

<i>EAST PENN manufacturing co., inc.</i>			
EAST PENN POLICIES AND PROCEDURES MANUAL			
Revision No.: 2	Effective Date: 10/1/2021	Page 1 of 2	Change # 2980
Approved By: Robert D. Harrop		Document No.: EPPM\PERS\NAVITAS	

Workplace Safety & Security

East Penn is committed to providing a safe and secure work environment. East Penn has adopted the following guidelines to enhance workplace safety and security and to mitigate threats to the safety and security of East Penn employees, contractors and visitors.

Facility Access

All employees, contractors and visitors are expected to follow site security procedures and the directions of facility Management.

An East Penn employee who is having a contractor or visitor come on site is responsible for accompanying the contractor/visitor while on company property.

Suspicious Activity or Threats

Any suspicious activity or the presence of an unauthorized person on company property should be reported as soon as possible to a Supervisor or Manager. Do not place yourself in danger. If you observe suspicious activity, an unauthorized person, or see or hear a commotion or disturbance on company property, do not try to intercede or see what is happening, but notify a Supervisor or Manager immediately.

Any threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

Workplace Behavior

Conduct on company property that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including non-working time periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law. (See Harassment Policy)

Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to themselves or others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on East Penn property, except where such a prohibition is a violation of state law. Failure to comply with this restriction may result in disciplinary action or termination.

East Penn will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, East Penn may suspend employees, either with or without pay, pending investigation.

<i>EAST PENN manufacturing co., inc.</i>			
EAST PENN POLICIES AND PROCEDURES MANUAL			
Revision No.: 2	Effective Date: 12/15/98	Page 2 of 2	Change # 2980
Approved By: Robert D. Harrop		Document No.: EPPM\PERS\SEC1\7B.DOC	

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.

East Penn encourages employees to bring their disputes or differences with other employees to the attention of their Supervisor, Manager, or the Personnel Department before the situation escalates into potential violence. East Penn is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Workplace Searches

To 1) protect and secure the property of our Employees, our customers, and the Company, and 2) help prevent the possession, sale, and use of illegal drugs on the Company's premises (in support of the Company's drug-free workplace policy), the Company establishes **the right to question Employees** (and all other persons entering and leaving our premises), and **to inspect any property whether locked or unlocked** including packages, parcels, purses, handbags, briefcases, lunchboxes, electronic equipment or any other possessions or articles carried to and from Company premises.

In addition, the Company reserves the right to search any Employee's office, desk, files, locker, mobile phone, computer, laptop computer, electronic organizer, or any other area or article on our premises, including personal or company vehicles. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, whether locked or unlocked by the company or personally, are the property of the Company and are issued for the use of Employees only during their employment with the Company.

Searches and inspections may be conducted at any time at the discretion of the Company.

Individuals entering Company premises who refuse to cooperate in an inspection or search conducted under this policy will not be permitted to enter the premises of the Company. Employees who refuse to cooperate in an inspection or search, as well as Employees who after the inspection or search are believed to be in possession of stolen property or illegal drugs, will be sent immediately to the Personnel Department and be subjected to disciplinary action up to and including discharge (if, on investigation, they are found to be in violation of the Company's security procedures or any other Company rules and regulations).

Employees should not have an expectation of privacy as to any property or articles on Company premises, including computers, electronic equipment, etc.

Locker room (if applicable)

In order to keep our environment clean, safe and pleasant we need everyone to participate.

- Lockers are assigned by the Personnel Department. Please use your assigned locker only.
- Please do not put names or stickers on the exterior of the lockers.

- Do not keep food inside the lockers, unless it is sealed in a container.
- Any personal belongings are your responsibility; the Company will not be responsible for any lost, stolen or missing items. For your protection, you may bring a lock to put onto the locker.

If you have any questions, comments or concerns, please reach out to the Production Supervisor.

Smoking

It is the policy of the Company to respect the preferences of both smokers and nonsmokers on Company premises. For health and safety considerations as well as compliance with state laws, smoking is prohibited in all locations inside the building.

The designated smoking area is restricted to the building's entrance and courtyard where designated ash receptacles are located. There is to be no smoking within fifteen (15) feet of an entrance into the building.

Parking

To ensure the safety of all Employees, visitors, and pedestrians, all stop signs, posted speed limits, parking and traffic directions on Company property must be followed. Authorized vehicles may be parked on Company property only during individual schedule work shift unless with prior management approval. Unauthorized vehicles parking on Company property will not be allowed and will be towed at the owner's expense.

Record of Revisions

Revision #	Revision Date	Description