

All employees required to operate a motor vehicle as part of their employment duties at On-Site Health & Safety must maintain a valid driver's license and acceptable driving record at any point. The Company may run a motor vehicle department check to determine your driving record. You are responsible for providing a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to the Company.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If you use your own vehicle as a part of your employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews.

6.4 Employer Sponsored Social Events

On-Site Health & Safety holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Leadership Team prior to the event. Any costs associated with these events, unless otherwise stated in writing, are solely at your expense.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

6.5 Employer-Provided Cell Phones/Mobile Devices

On-Site Health & Safety may issue certain employees a Company cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option and you, in fact utilize the hands-free device.

The Company owns and remains entitled to all cell phone/mobile devices issued to employees, including all passwords controlling access to them.

You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the Company in operable condition. None of this equipment should be "reset/deleted/wiped clean" by the employee.

Violation of this policy may result in discipline, up to and including termination of employment.

6.6 Fleet Program

The company owns and operates vehicles. The company may also reimburse employees for use of their personal vehicles for business operations. This document will serve to identify company policies, which all employees are required to follow while operating a company owned vehicle and/or personal owned/leased vehicle while engaged in business operations.

Only OSHS drivers, who meet eligibility criteria, will be allowed to operate vehicles for business purposes under this policy. To be initially eligible and remain eligible, a driver must have a valid Driver's License and have an acceptable motor vehicle report history illustrating responsible driving. OSHS, itself or through its agent, will review all motor vehicle driving records upon hire.

Terms And Termination of Participation

The terms of this policy expire on the date the driver;

1. Leaves the employment of the company
2. Transfers to a position that does not involve driving a company vehicle,
3. Fails to comply with any term or condition of this policy,
4. No longer satisfies the driver qualification criteria.

The company may terminate a driver's company vehicle usage if the driver;

1. Is placed on Long-Term Disability
2. Begins an approved extended leave-of-absence
3. No longer satisfies the driver qualification criteria

Upon termination of participation, the individual will immediately return the company vehicle in a good, clean, and operating condition.

Inspection, Maintenance, and Repairs

Drivers must inspect their vehicles and document the results using the Vehicle Inspection Form at the beginning of every shift for the vehicle they are using. Vehicle Inspection Report Forms shall be turned in to Fleet Manager who will provide instruction as to how to address problems identified during inspections. Problems that could compromise the safe operation of the vehicle must be resolved prior to the continued operation of the vehicle.

Scheduled repairs and maintenance, such as oil and fluid changes, wiper blade changes, brake inspections, tire rotation, and replacement, etc., should be done at a repair facility authorized by the company. Drivers are responsible for ensuring that vehicles are maintained properly.

Safety and Accidents

Drivers must comply with all state and local laws including those requiring the use of seat belts. Drivers must contact their dispatcher and their supervisor as soon as possible in the event of any accident. Drivers are responsible to ensure that any company vehicle they drive is equipped with an approved Roadside Accident Kit.

The Operations Manager must be notified immediately following an accident.

Drivers are required to fill out Vehicle Accident Report form in the event of any incident involving a company vehicle and to take pictures of any damage or alleged damage at the time of the incident (as long as the driver is physically able to do so without jeopardizing his/her personal safety). Vehicle Accident reports must be turned in immediately. If severe injuries are involved to either party call 911 immediately.

Drivers are not authorized to and shall not express opinions as to fault or liability or agree to any settlement on behalf of OSHS. Drivers are not authorized to speak to either party's insurance carrier without permission from the Fleet manager.

Drivers are to immediately report any injury caused by the vehicular accident to their Operations Manager in order to determine if medical care is needed.

All vehicle accidents occurring during business hours or in the course of business will be investigated fully to determine the preventability of the incident and possible driving restrictions.

Drivers must comply with all state laws of the applicable jurisdiction in the event of an accident.

Traffic and Parking Violations

Vehicle drivers are responsible for all moving traffic or parking violations and must pay any resultant fines or court costs, including penalties. Drivers are responsible for the knowledge of and compliance with all traffic laws.

6.7 GPS Monitoring of Employer Vehicles

On-Site Health & Safety desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting Company vehicles, equipment, and drivers. Due to safety, efficiency, and other business purposes, the Company uses onboard GPS, telematics, and camera technology to monitor the whereabouts of our vehicles at all times.

Tampering or disabling any OSHS vehicle equipped with a GPS/Navigation device is strictly prohibited. Any employee who tampers or disables a navigational device will be subject to disciplinary action.

Questions concerning vehicle monitoring should be directed to Human Resources or the Safety Department. Questions concerning the proper use of any vehicles should be directed to your Leadership Team and/or safety manager.

If you abuse the privilege of driving company vehicles, you will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

All content maintained in Company IT resources and communications systems are the property of the Company. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Company electronic information and communications systems.

The Company reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Company IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Company will exercise this right periodically, without prior notice and without prior consent.

The interests of the Company in monitoring and intercepting data include, but are not limited to: protection of Company trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Company IT resources and communications systems.

Do not use Company IT resources and communications systems for any matter that you would like to be kept private or confidential.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

6.22 Use of Employer Vehicles

Company vehicles are to be used for On-Site Health & Safety business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited. Use of company vehicles for personal use can only be authorized by the Director of the Safety Department; such use will be in writing.

If you drive a Company vehicle, all infractions or violations while driving the vehicle are the sole financial responsibility of the driver. All restrictions, suspensions, or revocations against your driver's license must be immediately reported to your Leadership Team.

When a Company vehicle cannot be operated, is unsafe for use, or has been damaged, notify your Leadership Team immediately.

As the driver of a Company vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to drive it. You are also responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

Company vehicles may not be driven by:

- Relatives, friends and acquaintances of the Employee
- As per our insurance carrier requirements, employees who do not meet acceptable driving criteria identified in this policy.

Persons not employed by or engaged in the business of OSHS may not be carried as passengers in the company-provided vehicle.

OSHS prohibits:

- Transport of hitchhikers or strangers,
- Transport of animals,
- Smoking or disposal of tobacco products,
- The use of the company vehicle for activities other than the conduct of authorized business.

Only authorized persons with event-specific permission may use company vehicles for personal purposes during non-business hours.

INSURANCE AND REGISTRATION

OSHS insures all company vehicles as required by law and OSHS policy. Drivers are responsible to make sure the proof of insurance document associated with their assigned vehicle is in the vehicle glove compartment at all times. If the document is lost or expired, drivers must inform the Fleet Manager, who will immediately make the required document available to the driver.

OSHS is not responsible for the driver's personal items carried or stored in the car. Insurance for personal items is the responsibility of the

individual.

The driver must immediately report a stolen company vehicle to the appropriate law enforcement authorities and to his or her direct supervisor. Drivers must confirm that current registration information is in the vehicle glove compartment at all times. If the registration (including plate tags) is expired, the driver must bring the expired registration to the attention of the Fleet Manager.

You may not operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Multiple driving moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a Company vehicle or drive a personal vehicle on Company business. If there are persistent and ongoing problems with driving infractions or your drivers license has been revoked/suspended/restricted and driving a vehicle is a part of the successful execution of job responsibilities, you may be terminated.

6.23 Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and need for repairs or calibrations could prevent deterioration of equipment and possible injury to employee or others. The supervisor can answer any questions about an employee's responsibility for maintenance or care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

6.24 Workplace Privacy and Right to Inspect

On-Site Health & Safety property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Company premises including that kept in lockers and desks.

7.0 Benefits

7.1 401(k) Plan

Eligible employees may participate in the On-Site Health & Safety 401(k) plan after completing any applicable waiting period as defined in the plan. Refer to your Summary Plan Description (SPD) for specific information.

The Company will notify you if you are eligible to participate in the 401(k) plan. Contact the Human Resources (benefits administrator) to understand your eligibility requirements. This benefit may be canceled or changed at the discretion of the Company, unless otherwise required by law.

7.2 Bereavement Leave

On-Site Health & Safety recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the Company will provide bereavement leave as follows:

Employees are eligible for up to three (3) day(s) of unpaid bereavement leave for the death of an immediate family member. One (1) day of bereavement leave will be granted for workers to attend a funeral of a non-immediate family member.