

Company Rules

The following rules and regulations have been set in place and are to be adhered to while on any Karson Builders Ltd. job sites. The repercussions are also stated below for non compliance.

1. Consuming or being in possession of alcohol or illegal drugs on company premises is strictly forbidden and enforceable by law.
2. Fighting, horseplay, practical jokes and otherwise interfering with other workers is prohibited.
3. Theft, vandalism or any other abuse or misuse of company property is prohibited.
4. All unsafe acts and conditions, including “near miss” incidents, are to be reported to appropriate supervision promptly.
5. All incidents that result in damage or injury are to be reported to a supervisor immediately.
6. First-aid treatment is to be obtained promptly for any injury.
7. CSA approved safety boots are to be worn at all times on all job sites. Proper personal protective equipment is to be worn for all tasks it is required for (example: safety glasses for grinding).
8. All work shall be carried out in accordance with appropriate safe work practices and the supervisor’s direction.
9. Only those tools that are in good repair, with all guards and safety devices in place, shall be used. Any tools found in need of repair will be removed from site immediately and tagged out-of-service.
10. Every worker shall keep his/her work area neat, clean and orderly. Housekeeping is of utmost importance to ensure a safe and clean work environment for all.
11. No person will be discriminated against regardless of gender, age, race or nationality under any circumstances.
12. There is to be **NO SMOKING** on any Karson Builders Ltd. work sites.

Karson Builders Ltd. enforces all rules set in place for the safety of all. The following is our disciplinary action that will be implemented* should any of the rules not be adhered to:

First Offence – Verbal Warning

Second Offence – Written Warning

Third Offence – Dismissal

We at Karson Builders Ltd. will ensure all personnel on our sites and in our office regardless of position adhere to the rules and regulations.

*Karson Builders Ltd. reserves the right to immediate dismissal of any employee if the offence is deemed serious enough.

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| Signature of Management | Date |