Employee Safety Manual

Globalpundits

A Guide to Safety Policies & Procedures to Support a Safety-Conscious Work Environment

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Globalpundits recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Globalpundits employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Globalpundits is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees. Our consultants are required to follow all of the local Client specific safety and security policies.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Globalpundits

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, Client and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Globalpundits will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Globalpundits subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.

2. Safety and Health controls are a major part of our work every day.

3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Globalpundits in higher regard with customers, and increases productivity. This is why Globalpundits will comply with all safety and health regulations which apply to the course and scope of operations.

4. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.

5. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. **Our Clients also have specific safety and security procedures that each of our employees must follow.** Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Globalpundits must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

Manoj Devulapalli
President

July 2012

PREFACE..... 2

TABLE OF CONTENTS 3

EMPLOYEE SAFETY RESPONSIBILITIES 4

EMPLOYEE SAFETY RULES..... 5-6

SAFETY COORDINATOR RESPONSIBILITIES 7

SAFETY & HEALTH COMMITTEE RESPONSIBILITIES..... 8

CLIENT LOCATION 9

REPORTING INJURIES 10

EMERGENCY ACTION PLAN.....11-12

FIRE PREVENTION PLAN & ELECTRICAL SAFETY..... 13

RETURN TO WORK PROGRAM 14

HAZARD COMMUNICATION 15

OFFICE SAFETY & SECURITY 16

CONSIDERATIONS FOLLOWING A SERIOUS INDUSTRIAL ACCIDENT 17

BLOODBORNE PATHOGENS 18

NON-OWNED VEHICLE USE POLICY..... 19

APPENDIX A: EMPLOYEE ACKNOWLEDGEMENT FORM 24

APPENDIX B: EMPLOYEE ACKNOWLEDGEMENT FORM 25

The primary responsibility of the employees of Globalpundits is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey Globalpundits's rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction ***NOT*** to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her work site supervisor, an employee still has questions or concerns, he or she is required to contact the Account Coordinator.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she think is likely to cause injury or a health risk to themselves or others.

1. **Conduct:** Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

2. **Drugs and Alcohol**: Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

3. **Housekeeping:** The following areas must remain clear of obstructions:
   - Aisles/exits
   - Fire extinguishers and emergency equipment
   - All electrical breakers, controls, and switches
   - Eye wash/safety showers

   You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

4. **Injury Reporting:** All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

   Globalpundits provides Transitional Return to Work (light duty) jobs for persons injured at work if possible. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

5. **Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

   a) Safety Glasses – must be worn at all times in designated areas in this facility.

   b) Hard Hats – must be worn at all times in designated areas.

   c) Hearing Protection – is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).

6. **Equipment Operation:** You must specifically be trained and <u>authorized</u> by your supervisor to operate any type of equipment, tool or machine. You must follow all client specific safety procedures.

7. **Hazard Communication:** If you are working in an area or products that are considered Hazardous material you must follow all client specific safety procedures and policies.

8. **Emergencies:**

   a) In the event of any serious injury or fire, call 911. Send someone to the facility entrance to meet the Fire Department. If in doubt, call 911.

   b) Upon discovering a fire, alert others in immediate danger and initiate facility-wide fire alarm.

   c) When the evacuation signal is given, all employees should immediately turn off equipment, close doors, and evacuate to their designated evacuation areas. Attendance will be taken to account for all personnel. Stay together in the group until further instructions are received.

   d) Do not attempt to fight any fire which is uncontained, too hot, too smoky, <u>*or*</u> if you are too frightened.

Do not touch blood or any other bodily fluid during or following an incident. If you are trained to administer first aid, gloves and other barriers are located with the first aid equipment. If you think that you have been exposed to bodily fluid, notify your supervisor immediately.

9. Operating Personal Vehicles and Driver Safety while on Company Business:

a) Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.

b) All local and state traffic regulations and signs must be followed.

c) No unauthorized riders, hitchhikers, etc., are allowed.

d) All moving violations resulting in points being assigned to your license must be reported to your supervisor.

e) Cell phones must not be used while operating your vehicle on company business.

f) Driving while under the influence of alcohol or other drugs is forbidden.

10. Electrical Safety:

a) Never operate or tamper with the electrical main switch or breakers. You are authorized only to operate switches/disconnects on/for individual machines.

b) Report all electrical problems and suspected problems to your supervisor.

c) All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.

d) Inspect all plugs, cords, and portable equipment prior to use.

e) Report any damaged electrical equipment to your supervisor. Only authorized personnel are permitted to make repairs.

f) Extension cords are to be used only for temporary applications. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs/mats or through walls.

g) Any personal electrical devices must be approved by Globalpundits prior to use.

11. Lifting:

a. If you need help moving material, request assistance.

b. When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.

c. When you turn holding an object, move your feet, and do not twist.

Staying Safe - Report any unsafe conditions or situations to your supervisor. If you have suggestions on improving any aspect of safety in the facility, discuss it. If you are unsure of how to operate a piece of equipment or complete an assignment, **ask for help**. Asking for help when you are unsure reduces the chance of injury.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, will result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

The Safety Coordinator is responsible for implementation and compliance with the Safety and Health Policy of Globalpundits and is accountable for results as measured by criteria, such as incident rates.

Other responsibilities include:

1. Resolve questions, approve and/or recommend necessary expenditures to correct unsafe conditions.
2. Make regular shop, warehouse, office and ground-job site tours, and safety inspections to determine if safe work practices are being observed; ensure that unsafe conditions do not exist.
3. Actively participate and follow the safety and health programs.
4. Plan, coordinate, perform, or delegate all safety training and testing given to supervisors and employees. Review results to be sure they are satisfactory. Maintain appropriate records of training and testing.
5. Review disciplinary actions with the employees.
6. Personally perform safety inspections, and review safety inspection reports and unsafe conditions reported by supervisors, employees, or others. Make or obtain corrections as required to maintain a safe workplace and ensure compliance.
7. Conduct regular safety meetings with employees to promote safety awareness and compliance with the Safety and Health Policies.
8. Ensure safety awareness among workers through regular meetings.
9. Ensure compliance with safe work practices and Globalpundits safety rules. Take appropriate disciplinary action to ensure compliance. This includes safe working procedures in flange and fitting machine shop operations saw shop operations, the warehouse, yard, and office operations.
10. Investigate accidents and assist with completion of accident report forms when required.
11. Review reports of first aid incidents and reportable injuries to determine possible preventative actions. Take immediate corrective actions as required.
12. Ensure that specific programs (i.e. hazard communication, protection from bloodborne pathogens, hearing conservation, forklift safety/operator certification) are implemented and complied with consistently.

In order to promote better communication between employees and management, a Safety & Health Committee has been established for Globalpundits's operations. Its primary function is to serve as a two-way channel of communication and to promote safety awareness throughout the workplace.

ORGANIZATION: The Safety & Health Committee will consist of:

Safety Coordinator

Account Managers

Account Coordinator

The Employee Safety & Health Committee will meet quarterly. The meeting will be chaired by the Safety Coordinator.

FUNCTION: The Safety & Health Committee has the following functions:

1. Conduct Safety/Housekeeping inspection(s) of one or more departments as part of each meeting.
2. Review and update safety rules and safe operating procedures.
3. Review accidents and "near miss" incidents reported since the last meeting, and suggest means for preventing future occurrences.
4. Convey, review, and comment on safety suggestions submitted by employees.
5. Plan and carry out various safety promotion activities (such as contests, award programs, etc.).
6. Promote safety awareness among all employees through safe attitudes and day-to-day interactions.
7. Review safety impacts of equipment/facility changes and multi-shift operations.

Take into account an employee's personal experience with safety when selecting Safety and Health Committee members. Someone from a specific work area with a history of accident or injury problems can bring valuable insights to the committee.

Volunteers or individuals who show they have an interest in safety are also good candidates. Likewise, individuals with a good safety record can bring their own experience to the group.

Rotate membership so that members exposed to Safety & Health Committee issues are "circulated" back into the workforce and others are brought in.

Occasionally, specialists or consultants may be added to the committee to address a specific situation or problem. Also, ad hoc subcommittees may be used to analyze and formulate recommendations on a particular problem.

The Safety & Health Committee should also be involved with developing SAFETY INCENTIVE PROGRAMS and in recognizing individual employees who have contributed to safety efforts and positive results.

Written documentation of Safety & Health Committee meetings should be maintained. A log or written minutes should be taken at each meeting. Meetings should follow a standard agenda.

1. Employees of Globalpundits are required to follow all Client safety and security procedures while working on Client location and participate in all required orientation and training.

2. If your client host does not advise you regarding safety hazards consider the following:

   - Emergency exit location(s);
   - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three point contact (hand on rail and feet on stairs);
   - When visiting manufacturing or construction sites, eye protection, hearing protection, and hard hats maybe required. This equipment will be in the possession of the Globalpundits employee.

When at the Client site, dress appropriately. Wear shoes that support your feet and are slip resistant. Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

1. Any work-related injury or suspected injury must be reported immediately to your supervisor and to Human Resources. Failure to promptly report an injury may result in disciplinary action.

2. After each practitioner appointment, the employee must report to his/her supervisor and Human Resources to review his/her progress.

3. Globalpundits provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.

4. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

5. Employees are urged to report hazardous conditions and “near miss” incidents to their supervisors before injuries result.

6. Any attempt to defraud Globalpundits with a false workers’ compensation claim will result in disciplinary action. The case can also be referred to the district attorney for possible prosecution.

GENERAL EMERGENCY GUIDELINES:

- Stay calm and think through your actions
- Know the emergency numbers:
  - Fire/Police/Ambulance 911
  - Globalpundits Human Resources 803-354-9400
- Know where the stairwell exits are located
- In the event of any emergency, do not take elevators, use the stairs
- Do not hesitate to call/alert others if you believe that an emergency is occurring you will not "get in trouble."
- Know where emergency equipment is located:

FIRE:

1. EVACUATION

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the building using the closest stairs. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (Note: never use elevators during fire alarm situations).
- Supervisors should be the last persons to leave the area. Check in conference rooms, lavatories, and offices to be sure that all personnel have evacuated.
- Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building, personnel should report to designated location for a headcount. All personnel should gather and be accounted for.
- If any employee is missing, an immediate report should be made to supervisor or human resources who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy the building will be issued by authorized person.
- In the event of inclement weather, authorized person will make arrangements for all personnel to move to shelter.

2. EMPLOYEE DISCOVERING A FIRE:

- Alert other persons in the immediate hazard area.
- Activate a fire alarm and call 911.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:

  -P=Pull the safety pin
  -A=Aim the nozzle at the base of the fire
  -S=Squeeze the operating lever
  -S=Sweep side to side covering the base of the fire

**When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*
**Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

3. **MEDICAL EMERGENCY**: (chest pains, loss of consciousness, fall from a height, etc.)
   - Upon discovering a medical emergency, call 911.
   - Call the operator ("O") and report the nature of the medical emergency and location.
   - Stay with the person involved being careful not to come in contact with any bodily fluids, unless properly trained and equipped.
   - Send two persons (greeters) to the building entrance, [insert building entrance], to await the fire department. (One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire dept. personnel to the scene).
   - Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
   - Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

4. **WORKPLACE VIOLENCE:**
   - Any employee who feels that she/he has been threatened should immediately report their concern to their manager and to Human Resources.
   - If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behavior.
   - Depending upon the level of concern, (911) should be called immediately.
   - Never attempt to confront any person exhibiting threatening behavior.

*If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

1. Smoking is not allowed in any interior area of the building. Smoking is only allowed in designated exterior smoking areas.

2. No candles or open flames are allowed within any facility.

3. Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).

4. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact Human Resources for guidance.

5. Electrical safety:
   - With the exception of independently fused multi-tap cords for computers, extension cords are not allowed.
   - Keep electric cords out of areas where they will be damaged by stepping on/kicking them.
   - Turn electrical appliances off with the switch, not by pulling out the plug.
   - Turn all appliances off before leaving for the day.
   - Radios/tape/CD players and PDAs are the only personal electrical devices allowed to be used in offices/cubes. These devices must be in good repair. Globalpundits reserves the right to instruct you to remove personal electrical devices at any time.
   - Never run cords under rugs or other floor coverings.
   - Any electrical problems should be reported immediately to your supervisor and Human Resources.

6. The following areas must remain clear and unobstructed at all times:
   - Exit doors,
   - Aisles,
   - Electrical panels, and
   - Fire extinguishers.

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Globalpundits and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

Globalpundits has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Globalpundits wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a **post-accident drug screen** is not performed the **same day** as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Globalpundits will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Globalpundits approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request / Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

1. All Globalpundits employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.

2. General rules for handling chemicals in an office environment are:
   - Read all label warnings and instructions.
   - When changing toner cartridges, consult with an experienced employee if you are unsure how to proceed.
   - Follow instructions for quantity. More is not better.
   - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
   - Always wash your hands after handling chemicals.
   - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
   - Any questions or concerns regarding chemicals should be reported to Human Resources.

Office Safety:

1. Never leave file drawers open, or open multiple file drawers at once.
2. Do not stack heavy or bulky objects on top of cabinets.
3. Do not store frequently used objects above shoulder height or below knee height.
4. Never reach into office machines without turning them off and unplugging them if possible.
5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.
6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.
7. Never use defective or broken equipment. Report these problems to your supervisor.

Security:

1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.
2. Immediately report any suspicious activity or persons or theft to Globalpundits.
3. When parking, remove all valuables from sight and lock car doors.
4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.
5. Keep all valuables (money, purse, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.
6. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).
7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:
   - Be sure doors close and lock after you.
   - Turn on lights as you move through the building.
   - Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).
   - Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
   - As you leave the office, be sure to turn off all equipment, lights, etc., after use.
8. Weapons, including firearms, knives with blades longer than two inches, bow/arrow, pepper spray (mace, tear gas), and clubs, are not allowed on Globalpundits property.

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer unsolicited opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your entire facility is as prepared as possible).

2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.

3. Have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. If possible, this contact should be made in person. Offer to provide transportation and/or other support. (For example, providing a Globalpundits representative at the hospital will convey the company's concern).

4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.

5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."

6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the accident.

7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow Globalpundits procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:

    a) The serious accident that occurred.
    b) That all the necessary steps were taken to care for the person involved.
    c) That an accident investigation is being performed.
    d) That all employees will be kept informed.
    e) The availability of the Employee Assistance Program (EAP) (if applicable).
    f) Provide encouragement and request that employees work safely.

10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.
11. If your company has a physician on contract, have him/her follow the case.

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.

2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.

3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.

4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources immediately for instructions.

Non-Owned Vehicle Policy:

Effective Date:7-1-2012

Revision Number: 1

Guidelines Pertaining to the Use of Employee Owned Vehicles on Company Business

Prepared by: BB&T Insurance Services, Inc.

From time to time it may be necessary for employees of Globalpundits, Inc. to drive their personal vehicle or rent a vehicle for company business. Company business travel generally includes those vehicle trips taken on behalf of Globalpundits, Inc., excluding those miles driven to and from the office from which you are based. Some examples of this could include but are not limited to sales calls, trips to the post office, special deliveries, etc. The following non-owned vehicle policy outlines:

I. Driver Eligibility Guidelines and Assignment of Privileges
II. Applicable Auto Insurance Coverage
III. Mileage Reimbursement/ Auto Allowance
IV. Motor Vehicle Accidents
V. Fleet Safety Policies

I. Driver Eligibility and Assignment of Driving Privileges:

Employees of Globalpundits, Inc. may not drive a vehicle on company business without prior approval.

To be eligible Drivers must be able to:

- Provide and maintain a copy of their valid Driver's License.
- Provide an acceptable driving record.
- In situations where the employee will be driving their personal vehicle, they must be able to provide a valid certificate of Automobile Liability Insurance which meets company minimum limits *of $100k/$300K/$50k*.

Ineligible Employees:

Use of vehicles while on company business is subject to formal approval. Behaviors that result in suspension or permanent loss of driving approval include:

- Driving while under the influence of drugs or alcohol.
- Negligent homicide.
- Operating a vehicle with a suspended license.
- Using a motor vehicle for commission of a felony.
- Aggravated assault with a motor vehicle.
- Reckless driving.
- Hit and run.
- 3 convictions for moving violations.
- Three or more major traffic violations.
- More than two preventable accidents involving personal injury or property damage in any three-year period.

Before being approved the existence of the employee's valid driver's license will be verified. Additionally, driving records will be reviewed, with consent of the employee. Management reserves the right to use it's discretion in determining an unsatisfactory MVR. An excessive number of violations in the past three years will be grounds for an unsatisfactory MVR prohibiting hiring of a prospective employee or possible termination and/or disciplinary actions of an active employee.

Employees approved to drive a vehicle on company business are required to inform Globalpundits, Inc. of any changes that may affect either their legal or physical ability to drive or lapse in insurance coverage.

As a condition to employment and thereafter at least on a yearly basis, those employees driving personal vehicles on company business will be required to provide:

- Proof of a driver's license
- Motor vehicle safety inspection certificates
- Copy of insurance certificates proving liability coverage at or above an established company limit including personal injury and medical limits

Globalpundits, Inc. reserves the right to check motor vehicle records more frequently.

All approvals and annual reviews will be made by:Joe Doyle, Director Globalpundits

II. Applicable Auto Insurance Coverage:

Use of Personal Vehicles on Company Business

Those employees who operate their own cars will be covered initially by their own personal auto insurance, even when on company business. Globalpundits, Inc. auto insurance **does not provide** coverage for employee's who use their personal vehicle on company business.

The use of a personal automobile for business related travel is only authorized if the automobile is covered by a current insurance policy with limits not less than *$100k/$300K/$50k*. Any damages, repair costs, and/or maintenance costs incurred by an employee in the use of their privately owned vehicle in conjunction with Company business is the sole responsibility of the employee.

Rental Vehicles

Globalpundits, Inc. has a preferred relationship with Enterprise car rental agency offering discounted rates and direct billing (if applicable). Employees should use this agency whenever possible when making reservations for both in-town and out-of-town rentals. Globalpundits, Inc. suggests the use of mid-size vehicles unless a larger vehicle is necessary and justifiable for business purposes. Collision and liability insurance coverages should not be purchased when renting a car for domestic business purposes. The car rental needs to be made in both the name of Globalpundits, Inc. and the name of the employee to be covered by the Company's insurance.

III. Mileage Reimbursement/Auto Allowance:

Employees who use their personal vehicles for approved business purposes will be reimbursed for the cost of gas with receipts for the gas used while on company business. Employees who operate personal vehicles for company business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent. If an employee is eligible for the Client Business Travel or Per Diem Expenses, the policy of the Client will be applied.

Because it is more cost effective, Globalpundits, Inc. prefers that employees rent an automobile if round trip mileage on a business trip will be more than 200 miles.

IV. Motor Vehicle Accidents:

Whenever driving a vehicle on company business and you are involved in an automobile accident seek medical attention immediately, if necessary. Once the proper medical attention has been sought it is important to report the incident to Globalpundits, Inc.

Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc.

Report all incidents to:
Joe Doyle, Director Globalpundits

V. Fleet Safety Policies

Distracted Driving

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as an employee, but also the welfare of others who could be put in harm's way by inattentive driving.

As a driver, your first responsibility is to pay attention to the road. When driving while conducting business on behalf of the Company the following applies:

- **Cellular Phone Use**
  Cell phone use while driving is a common, often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cell phones while driving is strongly discouraged. Do not accept or place calls unless it is an emergency, meaning the call cannot wait until you safely pull off the road or arrive at your destination. If you must use your cell phone while driving, please use good judgment: keep the call short, use a hands-free device, get to know your phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.).

- **Other Distractions**
  Make an effort to avoid distractions such as eating, applying makeup, paying too much attention to your radio/CD player, or other distracting behavior. Laptop computers should never be used at any time while driving.

Impaired Driving

Employees are not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time or operate any personal vehicle for company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

No driver may have or permit posession of alcohol or other illegal drugs in a vehicle being used for business purposes.

Obey the Law

Globalpundits, Inc. is not responsible for any moving traffic violations, parking tickets, or any other city ordinances or state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for Globalpundits, Inc.

Vehicle Maintenance

It is your responsibility to ensure your vehicle is in good repair. A poorly maintained vehicle can contribute to an accident. Your vehicle should be inspected at least one time annually. Retain all records of vehicle maintenance and inspections. Globalpundits, Inc. reserves the right to suspend driving approval if they deem a vehicle not roadworthy.

Other Safe Driving Precautions:

- The driver and all occupants are required to wear safety belts when in a moving vehicle.
- Drive defensively. Always anticipate what other drivers on the road might do wrong and plan your mode of escape. Never move through traffic aggressively.
- Respect speed limits and traffic signs. Follow all traffic signals.
- During long trips, take breaks every four hours. Never drive more than 10 hours during a 24-hour period.
- Avoid driving past midnight.
- Avoid driving in dangerous conditions, including drowsiness and inclement weather.

Prepared by:	Date:	Approved by:	Date:
Joe Doyle	6/27/2012	Manoj Devulapalli	6/27/2012

©2007, 2010 Zywave, Inc. All rights reserved. This fleet safety policy is a guideline to reduce motor vehicle accidents. It may not prevent all accidents from occurring. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be exhaustive or construed as legal advice. Consult your licensed commercial property and casualty representative at BB&T - J. Rolfe Davis Insurance or legal counsel to address possible compliance requirements.

Appendix A
Driver Responsibility

The safety of Globalpundits, Inc.'s employees and the greater public are of utmost importance to our organization. Not all persons within Globalpundits, Inc. are allowed to operate their personal vehicles on company business. Those approved to operate their personal vehicles on company business agree to and abide by the following requirements:

- Upon request you will provide a copy of a current driver's license for the state in which you reside.
- You will comply with Globalpundits, Inc. minimum insurance requirements to include obtaining current auto insurance meeting limits of *$100k/$300K/$50k.*
- You will comply with all of Globalpundits, Inc.'s safety policies and procedures.
- You will comply with all applicable laws and regulations which pertain to the operation of your vehicle.
- You will provide timely and routine maintenance in accordance with the vehicle maintenance guide.
- You will not operate your vehicle if you are suffering from any physical condition, experiencing vehicle defects, or encountering road and/or weather conditions that might affect your personal safety or that of those around you.
- You will notify your supervisor and/or appointed company representative Director of any traffic accidents or citations received while operating your personal vehicle, even if not on company time.
- You will participate in driver training assigned at the discretion of your supervisor and/or Director.
- You will report all accidents to your supervisor and/or Director. In addition you agree to complete an accident reporting form, and cooperate with all involved parties.

I have read the above Driver Responsibility Agreement and understand its requirements and expectations of me as an employee. I understand that as an employee who drives my personal vehicle on company business, the limits and coverages provided by my personal automobile insurance are applicable to any accidents that involve my vehicle, including those that occur while on company business.

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Appendix B

Employee Safety Handbook

Employee

Globalpundits is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community, and Globalpundits.

You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Globalpundits and our Client's policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Globalpundits will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Globalpundits subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.

2. Safety and Health controls are a major part of our work every day.

3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Globalpundits in higher regard with customers, and increases productivity. This is why Globalpundits will comply with all safety and health regulations which apply to the course and scope of operations.

4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Globalpundits is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.

5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of Globalpundits will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.

7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Globalpundits must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood. By signing this document, I confirm the receipt of Globalpundits employee safety handbook. In addition, I have been informed by Globalpundit's Client of the safety & other policies and requirements of the site(s) I am working at. I have read and understood all policies, programs, and actions (Globalpundits & Client) as described, and agree to comply with these set policies.