



## PLANT RULES AND REGULATIONS

Consistent with the Company's desire to provide premises and facilities conducive to a safe and efficient operating plant and in order to provide reasonable guidelines for employee behaviour, the following Rules and Regulations are set out.

Violation of the Plant Rules and Regulations listed below may lead to disciplinary action up to and including discharge:

Theft of personal or company property.

Reporting for work or being present on Company property under the influence of alcohol or unprescribed drugs or bringing alcoholic beverages or unprescribed drugs onto the premises.

Fighting/Assault on company property.

Falsification of any company document.

Failure to follow or refusal to follow instructions or insubordination.

Performing a thoughtless or careless act which leads to the damage or destruction of Company property and/or personal injury to a fellow employee.

Failure to perform work assigned by Supervisor.

Gambling on company property.

Creating or contributing to unsanitary or unsafe conditions.

Unauthorized use or misuse of Company property, including tools and equipment.

Unauthorized use of Lift Trucks without proper training

Unauthorized use of equipment that has been "Locked Out"

Maintenance on equipment when not authorized or trained

Being in possession of unauthorized keys or trespassing in an unauthorized area.

Careless workmanship.

Engaging in horseplay.

Indecent or abusive talk or behaviour.

Excessive lateness or unauthorized absenteeism.

Making or publishing any false statement about other employees or the Company.

Any other act not conducive to a sound, continuing employment relationship.

Approved eye protection and safety shoes are mandatory throughout the plant and yard for all shop personnel.

No employee is to enter a confined space without the appropriate training as covered under SLEEGERS' *Confined Space Entry Procedure*.

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The above outline is a guide to good safety practice.

We have tried to cover most of the safety and general guidelines that apply to our shop. As in all cases, good common sense will dictate to a certain degree whether a situation is safe.

This Safety/Regulation policy will/and can be upgraded from time to time to coincide with the changes in the Safety Act, Company Policy and any changes in the plant environment which may require it.