



SafeSource Direct®

Personal Protective Equipment

Employee Handbook

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ABOUT SAFESOURCE DIRECT

SafeSource Direct is a leading manufacturer and supplier of personal protection equipment in the United States. We will be an employer of choice and a partner to the communities we are privileged to serve.

At SafeSource Direct, people are our most important asset, which includes you! As our valued employee and team member, we hope you find working here both exciting and rewarding. The content of this handbook includes a summary of employee benefits, personnel policies, employment regulations, and more importantly, outlines the commitments we ask of you. SafeSource Direct recognizes that an environment of fairness and clear, open communication along with competitive salaries and benefits is important to our success. As such, a union-free workplace best serves our employees' right to work directly and openly with management to foster these ideals. If you have questions about anything contained in this handbook, please contact your leader or the Human Resources Department at **337 -210-7924**.

As in many employment contexts, there may be occasions when you experience personal problems that affect your job performance, have differences of opinion with one or more fellow employees, or have concerns regarding the Company's policies, procedures, or benefits. In order to resolve these concerns, the Company urges each affected employee to discuss these concerns with his or her immediate supervisor. If you would rather not approach your supervisor, or if the concern is not addressed adequately by your supervisor, you should approach the Company's Human Resources Director or another member of the Company's management team; however, please note that if the concern involves or relates to your immediate supervisor, you should instead address the matter with the Company's Human Resources Director or another member of the Company's management team. The Company will strive to maintain open channels of communication and will strive to preserve a positive working environment for all employees.

Because this handbook contains information responsive to several frequently asked questions, you are expected to carefully read the handbook and become familiar with its contents. As explained above, if you have additional questions or concerns that are not addressed by this handbook, you should refer them to your supervisor or the Company's Human Resources Director.

This handbook supersedes all previous editions. SafeSource Direct has the right to modify the terms of this handbook at any time without notice.

The Employee Handbook should not be construed as creating any kind of employment contract since SafeSource Direct reserves the right to add, delete, change, or modify its policies and procedures as it deems appropriate without obtaining another person's consent or agreement. Neither this Employee Handbook nor any other SafeSource Direct document confers any contractual right, either expressed or implied, to remain in SafeSource Direct's employ, nor does it guarantee any fixed terms or conditions of employment.

THIS HANDBOOK DOES NOT ALTER THE "AT-WILL" NATURE OF YOUR EMPLOYMENT. YOU HAVE THE RIGHT TO TERMINATE YOUR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE, AND SAFESOURCE DIRECT HAS A SIMILAR RIGHT. FURTHERMORE, YOUR STATUS AS AN "AT-WILL" EMPLOYEE MAY NOT BE CHANGED, EXCEPT IN WRITING SIGNED BY THE PRESIDENT OF SAFESOURCE DIRECT OR BY THE CHIEF OPERATING OFFICER OF SAFESOURCE DIRECT AND BY THE EMPLOYEE.

CODE OF ETHICS

SafeSource Direct is committed to achieving and maintaining an excellent reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. As employees, you will enjoy the benefits of this reputation, and SafeSource Direct asks that you uphold this commitment to excellence in every business activity. If, as an employee, you are ever in doubt about whether an activity meets our ethical standards or compromises SafeSource Direct's reputation, you should discuss it with your supervisor or any member of the management team.

Mission:

To supply America's essential workforce providers with the critical personal protection equipment they rely upon to ensure the safety of their most valuable assets.

Vision:

To be a leading manufacturer and supplier of personal protection equipment in the United States. We will be an employer of choice and a partner to the communities we are privileged to serve.

Values:

EXCELLENCE.

Excellence begins with attitude. At SafeSource Direct, attitude is a choice we make. Nothing short of excellence will do. It drives us to consistently deliver quality products on time every time. Excellence is top of mind at SafeSource Direct.

KINDNESS.

Few things are as encouraging or healing as a friendly smile and a kind word. At SafeSource Direct, we will treat each other, our customers, our suppliers, and our communities in a kind way. We will treat them as we would want them to treat us. Kindness is at the heart of SafeSource Direct.

COMMITMENT.

While we may be many, we are one team and one family, wholly committed to the welfare of our customers, each other, and the communities in which we live. Every single day, we will demonstrate commitment by going the extra mile and doing the right thing.

Excellence is in our attitude. Kindness is in our heart. Commitment is our promise.

Equal Employment Opportunity

SafeSource Direct is committed to equal employment opportunity (EEO) for all, without regard to race, color, religion, sex, age, national origin or ancestry, disability status, sexual orientation, gender identity, gender expression, protected veteran status, disabled veteran status, or any other protected status under applicable law. SafeSource Direct's policy applies to all employment decisions including, but not limited to, recruiting, hiring, selection for training, promotions, transfers, demotions, pay practices, benefits, progressive discipline, and terminations.

Cultural Diversity

Culture is made up of values, beliefs, and practices shared by a group. Employees may encounter differing values and beliefs in their interactions with coworkers, vendors, and customers. Failure to consider issues related to cultural diversity can impact customer satisfaction, production outcomes, and relationships with others. It is critical to listen and communicate openly as well as learn about various cultures.

WELCOMING STATEMENT FROM SAFESOURCE DIRECT

As you begin your employment with SafeSource Direct, I would like to welcome you to our organization and invite you to read and become familiar with the contents of this Employee Handbook. We hope that you find it full of helpful and valuable information about our Shared Core Values, policies, procedures, and opportunities available to guide and assist you in performing to the best of your abilities while developing your potential as one of our valued employees.

SafeSource Direct will be a leading provider of PPE equipment in the United States. With your help, we are looking forward to continuing growth and prosperity as we find new and better ways to serve our customers' needs. The rules set forth in these guidelines are intended to provide employees with fair notice of what is expected of them; however, such rules cannot identify every type of unacceptable conduct or performance. Therefore, employees should be aware that conduct which adversely affects or is otherwise detrimental to the interests of the Company, other employees, or customers may result in disciplinary action up to and including termination. These policies are not intended to create any kind of contractual relationship and are subject to change at the discretion of the Company's leadership team, with or without notice. Any exception should not be granted without a written request submitted and approved by the President and/or Chief Operating Officer.

While the policies and procedures outlined in this handbook should give you answers to most of the general questions you might have about your job or the company's programs and procedures, it cannot cover every situation that might arise. If you have questions about these guidelines or need further information about any subject, please consult with your supervisor or HR department. We also welcome your suggestions for improvements either to policies or procedures covered in this handbook or to other job-related areas or subjects. Your ideas on ways to improve our operations and procedures are important to us, and along with your effort and performance, are an ideal way to contribute to OUR future growth and to your own development.

SafeSource Direct is a professional, responsible, and law-abiding business entity. It devotes considerable time and expense to conducting its business and maintaining its reputation in this regard. The behavior of every employee contributes to the Company's image and its reputation. Every employee must agree to take no action nor engage in any conduct that would cause the Company or any of its employees embarrassment, which creates the appearance of impropriety or that otherwise causes or contributes to the Company or its employees being held in disrepute by the general public, its customers, or its employees.

Please read this handbook carefully and retain it for future use. Try to familiarize yourself with its contents as soon as possible because it should answer many of your initial and ongoing questions about your employment with SafeSource Direct. We want you to be fully informed and understand our policies and procedures completely.

Once again, we welcome you and wish you success as we turn to face the opportunities, challenges, and rewards ahead.

Sincerely,

Justin Hollingsworth
President
SafeSource Direct

SECTION 1:

COMPENSATION AND BENEFITS

- Work Hours
- Pay Procedures: Pay Period, Direct Deposit, Overtime
- Temporary Transfer
- Benefits: Vacation, Holidays, Sick Leave, Bereavement Leave
- Packages: Insurance Programs, COBRA Notice, HIPAA Notice, 401(k) Savings Plan
- Leaves of Absence: Family and Medical Leave, Medical Leave, Personal Leave, Military Leave, Jury Duty, Witness Duty, Administrative Termination

WORK HOURS

The manufacturing business requires that Safe Source Direct provides its products and services 24 hours a day, 7 days a week to be competitive and to support our customer's activities. As a result, it may be necessary for employees to work different schedules than what some may consider normal.

The standard workweek is Monday through Friday from 7 a.m. to 4 p.m. All office employees are expected to be at work during these hours unless otherwise approved by your immediate supervisor. Note: These work times may change subject to local conditions.

Non-office employees will work according to the schedule set forth by their immediate supervisor and/or the requirements of the position. Breaks and lunch periods are to be taken in a manner that is consistent with state laws, the workload, and the personnel available.

PAY PROCEDURES

PAY PERIOD

Employees are currently paid weekly (every Friday) based on a Monday – Sunday Workweek. When a payday falls on a holiday or weekend, paychecks will be distributed on the last business day before the holiday or weekend.

DIRECT DEPOSIT

SafeSource Direct has made arrangements for you to deposit your paycheck directly into your checking and/or savings account. All employees need to prepare for this by opening bank accounts in order to receive their pay. Employees that cannot open a bank account will have a pay card issued to them and will be subject to the conditions and fees associated with the pay card.

OVERTIME

This policy aims to provide guidelines for administering overtime pay in compliance with applicable federal and state wage and hour regulations. Your immediate supervisor must authorize all overtime in advance. Compensatory time off in lieu of overtime payments will not be granted. Working unauthorized overtime is against Company policy. Violation of this policy will result in disciplinary action up to and including termination.

The Company recognizes that unscheduled overtime can result in hardship for employees and as such will strive to limit its occurrences, but unforeseen circumstances may require unscheduled overtime. All hourly employees must be available to work overtime on a daily or weekly basis such as SafeSource Direct determines is necessary or desirable to meet its business needs. All employees must also be available and willing to work weekends and holidays as SafeSource Direct determines necessary.

Overtime pay (one and a half times your hourly rate) will be earned after the employee works forty (40) hours in a workweek. Vacation, holiday, jury, or bereavement time **does not** count toward the forty (40) hours.

BENEFITS

VACATION

The SafeSource Direct vacation plan is to provide employees paid time off for rest and relaxation. Vacation time is paid at the employee's base wage or salary and **does not** count toward the 40 work hours required to qualify for overtime pay. Hourly Employees are eligible for 5 days (40 hours) of vacation for the first year, accrued at a rate of .77 hours per week, and 10 days (80 hours) of vacation thereafter accrued at a rate of 1.54 hours per week.

All vacation requests must be approved by your immediate supervisor and should be submitted in a timely manner (at least two weeks in advance when foreseeable). A minimum of one (1) hour of vacation must be taken at any one time; therefore, vacation hours submitted for less than one (1) hour **will not** be paid. Vacation time should be taken and will be paid in one-hour increments.

Taking personal time is your responsibility. Vacation hours are there to be used, not just accrued, and our policy does not allow employees to carry over vacation time from one year to the next. Any unused accrued vacation lapses on December 31st each year and is not paid out to employees.

HOLIDAYS

The Company celebrates eleven (11) paid holidays during a calendar year. All full-time employees are immediately eligible for holiday pay at 8 hours for the day. Holiday pay is paid at the employee's base wage or salary and **does not** count toward the 40 work hours required to qualify for overtime pay. Employees may **not** elect financial compensation in lieu of taking time off for the holiday. Salaried employees who work on a holiday will be paid for the holiday and may be given another day off (coordinated by and at the discretion of their supervisor).

Specific holidays to be observed will be published annually with the approval of the Chief Operating Officer.

BEREAVEMENT LEAVE

In the event of a death in your immediate family, all full-time employees will be granted up to three (8-hour days) days of paid leave. Such leave is in addition to all other paid time off. Bereavement leave is reserved for the death of immediate family members (the Company defines immediate family member as the employee's spouse, parent, child, brother, brother-in-law, sister, sister-in-law, grandparent, or grandchild; the spouse's parent, brother, brother-in-law, sister, sister-in-law, grandparent, or grandchild). Employees needing to take bereavement leave should notify their immediate supervisor as soon as possible so that arrangements can be made to cover their schedule. Bereavement leave **does not** count towards the 40 work hours required to qualify for overtime pay. Employees are limited to 2 occurrences of Bereavement Leave per 12-month period.

BENEFITS PACKAGES

INSURANCE PROGRAMS

SafeSource Direct recognizes the need of employees for financial protection in the event of illness or injury that may result in medical expenses and loss of income. As a result, providing comprehensive and cost-effective insurance protection is a Company objective. The Company reserves the right to amend or modify its benefits program and to increase or adjust any required premiums to be paid by employees. Summary Plan Description (Plan) booklets are available from the Human Resources Department upon request. Summaries of benefits are made available upon hire and at annual enrollment. In the event of a conflict between the language of this handbook and the Plan document, the Plan document will govern.

Eligibility and Enrollment: SafeSource Direct has contracted with insurance carriers to offer medical, dental, vision, life, and disability insurance to eligible employees. All **full-time** (30 or more hours per week) employees are eligible to enroll for coverage for themselves and eligible dependents with coverage effective on the first day of the month following the date of hire. Failure to enroll within the first thirty (30) days from your eligibility can result in you having to wait until annual enrollment to obtain coverage. Coverage will end on the last day of the month in which your employment terminates. Termination of coverage can occur due to non-payment of premiums (for example, while on LOA).

COBRA NOTICE

If you are an employee of SafeSource Direct covered by group health insurance, you have the right to choose to continue coverage if you lose your group health coverage because of a reduction in your hours of employment or termination of your employment. COBRA may also be available for dependents if (for a variety of reasons) they lose coverage. COBRA coverage requires that the employee pay the entire premium (Company-paid portion as well as employee-paid portion) plus 2%. If you have any questions concerning this law, please contact Human Resources.

HIPAA NOTICE

Portability of your medical plan to another carrier after your separation from employment with SafeSource Direct may be available under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA requires group health plans to provide former participants and beneficiaries with a certificate of evidence of prior health coverage. For more information, contact Human Resources.

401(K) SAVINGS PLANS

SafeSource Direct provides the opportunity to participate in a 401(k) savings plan. This plan is designed to encourage employees to save money on a pre-tax basis through payroll deductions for their retirement. Upon reaching eligibility, new employees will receive an enrollment packet at their home address. All deposits to your 401(k) are immediately vested and belong to you. Full-time employees are eligible to participate after 6 months of employment.

LEAVES OF ABSENCE

Leave of absence may be granted to all full-time employees when unusual or unavoidable circumstances require prolonged absence. To maintain continuity of service, no loss of service credit with the Company will occur as a result of an authorized leave of absence. Leave must be applied for if the absence exceeds three consecutive working days. The Company reserves the right to place employees on involuntary leave. All requests for any leave of absence must be in writing, using the Leave of Absence Request Form available from Human Resources or from your local administrator, and must be authorized by the Human Resources Director.

FAMILY AND MEDICAL LEAVE (FMLA)

Family and Medical Leave (FMLA) - The Family and Medical Leave Act (FMLA) of 1993 grants up to twelve (12) weeks of unpaid Family and Medical Leave during a backward rolling twelve (12) month period to eligible employees. To be eligible, you must have been employed with the Company for twelve (12) months and have worked at least 1250 hours during the 12 months prior to the time that you want to start the leave. Unpaid FMLA leave and paid time off will run concurrently. Upon return from FMLA, the employee will continue in the same, if not very similar, job they occupied prior to taking leave.

The Company reserves the right to have the employee examined by a Company-selected physician. In the event an employee's position with the Company is affected by a decision or event not related to the leave of absence, such as a reduction in force, the employee will be affected to the same extent as if they were not on leave.

Leave Qualifications: In order to qualify as FMLA leave, the employee must be taking leave for one of the reasons listed below:

1. The birth of the employee's child and care of that child.
2. The placement of a child in the employee's home through adoption or foster care.
3. The care of the employee's spouse, child, or parent with a serious health condition; or a serious health condition of the employee that makes the employee unable to perform the functions of his or her position.

Taking FMLA Leave: Employees have the option to take FMLA leave in 12 consecutive weeks or as needed over the year, or under certain circumstances, use the leave to reduce the workweek or workday, resulting in a reduced schedule. Reduced or intermittent leave may be taken if certified by a physician or health care provider as medically necessary to respond to a serious health condition.

The Company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the reduced or intermittent schedule.

Leave Procedures: In order to take Family and Medical Leave, the employee should adhere to the following procedures, as specified by the FMLA:

1. Employees are requested to provide written notice to the local manager or Human Resources thirty (30) days in advance of the need for leave for a birth, adoption, or other planned medical treatment. If unforeseen, employees shall provide as much notice as possible.
2. Employees shall submit a completed leave of absence request form to their local manager (the form is available from Human Resources or from your local administrator).
3. A doctor's certification of the serious health condition must be provided in writing within 15 days of the request stating the date the condition began, its probable duration, and appropriate medical facts about the condition.

Before the employee is placed on Family and Medical Leave, the local manager, administrator, or Human Resources will explain to the employee their benefits regarding insurance coverage while on leave, utilization of paid leave, vacation benefits, personal days, and return-to-work requirements. Specifically, insurance benefits continue while on FMLA leave but only if the employee continues to make his or her portion of the premium payments. This continuance of coverage, however, may only continue for six months, at which time the employee will be eligible for COBRA.

The Company reserves the right to have the employee examined by a Company-selected physician. All employees are required to provide a fitness-for-duty certificate if they were absent on leave due to a serious health condition that affects the function of their job.

In the event an employee's position with the Company is affected by a decision or event not related to the leave of absence, such as a reduction in force, the employee will be affected to the same extent as if they were not on leave.

MEDICAL LEAVE

Employees who are not eligible for family medical leave may be eligible for medical leave. A medical leave must be applied for under the same requirements as family medical leave. The Company, however, cannot guarantee that the employee will be returned to his or her job upon return from leave. Insurance will continue for up to six months if the employee continues to make his or her portion of the premium payments.

PERSONAL LEAVE

There may come a time when the need for a leave of absence arises for strictly personal reasons. Leave for personal reasons are unpaid and will be given at the discretion of the Company. Only those employees with 60 days or more of service will be considered for personal leave. Normally, the duration of personal leave is up to 30 days. If an employee requires additional time for leave, a request must be submitted in writing. Consideration will be given to a written request for a single extension of no more than thirty (30) calendar days. To be granted an authorized personal leave of absence, you must obtain approval from the local manager and Human Resources. If your request for leave cannot be granted, you will be notified as to the reason for the denial.

Insurance coverage will continue for the length of the personal leave up to two months if the employee makes his or her portion of the premium payments.

MILITARY LEAVE

It is the policy of SafeSource Direct to abide by all federal regulations regarding the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA). The current provisions of USERRA provide that a Reservist or National Guardsman must be granted leave to participate in active duty, active duty for training, full-time National Guard duty, or examination to determine an individual's fitness for any of the above types of duty.

JURY DUTY

SafeSource Direct encourages employees to fulfill their civic and legal responsibilities and will comply with all federal, state, and local regulations regarding jury duty. We ask that you provide documentation of your call to jury service as soon as possible so that arrangements can be made to cover your work area. If you are excused early or excused from jury service, you are requested to return to work as soon as practical.

WITNESS DUTY

If an employee is requested to testify as a witness by the Company, he or she will receive a maximum of eight (8) hours a day straight time for all absences caused by their participation in the proceeding.

An employee will not receive paid leave to participate in a lawsuit brought by the employee against the Company. An employee who is subpoenaed to appear in a legal proceeding not associated with the company will not receive paid leave during the absence. The subpoena must be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report to work whenever the court schedule permits.

An employee may use vacation to comply with subpoenas. After the employee exhausts paid leave, the employee will receive unpaid leave to comply with the subpoenas.

ADMINISTRATIVE TERMINATION

It is the policy of the Company that an employee on a leave of absence for any reason other than a leave based on the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) or similar law will be administratively terminated from employment after six months on such leave unless otherwise prohibited by law. Such administrative termination will not affect the employee's right to continue to receive worker's compensation benefits or other benefits to which they are entitled. An employee may also be eligible for reemployment provided they meet the Company's normal hiring requirements.

SECTION 2:

GENERAL OFFICE POLICIES

- Work Conduct: Employment Introductory Period, Attendance, Dress and Personal Appearance, Employee Records and Privacy, Employee Business Expense, Employment of Relatives (Nepotism), No Solicitation/Distribution, Gratuities, Conflict of Interest, Workplace Monitoring, Outside Employment, Proprietary Information/Confidentiality
- Prohibited Activities: Workplace Violence Prevention, Weapons, Drugs and Alcohol Abuse, Employee Search, Smoking
- Company Events
- Corrective Action: Discipline Procedures, Appeals Process, Final Paychecks
- At-Will Employment

WORK CONDUCT

EMPLOYMENT INTRODUCTORY PERIOD

All new and rehired employees work on an introductory basis for the first ninety (90) days after their hire date. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Company uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Company may end the at-will employment relationship at any time during or after the introductory period, with or without cause or advance notice.

ATTENDANCE

It is important to the successful operation of SafeSource Direct that employees report to work as expected. Occasionally, lateness or absence may be unavoidable due to illness, injury, or other reasons. In these instances, the employee must notify their immediate supervisor of the absence or tardiness at their earliest opportunity and prior to his or her start time so that any necessary work arrangements can be made. Excessive absence or tardiness may result in disciplinary action up to and including termination.

Employees who are absent from work without approval for three (3) consecutive workdays and have not contacted their immediate supervisor regarding the reason for their absence when it would have been reasonable to do so, shall be deemed to have abandoned their job and to have voluntarily resigned their employment with SafeSource Direct.

DRESS AND PERSONAL APPEARANCE

SafeSource Direct is a professional company that has constant interaction with customers and visitors. During business hours and the performance of Company business, you are expected to present a clean and neat appearance and to dress according to the requirements of your position as listed below:

Shop Employees: Employees must wear appropriate clothing and shoes for their work activities. Any uniforms or Personal Protective Equipment (PPE) issued to an employee are the responsibility of that employee. Your immediate supervisor will inform you if Personal Protective Equipment (PPE) is required.

Office Employees: SafeSource Direct allows office employees to dress in casual business attire. Casual attire means clean, work-appropriate clothing in acceptable condition based on your work location. If you have any questions regarding this policy, please contact the local manager or Human Resources.

EMPLOYEE RECORDS AND PRIVACY

It is essential that we have your most current address and home telephone number. Any change in name, address, telephone number, dependents, marital status, or emergency contact information should be submitted to the local manager or administrator and forwarded to Human Resources so that employee records can be kept current.

Employees may be given reasonable opportunity, in the presence of their manager/supervisor or a Human Resources representative, to examine their own employee records regarding evaluations, benefits, records, and educational achievements; however, no duplicates or copies will be made.

Employees are not permitted to view the records of other employees.

EMPLOYEE BUSINESS EXPENSES

SafeSource Direct reimburses employees for out-of-pocket business expenses incurred by employees while on SafeSource Direct business. Such expenses generally include airfare, meals, accommodations, rental cars, and taxicab charges. If it is necessary for an employee to use their own vehicle, they will be reimbursed according to the published Internal Revenue Service mileage rate unless previously covered under another plan agreed to by the employee and the Company. All expenses must be supported by appropriate receipts. If you have any questions about any business-related expenses, please see your immediate supervisor. All charges on Company credit cards must be justified on an expense report with a supporting receipt.

EMPLOYMENT OF RELATIVES (NEPOTISM)

To avoid conflicts of interest and the appearance of favoritism or bias, and to enhance supervision, security, and morale, SafeSource Direct will refrain from the employment of immediate relatives in a supervisor/subordinate relationship in a direct reporting relationship. Issues regarding the nature of relative relationship and supervisory reporting relationship must be resolved jointly by the Chief Operating Officer and the Director of Human Resources before action is taken.

SOLICITATION/DISTRIBUTION

It is the policy of SafeSource Direct to control the material distributed, displayed, communicated, and presented on Company bulletin boards, computers, and all other Company premises and property. All Company communications including bulletin boards and e-mail are not to be used to solicit or promote commercial ventures, religious or political causes, outside organizations, or any other non-job-related solicitations. No solicitation, distribution, communication, posting, or displays of information while on working time and at all times in working areas are allowed except as provided by policy.

An exception to this policy may include but is not limited to employees who are actively participating in local non-profit fundraising of charitable organizations (e.g., fundraisers for local School Club/Group, Cancer Foundation/Association, the Scout Association fundraisers, etc.) on behalf of the organization or immediate family member living in their household may display the fund-raising materials in the break rooms for other employees to review and make purchases. These activities must always take place while on non-working time and in non-working areas.

GRATUITIES

SafeSource Direct expects that all business decisions be made impartially and fairly and not because of any form of gratuity promised to or received by employees. Gifts received from SafeSource Direct customers or suppliers raise the appearance of dishonest or unfair dealings. Accordingly, employees shall not solicit nor receive from any customer, competitor, or supplier any favors, gifts, loans, discounts, services, or other benefits or material goods, with the only exception being the receipt of casual gifts or entertainment of nominal value which are customarily offered or considered common courtesy associated with business and industry practices. Employees should exercise good judgment in deciding whether to accept a gift of nominal value or casual entertainment. If uncertain as to how to proceed, seek guidance in the matter or decline acceptance of the gift or entertainment.

CONFLICT OF INTEREST

Employees are expected to devote their best efforts to the interests of the Company and the conduct of its affairs. The Company recognizes the right of employees to engage in activities outside of their employment at SafeSource Direct which are of a private nature and unrelated to our business; however, employees must fully disclose any potential conflicts of interest that might arise. Conflicts of interest may occur when employees are partners or sole proprietors, either active or inactive, in other business interests. SafeSource Direct reserves the right to determine when a conflict of interest occurs and to ask the employee to eliminate the conflict or resign. If you have questions concerning a possible conflict of interest, please contact the local manager or Human Resources.

WORKPLACE MONITORING

The Company may monitor the workplace using video equipment to ensure quality control, employee safety, and customer satisfaction. Because the Company is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

Employees should have no expectation of privacy when using Company or any customer's computer equipment. Computers, computer files, the e-mail system, and software furnished to employees by the Company are Company property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

OUTSIDE EMPLOYMENT

SafeSource Direct provides rewarding and demanding employment opportunities for its employees. Securing an outside job may prevent the employee from meeting expected performance standards and may not be in the best interest of SafeSource Direct or the employee. Therefore, before an employee accepts an outside job, they should discuss this matter with their supervisor.

If the Company determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Company as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Company. Outside employment will present a conflict of interest if it has an adverse impact on the Company.

PROPRIETARY INFORMATION/CONFIDENTIALITY

SafeSource Direct maintains close ties with its customers, vendors, and suppliers through personal visits, e-mail correspondence, and telephone interaction. Information gathered in these conversations and meetings is confidential and proprietary and may not be discussed with anyone outside the Company. In addition, SafeSource Direct develops proprietary information for our customers as part of our job, and this work performed for customers is considered confidential. Conversations concerning work developed and used with clients is to be discussed with the client only and may not be discussed with anyone outside the Company. Employees who are privy to this proprietary/confidential information agree to maintain that confidentiality, even upon leaving the Company, by virtue of their acknowledgment of receipt of this handbook.

Similarly, all work performed for the Company remains the property of the Company and may not be reproduced or used in any way without the express written consent of the President of SafeSource Direct.

PROHIBITED ACTIVITIES

WORKPLACE VIOLENCE PREVENTION

The Company is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in general, the Company has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that occurs during business hours on its premises:

- All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" (including rough or boisterous play or pranks), or any other conduct that may be dangerous to others.
- Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. If the complaint involves the employee's supervisor or manager, it should be reported to the Director of Human Resources.
- The Company will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activity. The identity of the individual making a report will be protected as much as is practical. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

- The Company encourages employees to bring their disputes or differences with other employees to the attention of their supervisor before the situation escalates into potential violence. The Company is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

WEAPONS

It is the policy of SafeSource Direct to forbid the open or concealed possession of personal weapons, firearms, explosives, ammunition, or any other incendiary devices on Company premises, including in Company vehicles or in personal vehicles on Company or Customer property. This policy is subject to local laws and regulations. To the extent this policy conflicts with local laws or regulations, the policy shall, for application within relevant jurisdiction, be deemed to be amended to comply with local laws and regulations.

DRUG AND ALCOHOL ABUSE

To ensure a safe and productive work environment during all Company activities and to safeguard SafeSource Direct, the Company prohibits the use, sale, transfer, and/or possession of drugs, inhalants, or alcoholic beverages or being impaired or under the influence of alcohol or any controlled substance on any Company premises, parking lot, worksite, in any Company vehicle, or while employees are conducting Company business. Also, the Company strictly prohibits any visitor or subcontractor from being on Company premises or work sites while in a state of impairment due to any drugs, inhalants, or alcoholic beverages. Any individual found in violation will be refused entry onto or removed from the Company's premises or work sites.

In addition to pre-employment drug/alcohol testing, the Company periodically conducts random drug/alcohol testing and reserves the right to test individual employees if drug/alcohol use is suspected. Refusal to take a requested drug/alcohol test or a positive result will be considered grounds for immediate termination of employment.

Compliance with the Company's substance abuse policy, including customer mandated requirements, is a condition of employment. The substance abuse policy applies to applicants as well as employees. Individuals will be subject to biological tests or other means deemed necessary by the Company.

Biological testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting illegal drugs or alcohol.

Excluded is the legitimate possession and proper use of medications specifically prescribed for the user by a licensed physician. Over-the-counter medications are also excluded, provided that such medications are used in strict compliance with the prescription and/or the manufacturer's directions and that the use of the medication(s) does not impair the employee's ability to perform his or her job. Any employee who is taking any legal drug, prescription, or over-the-counter medication that may impair their safety, performance, or motor functions must advise his or her supervisor before reporting for work. Employees who must take prescription or over-the-counter medications at work must keep such medication in their original containers or packaging which identifies the drug and, if applicable, the date of the prescription and the prescribing physician. A Company-authorized representative may request to see the prescription in order to verify its legal use. Abuse of any prescribed or other drug is strictly prohibited and violation of this policy shall result in disciplinary action up to and including termination.

EMPLOYEE SEARCH

During the scope and course of your employment, the Company reserves the right to conduct searches or inspections to monitor compliance with rules concerning Company safety, security, drug, alcohol, or inhalant use and possession of weapons.

This is implemented as part of an overall program by the Company to maintain the health and safety of employees, subcontractors, clients, vendors, and the general public and to prevent civil and criminal liability. SafeSource Direct and its customers reserve the right to conduct random searches or inspections at all times while persons are entering, departing, or on Company or customer premises, and at other times when circumstances warrant or when reasonable suspicion or cause exists. Such searches may include but are not limited to visual inspection, physical search, and/or the use of electronic devices such as a metal detector. This policy extends to employees' work areas, desks, cabinets, lockers, storage areas, Company vehicles, vehicles on Company property, and other personal items (*i.e.*, purses, briefcases, backpacks, etc.). These searches may be conducted randomly or with reasonable cause when a violation of Company rules is suspected. The Company reserves the right to search regardless of whether the employee has placed a private lock on

the property. Any item found during a search believed to be an illegal drug, drug paraphernalia, or weapon will be confiscated, and the individual will be given a written receipt listing the items or substances seized.

SMOKING

It is the intent of the Company to provide you with a safe work environment. Therefore, SafeSource Direct does not allow smoking in any of its facilities. Employees who smoke during or after office hours may do so outside the buildings only in designated smoking areas. All job sites will have designated smoking areas, and employees on job sites can smoke only in these areas.

COMPANY EVENTS

It is recognized that there may be occasions when management approves serving alcohol at Company-approved events. On these occasions, the responsible consumption of alcohol is permitted at the discretion of the employee, who remains obligated to adhere to the provisions of all Company policies and procedures, including the Drug and Alcohol Policy.

CORRECTIVE ACTION

DISCIPLINE PROCEDURES

Forms of discipline for failure to follow rules, policy, or directions given by management include verbal corrections, written warnings, final written warnings and/or suspension, and/or termination. The type of discipline issued will depend on the circumstances involved, and there are certain violations that may be a basis for immediate dismissal without prior warning. The Company's process for discipline in no way limits or alters the at-will employment relationship. The following is only an illustrative list (but not exhaustive) of very serious violations that may result in immediate termination of employment:

- Falsifying employment application, timesheet, personnel records, or other Company documents.
- Unauthorized possession or removal of property belonging to the Company or another employee.
- Theft or unauthorized use of Company assets, records, software, or supplies.
- Use, possession, sale, or transfer of illegal drugs on or off Company premises.
- Use, possession, or being under the influence of alcohol, drugs, or inhalants on Company property or while conducting Company business.
- Violation of the Proprietary Information/ Confidentiality Policy.
- Refusal to perform reasonable duties that are assigned.
- Threatening physical harm or fighting on company premises.
- Willful violation of safety rules or procedures.

APPEALS PROCESS

An employee may feel he or she has not been treated fairly concerning certain conditions of employment. A situation could also arise if an employee believes a mistake has been made in the administration of a rule or policy. If you have any problems with your working conditions, please see your immediate supervisor. If, after discussing the situation with your immediate supervisor, you feel you have not received a satisfactory answer or decision, you should request a meeting with the local manager or Human Resources. If you do not feel comfortable approaching your supervisor, please feel free to talk to your supervisor's manager or Human Resources.

FINAL PAYCHECKS

If you have voluntarily resigned or are involuntarily terminated, your paycheck will be available via direct deposit by the next regular payday or within the time prescribed by state law.

VOLUNTARY “AT-WILL” EMPLOYMENT RELATIONSHIP

While we hope that your employment relationship with the Company will be long-term and mutually satisfying, the Company cannot and does not guarantee that your employment will be for any specific period of time.

It is thus important for you to understand that your employment relationship with the Company is voluntary and considered "at will." This means that unless an employee has entered into a written employment agreement signed by the Company's President that provides otherwise, every employee may resign his or her employment at any time for any reason. Similarly, the Company may terminate the employment of any employee at any time for any lawful reason.

In addition, the Company does not authorize any contract, agreement, understanding, promise, or statement of any kind regarding the nature or duration of your employment by any employee, manager, officer, director, or any other representative of the Company unless it is in writing and signed by the Company's President and/or Chief Operating Officer.

It is also important to understand that the language used in this handbook and the handbook itself is not intended to create and should not be construed as a contract between the Company and any one or all of its employees. Accordingly, the Company may change, revoke, suspend, terminate, or modify any or all such policies, procedures, or benefits, in whole or in part, at any time in accordance with the needs and interests of the Company and applicable law.

SECTION 3:

SAFETY

- Driving: On Company Business
- Use of Cell Phones
- Safety and the Environment: Stop Work Authority, Personal Protective Equipment (PPE)

Safety is an integral part of SafeSource Direct operations. Activities will be conducted in a manner consistent with the belief that the **prevention** of all accidents and injuries is our goal and is critical to the success of the Company and each employee. No job is so urgent or important that it cannot be done safely.

The Company has implemented safety programs to protect our personnel, customers, contractors, the public, property, and the environment. Each employee is responsible for their own safety and the reporting of unsafe conditions. SafeSource Direct's managers and supervisors are committed to demonstrating a leadership role in promoting worker health and safety in its activities and in protecting the public and the environment.

SafeSource Direct will comply with applicable federal and local laws and recognized industry safety practices. The Company requires that all employees, contractors, and other parties performing work for or on behalf of the Company similarly comply.

SafeSource Direct considers the prevention of accidents and property damage to be of the utmost importance for the well-being of its employees, customers, and guests and for the efficiency of its operations. The Company makes every reasonable effort to provide safe working conditions. Employees are expected to do their part in helping to maintain safety and cleanliness standards. Any employee who commits a safety violation will be subject to disciplinary action up to and including termination. If a safety violation occurs, the supervisor in charge will issue the employee(s) a written safety violation notice.

In the event of any accident, injury, or damage to Company or customers' equipment, report the incident to your immediate supervisor immediately. When an injury requires more than first aid, medical treatment should be received as soon as possible. The Company provides protection against job-sustained injuries or loss of work through Worker's Compensation Insurance at no cost to employees. Failure to promptly report an injury may affect the coverage that insurance provides.

All employees will receive training on the benefits of strong employee involvement in safe work practices, safety meeting format and leadership, and safety meeting documentation. To help us continue to provide a safe and healthy place to work, we welcome any safety suggestions you may have. Such suggestions and any questions regarding safety/health should be brought to the attention of your immediate supervisor.

DRIVING

ON COMPANY BUSINESS

Driving is one of the greatest risks and hazards in our environment. Accordingly, all employees who operate a vehicle while on Company business are responsible for doing so in a safe and lawful manner. Anyone who operates a Company vehicle in a reckless or unsafe manner will face disciplinary action up to and including termination. Operating a Company vehicle or a private vehicle on Company business while under the influence of alcohol or other controlled substance is unacceptable and will result in disciplinary action up to and including termination of employment.

For anyone required to drive on Company business, continued employment is contingent upon holding a valid driver's license and maintaining an acceptable driving record as verified by their motor vehicle record. Motor vehicle records are checked periodically; an unacceptable record can result in loss of driving privileges and result in reassignment or termination.

Should you be involved in an accident while driving on Company business, immediately notify your supervisor.

USE OF CELL PHONES

The use of cellular phones by employees engaged in the manufacturing and/or inventory control processes is strictly prohibited. Employees engaged in other work activities may be allowed to have and use cell phones by their supervisors. Those calls during work times should be limited to work-related calls.

SAFETY AND THE ENVIRONMENT

The Company is committed to providing a safe and healthy work environment for our employees, customers, and visitors. It is the objective of the Company to improve operational performance while reducing injuries and incidents. We believe achieving this objective is integral to maximizing the long-term profitability of the Company. Therefore, we have established various workplace safety programs and policies that can be found in our Health, Safety, Environment, and Quality Management System.

- Every employee and contractor is responsible for their own safety, the safety of those around them, and protecting the environment.
- Line management is accountable and responsible for HS&E. Line managers are expected to show visible leadership and commitment to safety, training, accident prevention, environmental responsibility, regulatory compliance, and continuous improvement.

Employees, contractors, and subcontractors will comply with all applicable environmental laws and regulations. Those individuals who knowingly violate applicable laws and regulations or demonstrate behavior that is not consistent with our HS&E Policy Statement (see Section 5) shall face disciplinary action up to and including termination and/or legal action.

STOP WORK AUTHORITY

All employees are authorized and have an obligation to initiate “Stop Work Authority,” which is the power to initiate a suspension of work activities when they believe that an unsafe condition exists or when they are asked to perform a task that may be unsafe. Exercising this authority will allow an opportunity for everyone to re-evaluate the situation or task to ensure everyone’s safety before proceeding.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) is a barrier used to protect employees from potential hazards. Different parts of the body and different types of hazards require different forms of PPE. Common forms of PPE include eye and face protection, hearing protection, head protection, and hand and foot protection. Based on the hazard presented by the work to be performed, personal protective equipment may be required. The wearing of PPE appropriate to the type of work being conducted is required of all personnel as a condition of employment and as a condition of entry onto all Company facilities. PPE may be furnished in part or in entirety by the specific department of business. Talk to your supervisor for additional details.

Always use the appropriate equipment for the job hazards and use it correctly. Employees should inspect PPE for damages before and after use. Equipment should be discarded and replaced when the integrity is in question. Employees should contact their supervisor or the QHSE Department for PPE requirements and/or questions about its use.

It is the employee’s responsibility to report all work-related injuries and illnesses to their supervisor immediately following an incident. It is also the employee’s responsibility to advise their supervisor if they want care or treatment at a medical facility. The supervisor can also require the employee to seek treatment at a medical facility. A company representative will provide transportation to a medical facility when practical.

SECTION 4:

USE OF COMPANY PROPERTY

- General Responsibility
- Use of Equipment: Phones, Information Systems/Computer Usage, Electronic Mail, Company Electronic Systems and Intranet, Confidential Information, Maintenance of Systems, Applicability of Other Policies, Social Media, Software Installation

GENERAL RESPONSIBILITY

Employees are responsible for all property and materials issued to them by the Company and are expected to take all necessary precautions to ensure that Company equipment and property are not lost, damaged, or stolen. Employees must return all Company property issued to them upon request or upon termination of their employment for any reason.

USE OF EQUIPMENT

PHONES

A large percentage of our Company business is transacted by telephone. Therefore, it is essential that employees be available to speak with customers, vendors, and sales personnel. Listed below are the rules concerning the use of the telephone during working hours:

1. Personal calls are to be kept to a minimum.
2. All calls are expected to be handled in a polite and friendly manner. Repeated discourteous phone manners or abuse of personal calls may lead to disciplinary action up to and including termination.

INFORMATION SYSTEMS/COMPUTER USAGE

Computer equipment and software issued by the Company are the property of SafeSource Direct and are provided to employees and contractors exclusively as business tools. The Company retains full control over these assets and retains the right to apply policy to them as well as monitor their activity.

Every employee is responsible for safeguarding the equipment issued to him or her at all times. Screensaver passwords are encouraged and must be shared with the IT Department for support access.

ELECTRONIC MAIL

E-mail is a form of Company communication. Inappropriate use of the e-mail system can slow down delivery, use unnecessary storage space, and cause potential legal issues. As with all forms of Company correspondence, it is important to exercise judgment regarding content. Questions regarding the content of e-mails should be directed toward your local manager.

Creation, forwarding, and/or circulation of offensive literature, pictures/jokes/other material, and chain letters are strictly prohibited. Among that which is considered offensive is any message or material containing sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's sex, age, sexual orientation, political beliefs, religious or ethnic beliefs, gender identity, national origin, or disability.

COMPANY ELECTRONIC SYSTEMS AND INTERNET

You may be required to use the Company's computers, software, hardware, peripherals, and/or other electronic systems owned, leased, operated, or maintained by the Company ("systems") to perform your job. The following rules must be followed to protect the confidentiality of Company and customer information as well as the security of the systems and any information stored or transmitted by them.

Company Property/No Expectation of Privacy: Any information sent, received, or stored on any computer or other systems at the Company is considered property of the Company. Voice mail, electronic mail or e-mail, computer hardware, software, access to the Internet, and all related systems are business assets. These tools must be used for

Company business only. Occasional personal use may be acceptable as long as it does not interfere with your ability to get your work done or with the ability of anybody at the Company to conduct business and as long as the form, nature, content, or purpose does not violate any law or any policy or rule of the Company. Employees have no expectation of privacy in connection with the entry, creation, transmission, receipt, or storage of data via Company computers or other systems. Employees waive any right to privacy in data entered, created, transmitted, received, or stored via Company computers or other systems and consent to access and disclosure of such data by authorized Company personnel as a condition of using same. All data entered, created, transmitted, received, or stored via Company computers or other systems is subject to inspection, search, and disclosure at all times by management.

The following is a list of some but not all the activities prohibited by this policy:

1. Viewing personal e-mail accounts at work such as AOL, MSN, Yahoo, Gmail, or other e-mail services. E-mails sent and received should be for business purposes only (any other sources of e-mail subjects the systems to viruses and other threats).
2. Downloading internet music, movies, videos, or screen savers.
3. Sending inappropriate jokes, comments, pictures, and stories via e-mail.
4. Viewing obscene or offensive websites on any Company computer or other systems.
5. Participating in online gaming, criminal activities, and theft.
6. Using personal devices (computers, laptops, cell phones, etc.) for Company business unless authorized by supervisor.
7. Connecting personal devices to Company network connection for purposes of conducting activities.

CONFIDENTIAL INFORMATION: The Company considers certain types of information about its products, processes, and customers as confidential, particularly where disclosure to competitors or other members of the public could significantly harm the Company's or the customer's interests. Employees are not to disclose trade secrets, financial information, or other confidential information or data learned in the course of employment to anyone other than appropriate employees.

MAINTENANCE OF SYSTEMS: All employees who use the Company's computers or other systems must properly maintain all hardware, software, and information. All "antivirus" software and other safety precautions must be followed. Personal software purchased and licensed for individual use may not be installed on Company computers or other systems. The Company periodically may, at any time, conduct an audit of computers or other systems for installed software and related material that is not included on the current inventory of Company authorized software. All unauthorized software will be removed and destroyed.

APPLICABILITY OF OTHER POLICIES: Use of the Company computers or other systems for harassment, discrimination, threats of violence, or for any other purpose contrary to the standards of conduct or job requirements expected by the Company will not be tolerated. The Company computers or other systems are not to be used inappropriately to forward messages or information that will disparage individuals or groups based on their race, color, religion, sex, national origin, age, disability, veteran status, or any other legally protected classification or in any manner which might disrupt the workplace or damage morale. Accordingly, conduct including, but not limited to, offensive comments, jokes, cartoons, pornography, profanity, or hateful and offensive messages or information in any form are expressly prohibited. Any employee who receives threatening, harassing, or other improper communications shall immediately report the situation to your immediate supervisor or the Human Resources Director.

SOCIAL MEDIA

Social media as used in this policy includes all means of communicating or posting information or content of any sort on the internet, including weblogs or blogs, journals or diaries, personal websites, social networking or affinity websites, web bulletin boards or chat rooms (associated or affiliated with the Company or not), as well as any other form of electronic communication.

The same principles and guidelines found in the Company's Handbook apply to employees' activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any online conduct that adversely affects an employee's job performance, the performance of fellow employees, or otherwise adversely affects customers, suppliers, people who work on behalf of the

Company, or the Company's legitimate business interests may result in disciplinary action up to and including termination.

Carefully read these guidelines and the Company's handbook, and ensure your postings are consistent with them. Inappropriate postings, such as those that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct, will not be tolerated and may subject an employee to disciplinary action up to and including termination.

Always be fair and courteous to fellow employees, customers, members, suppliers, or people who work on behalf of the Company. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by using the Company's complaint procedures than by posting complaints to a social media outlet.

Always remember to:

1. Maintain the confidentiality of the Company's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
2. Express only your personal opinions. Never represent yourself as a spokesperson for the Company. Employees are not authorized to speak publicly on the Company's behalf.

Employees should not speak to the media on the Company's behalf and must direct all media inquiries to the Administration Team or Human Resources.

If you have questions or need further guidance, please contact the Human Resources Director.

SOFTWARE INSTALLATION

All software on PCs must be owned and licensed by SafeSource Direct. There are many legal implications for keeping unlicensed software on Company computers. Only IT personnel are allowed to install software on PCs unless prior approval from the IT Department is obtained. All unlicensed software found on Company computers will be removed immediately.

Mass storage devices (*i.e.*, CD/DVD writers) are provided for the purpose of SafeSource Direct data backup only. Copying or creating pirated materials such as music CDs, movies, games, or software is strictly prohibited.

If you discover a violation of this procedure, notify your immediate supervisor and/or the Company's information technology representative. Any employee or contractor who violates this rule shall be subject to disciplinary action up to and including termination.

SECTION 5:

COMPANY POLICIES

- Health, Safety, and the Environment
- Business Conduct
- Confidentiality/Proprietary Information
- Equal Employment Opportunity
- Reasonable Accommodation of Employees with Disabilities
- Prohibited Discrimination and Harassment; Complaint Procedure, Retaliation Prohibited
- Updating Handbook
- Acknowledgement Page

The following are the published policies of the Company. While there may be local procedures and policies unique to a region, these are the governing policies of SafeSource Direct which employees must be familiar with and adhere to.

HEALTH, SAFETY, AND THE ENVIRONMENT

SafeSource Direct believes our success depends on our ability to deliver valued services to customers without harming people or the environment. Our approach is consistent with guiding principles which include:

- Nothing we do is so important or urgent that it cannot be done safely and without harm to the environment.
- Every employee and contractor is responsible for their own safety, the safety of those around them, and protecting the environment.
- Training will be used to increase awareness, develop skills, and encourage behavior that prevents accidents.
- Line management is accountable and responsible for HS&E. Line managers are expected to show visible leadership and commitment to safety, training, accident prevention, environmental responsibility, regulatory compliance, and continuous improvement.
- Safety professionals are an integral part of our approach and key members of our operations management teams.
- Risk identification and mitigation, positive interventions, accident investigations, root cause analysis, corrective actions, and communication are key elements of our approach as we strive for an accident-free environment.
- Measuring results, timely and accurate reporting, and safety performance incentives align our actions and behaviors with the Company's near-term objectives, strategic goals, and core values.

Our values are:

- **Excellence is in our attitude.**
- **Kindness is in our heart.**
- **Commitment is our promise.**

SafeSource Direct is committed and obligated to comply with all applicable laws, regulations, and relevant industry standards, as well as to integrate health, safety, and environmental considerations in the planning and execution of our business activities.

BUSINESS CONDUCT

It is the fundamental policy of SafeSource Direct to conduct its business with honesty and integrity and in accordance with the highest legal and ethical standards and to encourage its employees to do the same.

To the extent this policy requires a higher standard than required by commercial practice or applicable laws, rules, or regulations, then the higher standard shall apply. Accordingly, SafeSource Direct establishes a reporting system that allows the officers and employees of SafeSource Direct to report violations of any improper business conduct.

This policy is not intended to be a comprehensive rulebook and cannot address every situation. If faced with a difficult business decision the following inquiries should be made:

- Is it legal?
- Is it honest and fair?
- Is it in the best interests of the Company?
- Is it consistent with the ethical standards of the Company?
- How does it make me feel about myself and the Company?
- Would I feel comfortable if an account of my actions were published with my name in the newspaper?

If you still feel uncomfortable about a situation or have any doubts about whether it is consistent with the Company's high ethical standards, seek help. You are encouraged to contact a supervisor for help first. If the supervisor cannot answer your question or if you do not feel comfortable contacting your supervisor, contact your Human Resources representative.

CONFIDENTIALITY/PROPRIETARY INFORMATION

The purpose of this policy is to ensure that proprietary information not be disclosed to competitors, potential competitors, or others who might use it to harm the Company.

All SafeSource Direct employees and agents must maintain the confidentiality of non-public, proprietary, and confidential information entrusted to them by the Company, its customers, or its suppliers and use that information only to further the business interests of the Company, except where disclosure or other use is authorized by the Company in writing or legally mandated. Confidential information provided to you constitutes valuable, special, and unique assets of the Company. This confidential information includes but is not limited to:

- All information, documentation, inventions, ideas, concepts, models, manufacturing models, prototypes, manufacturing designs and/or plans, methods of use, process designs, operating conditions, equipment designs, technical information, know-how, trade secrets, process economics, market reports, studies, plans, programs, drawings, blueprints, sketches, photographs, research, analysis, compilations, pricing information, terms and conditions regarding equipment, sales, licensing and engineering services, all financial, business and marketing plans, legal affairs, supplier lists, client lists, potential clients, business prospects, business opportunities, business records, personnel assignments, contracts, assets of the Company and/or its affiliates.
- Information disseminated to employees in an effort to keep them informed or in connection with their work activities. Confidential information also includes any and all information gathered, acquired, or developed during the term of your employment with SafeSource Direct, including that information which is originated by employees acting alone or together with other personnel of the Company.

Any outside requests for Company information should be handled only by authorized persons. Any questions or concerns you have regarding whether disclosure of Company information is legally mandated should be promptly referred to the General Counsel. You should also not enter into any agreement to hold another Company's or individual's information confidential without first obtaining legal review as well.

REASONABLE ACCOMMODATION OF EMPLOYEES WITH DISABILITIES

The Company is committed to providing equal employment opportunities for all qualified job applicants and employees, including individuals with disabilities. If you are disabled in any way and believe that a reasonable accommodation would enable you to perform the essential functions of a particular job for which you are qualified, please advise your supervisor and the Human Resources Director of your impairment and your desire for a reasonable accommodation. If you would rather not discuss your impairment with your supervisor, please feel free to address the matter to the Company's Human Resources Director. The Company will work with you and use reasonable efforts to develop a reasonable accommodation if possible. Any information you disclose to the Company regarding a disability or a request for an accommodation will be kept confidential to the maximum extent possible.

PROHIBITED DISCRIMINATION AND HARASSMENT

As an equal employment opportunity employer, the Company prohibits all types of employment discrimination and harassment. It is the Company's policy to maintain a work environment free of unlawful discrimination and harassment of any type, which is discrimination or harassment based on race, color, religion, sex, national origin, age, disability, veteran status, or any other status or condition protected by applicable federal, state, or local law. This includes but is not necessarily limited to harassment that is verbal, physical, electronic, or in any other form. Any employee or member of management who engages in such discriminatory conduct is subject to disciplinary action up to and including termination.

Sexual and other unlawful harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee -- male or female -- should be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical. Likewise, the Company prohibits such conduct by or toward its temporary employees, contractors, vendors, and customers. The Company will not tolerate offensive, intimidating, or hostile conduct based on protected statuses or conditions that interfere with an employee's work performance. Such conduct that is prohibited includes repeated offenses of sexual flirtations, advances, or propositions; continued or repeated verbal abuse of a sexual nature; explicit or degrading verbal comments about another individual or his or her appearance; offensive comments regarding sexual or private matters; the display of sexually suggestive pictures, objects, or offensive jokes; or any other offensive or abusive physical or verbal conduct.

As a general rule, the Company will not tolerate any offensive, intimidating, or hostile conduct that may interfere with the performance of an employee's job or endanger the safety and well-being of anyone while on the Company premises. Employees must use mature judgment and always maintain the highest standards of performance and personal conduct. Some examples of prohibited conduct are set forth below:

1. Verbal abuse, jokes, comments, nicknames, or slurs that in any way relate to an individual's race, color, religion, sex, gender identity, national origin, age, disability, or veteran status.
2. Joking or "kidding" that is considered unacceptable or offensive to another person.
3. Threatening or profane language towards others.
4. Pranks, practical jokes, or other disorderly conduct.
5. Creating a working environment that is intimidating, hostile, offensive, or adversely affects an employee's work performance because of unwelcome or unwanted conversations, suggestions, comments, slurs, requests, demands, jokes, physical contacts, or attentions.

COMPLAINT PROCEDURE

All employees have a personal responsibility to abide by this policy and report in good faith all incidents of possible violations. This responsibility includes reporting situations in which you believe you are the subject or recipient of a possible violation, and in which you observe or become aware of a possible violation involving another individual.

Anyone who feels it necessary to discuss what may appear to be unlawful discrimination or harassment should report the harassment promptly to the Company's Human Resources Director. Your report will be kept as confidential as possible. A prompt and thorough investigation will be made. If a claim is substantiated, the Company will take immediate and

appropriate action including discipline and possible termination of anyone in violation of this policy.

RETALIATION PROHIBITED

The Company will not tolerate any type of retaliation, direct or indirect, against any employee or other person who, in good faith reports, complains about or witnesses prohibited harassment.

This policy applies to all temporary and regular employees, supervisors, managers, vendors, and all other individuals doing business with the Company, including contractors, vendors, and customers. The Company's standards of conduct for the persons subject to its policies are higher than the standards imposed by applicable law. Thus, the Company may discharge, discipline, or take other corrective actions for violations of this policy, regardless of whether the conduct rises to the level of unlawful discrimination, harassment, or retaliation.

UPDATING OF HANDBOOK

This handbook supersedes and replaces any previous handbook or other written notices dealing with the subject matter of this handbook. SafeSource Direct reserves the right to modify this handbook at any time. The policies set forth in this handbook are subject to change at any time at the discretion of the Company. Although the Company will endeavor to notify employees as soon as practicable whenever policies change, advance or immediate notice may not always be possible. In all cases, however, any changes to the policies contained in this employee handbook are effective immediately upon adoption by SafeSource Direct. This handbook provides general guidelines only, and these do not create a binding contractual obligation. No manager, supervisor, or representative other than the president of SafeSource Direct has the authority to enter into any agreement guaranteeing employment for any specific period of time or to make any written or oral promises, agreements, or commitments contrary to this policy. The policies of this handbook may only be modified or changed by the President of SafeSource Direct.

ACKNOWLEDGEMENT PAGE

I understand that this SafeSource Direct (Company) Employee Handbook is not a contract or guarantee of employment, but merely a summary of various policies, procedures, and benefits to assist me in conducting Company business. I also understand that the policies, procedures, and benefits described in this handbook are subject to change, revocation, suspension, termination, or modification, in whole or in part, at any time with or without notice, in accordance with the needs of the Company.

I also understand that the information contained in this handbook is the most current at this time and supersedes all previous handbooks prepared or issued by the Company.

In addition, I understand and acknowledge that my employment relationship with the Company is voluntary and considered "at will." This means that unless I have a written employment agreement with the Company, signed by the Company's President and/or Chief Operating Officer, I may resign my employment at any time and for any reason. Similarly, the Company may terminate my employment at any time for any lawful reason.

I also acknowledge that I have been provided with a copy of the Company Employee Handbook and that I have been advised to carefully read the handbook and to ask any questions that I may have regarding its contents. By signing a separate acknowledgment, I am certifying to the Company that I have read, understand, and will abide by the handbook, and that I understand I am subject to discipline, up to and including termination, for failure to abide by the handbook. I further acknowledge that I am responsible for returning all Company property that I may have in my possession or control when my employment relationship with the Company ends.

Employee Name _____

Date _____

Employee Signature _____

Please acknowledge receipt of this handbook by signing and returning this page to your local administrator or manager.