



ASSOCIATE SAFETY

The Company is committed to providing a safe work environment. You must report any unsafe conditions and/or accidents to your Supervisor, Manager, or to the Human Resources Department, no matter how minor, so the Company can investigate, and if necessary, take prompt, corrective action.

You must follow these safety guidelines:

- i. Instructions. No Associate should undertake a job until he or she has received instructions on how to perform it properly and safely, and is authorized to perform the job;
- ii. Safety. No Associate should undertake a job that appears to be unsafe. Never engage in horseplay;
- iii. Impairment. No Associate should undertake any job or use any machine or vehicle while under the influence of illegal drugs, alcohol, or a prescription or over-the-counter drug that impairs the Associate's attention, alertness, or ability to safely operate any machinery or equipment to perform tasks;
- iv. Reporting Unsafe Conditions. Every Associate is required to promptly report to a Manager or other designated individual any unsafe condition encountered during work or on Company premises;
- v. Breaks. Every Associate must take all of his or her required breaks during the workday;
- vi. Reporting Illness or Injury. An Associate must immediately report to management any work-related injury or illness that the Associate sustains, no matter how slight. Accidents involving damage to Company property should be reported immediately to management as well. Associates must not interfere with or impede any investigations of unsafe conditions, injuries, illnesses, or accidents; and
- vii. Visitor Injury or Illness. Associates must report any accident or injury to any visitor or resident that occurs on the Company premises.

In accordance with our disciplinary policy, you may be subjected to discipline, up to and including termination, if you violate any of the safety guidelines identified above.

Discipline may be imposed even if you are injured or hospitalized. Although you will not be disciplined for making a claim for workers' compensation, or for cooperating or assisting in any such claim, the existence of a claim for workers' compensation will not prevent the Company from enforcing its policies and standards through its disciplinary policy.

The Company is committed to providing a work environment that is free from unlawful harassment and discrimination. The workplace includes Company vehicles and any worksite regardless of whether it is on Company property. The Company strictly prohibits discrimination and harassment of any kind, including

harassment and/or discrimination on the basis of sex (which also includes gender, pregnancy, childbirth, or related medical conditions), race, color, religion, age, mental or physical disability, medical condition, national origin, alienage, citizenship status, marital status, military or veteran status, sexual orientation, or any other basis prohibited by federal or state law or local law. This policy applies to all individuals in the workplace and prohibits harassment by any Associate or agent of the Company, including Managers and co-workers, as well as, customers, residents or vendors. We do not tolerate harassment of or by our Associates, customers, residents or vendors. Associates who violate this policy will be subject to discipline and may be held personally liable for any injury suffered by another employee, customer, resident or vendor as a result of such conduct.

WORKPLACE VIOLENCE PREVENTION

The Company believes that a safe and supportive work environment must be free of violence or threat of violence. Acts of violence or threats of violence will not be tolerated. The Company has adopted the following guidelines to deal with intimidation, unlawful harassment, or any other threats of violence that may occur during business hours or on Company premises. This prohibition against violence or threats of violence applies to all persons involved in the Company's business operations, including Associates, contract and temporary workers, business partners, residents or anyone else on our property.

- **No Horseplay, Threats, or Unlawful Harassment.** Associates should treat other Associates, including Managers and temporary Associates, with courtesy and respect at all times. Associates are expected to refrain from fighting, horseplay, or any other conduct that may be dangerous to others. Associates must not engage in any conduct that threatens, or intimidates another Associate, a client, or any member of the public at any time, including off duty periods. The prohibition includes all acts of unlawful harassment, including harassment that is based on an individual's race, age, sex (including gender, pregnancy, childbirth, and related medical conditions), color, creed, medical condition, genetic information, marital status, national origin, religion, sexual orientation, veteran status, handicap, mental and physical disability, and family care or leave status, as well as all other characteristics protected by state or federal law or local law.
- **No Weapons.** To the extent permitted by applicable law, all Associates are prohibited from bringing firearms, weapons, or other dangerous or hazardous devices or substances onto Company premises or while on Company business. This does not prohibit Associates from transporting or storing a lawfully owned firearm in their privately owned and locked vehicle to the extent allowed by applicable state law. However, weapons shall not be transported or stored in vehicles owned or leased by the Company.
- **Reporting.** If violence or a threat of violence poses immediate risk to any person, you should contact law enforcement officials immediately. Associates should report all suspicious individuals or activities to law enforcement as soon as possible. Do not place yourself in peril. If you see or hear a violent commotion near your workstation or property, do not try to see what is happening. Whenever possible, leave the area immediately and contact 911. For all non-immediate threats, as soon as it is safe to do so, report all threats of violence, both direct and indirect, to your Supervisor or Manager or to any other Manager. This directive includes threats by Associates, as well as threats by members of the public. Be specific and include all details.

The Company encourages Associates to bring their disputes or differences with other Associates to the attention of their Supervisor or Manager or another Manager before the situation escalates into potential violence. The Company will not discipline any Associate for raising any concern in good faith, and retaliation against anyone for reporting an actual or suspected violation of this policy in good faith will not be tolerated.

- **Investigation**. The Company will investigate all reports or threats of violence and of suspicious individuals or activities. The Company will protect, as much as is practicable, the identity of the Associate(s) making the report. In order to maintain workplace safety and the integrity of its investigation, Associates may be suspended, either with or without pay, pending investigation.

If the investigation determines that an Associate is responsible for threats of violence or any other conduct that is in violation of these guidelines, the Company will take prompt disciplinary action against the responsible individual. This disciplinary action may include immediate termination.