at each job assignment. You must...

- ◆ know the job and the safest way to do it,
- ◆ recognize and report workplace hazards,
- ◆ cooperate in the overall safety program,
- ◆ use appropriate personal protective equipment,
- ◆ comply with the instructions of supervisors,
- ◆ obey all health and safety warning signs,
- ◆ report any work-related injury or illness immediately to the job-site supervisor and the Kimco branch that assigned the job.

Injury Illness Prevention Program (IIPP)

It is also the responsibility of all Kimco Staffing Services, Inc. employees to review the Injury and Illness Prevention Program "Self Training Tool" and fully understand their responsibilities with respect to the requirements and procedures outlined in the "Self Training Tool". All employees must comply with all safe work practices.

JOB ASSIGNMENTS

For each assignment, a job description will be provided. If the client company changes the requirements when you arrive at the job, Kimco should be immediately notified. You must understand that...

- ◆ a job should not begin before proper instructions have been given by the job-site supervisor,

- ◆ no one should work on a job that appears unsafe or requires use of chemicals without understanding the toxic properties,
- ◆ mechanical safeguards must be in place and be kept in place,
- ◆ any hazardous conditions should be reported to the job-site supervisor and to Kimco,
- ◆ any work-related injury or illness must be reported to the job-site supervisor, and the Kimco Staffing Services branch that assigned the job.

WORKERS' COMPENSATION

Kimco provides workers' compensation coverage for work-related injuries or illness. Please read your "Time of Hire" pamphlet. If you have any questions, please ask your Kimco Recruiter.

If you suffer from a work-related injury or illness, it is important that you immediately notify the job-site supervisor and the Kimco Staffing Services branch that assigned the job so that the proper claim reporting forms and medical care can be provided. If an injury requires emergency medical care or first aid, this should be obtained immediately. The law requires that we provide an Employee Claim Form for Workers' Compensation Benefits to you within 24 hours of our knowledge of your injury or illness. If you wish to file a claim for injury or illness, you must complete and return the form immediately, or as soon as possible; within three (3) days. Failure to complete and return the form may delay or jeopardize your eligibility for workers' compensation benefits. Kimco has a policy of returning the Employee's Claim Form (DWC-1) within three (3) days.

KIMCO STAFFING SERVICES, INC. UTILIZES THE SERVICES OF A MEDICAL PROVIDER NETWORK (MPN) FOR WORKPLACE ILLNESSES AND INJURIES. Unless an employee pre-designates a treating physician for the purpose of workers' compensation, all employees must refer to the MPN's listing of treating physicians for treatment of all

workplace illnesses and injuries. A complete MPN provider listing is available upon request.

- ◆ **Any Person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.**

DISCIPLINARY PROCEDURES

The purpose of our company's safety policy is to ensure your safety and the safety of your co-workers. Failure to follow ANY of the safety guidelines in the Code of Safe Practices established by Kimco or the job-site supervisor may result in disciplinary action, including possible termination of employment.

ALCOHOL AND DRUGS

Kimco is committed to maintaining a drug-free workplace and considers drug and alcohol use highly detrimental to the safety of the workplace and to associate efficiency and productivity. Therefore, the unlawful manufacture, use, possession, distribution, or sale of drugs or alcohol, or being under the influence of drugs or alcohol, is strictly prohibited while on duty, while on the premises of either Kimco or our customer, or while operating any vehicle, whether for a customer or a personal vehicle used to commute to the customer. If you use prescription medication that could affect your ability to perform your job, please advise your Recruiting Specialist.

It is strictly prohibited to be under the influence of any drugs or alcohol on the company or customer's premises that adversely affect your ability to perform the functions of your job, or in any way compromise safety or the employer's reputation.

Kimco reserves the right, based upon reasonable suspicion of an associate being under the influence of alcohol or drugs, to require a drug test. Failure or

refusal to consent to the drug test, or tampering with the test specimen, will result in disciplinary action, up to and including termination. The results of all drug testing will be treated confidentially and will be used for no purpose other than to make employment-related decisions.

Kimco will drug test by these methods:

Pre-Placement Drug Screening

Certain clients require drug/alcohol screens prior to placement. If an applicant chooses to work for such a customer, he or she must agree to take this test.

Reasonable Suspicion

Kimco reserves the right to order blood tests, urinalysis, or other drug or alcohol tests for an associate if there is reasonable suspicion of an alcohol problem or illegal drug use. Various circumstances and/or events may cause reasonable suspicion. These include, but are not limited to; physical symptoms of alcohol or drug influence, lapses in performance, inability to appropriately respond to questions, evidence of drugs or alcohol, fights or other incidents of behavior symptomatic of drug abuse, or excessive absenteeism or tardiness.

Post Accident/Injury

It is Kimco's policy that all associates who report a work-related injury and require medical attention will be required to submit to a drug/alcohol test. Associates who test positive for alcohol or illegal drugs will be immediately discharged.