



**Delta Tree
Services Inc.**

Employee Safety Manual & Handbook

**An Employee Guide to Safety Policies and Procedures
to Support a Safety-Conscious Work Environment**

Commitment to Safety

Delta Tree Service, Inc. 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 Delta Tree Service, Inc.'s 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.

Delta Tree Service, Inc. 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.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Delta Tree Service, Inc.

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, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Delta Tree Service, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Delta Tree Service, Inc. 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 Delta Tree Service, Inc. in higher regard with customers, and increases productivity. This is why Delta Tree Service, Inc. will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Delta Tree Service, Inc. 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 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.
6. Management and supervisors of Delta Tree Service, Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company 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 Delta Tree Service, Inc. 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.

Stan Chamblee

President

Lisa Van Velkinburgh

Risk Manager

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EMPLOYEE RULES OF CONDUCT

DELTA TREE SERVICES, INC. (the “Company”) has established these General Rules of Conduct. The Company requires that each employee abide by these rules and regulations. These rules may be modified at any time.

The following are rules of conduct of general application and are supplemented by local and departmental regulations which must also be observed:

- Employees shall maintain a presentable appearance at all times while on duty and shall wear clothing appropriate to their duties
- All governmental, building and Company smoking regulations shall be observed.
- Reporting to work under the influence of liquor or drugs or the unauthorized possession or use of liquor or drugs on company premises, including vehicles and job sites is prohibited.
- Failure to pass drug and/or alcohol screening will result in termination and will exclude employee of unemployment benefits.
- Violence, fighting, horseplay, and other inappropriate conduct are prohibited.
- Neglect of duty and insubordination will not be tolerated.
- Gambling of any kind on company premises, including vehicles and job sites will not be tolerated
- No employee shall engage in outside employment that is detrimental to the Company’s interest or where such work is competitive or in conflict with the Company’s interest. Employment outside the Company must be reported to the employee’s supervisor.
- Employees shall not reveal information in company records to unauthorized persons. Employees shall not publish or broadcast material in which the Company is identified or Employee’s connection with the company is expressed or implied without first submitting such material to the appropriate company officials for review and approval.
- No employee shall knowingly submit inaccurate or untruthful information for, or on, any Company record, report or document.
- Employees must avoid tardiness, absence, and departure from work early without the permission of their supervisors. Employees must observe time limitations on rest and meal periods. Every employee shall notify his or her supervisor or specified contact of an anticipated absence or sleeping or being idle on the job is prohibited.

- Employees shall not use Company equipment, materials or facilities for personal purposes.
- No employee shall be on or about Company property soliciting funds or services, selling tickets, distributing petitions or literature for any purpose (except as otherwise provided by law) at any time without the prior consent of supervisor.
- All duties shall be performed in a professional manner with regard to the specific conduct of work assignments. Harassment for reasons related to sex, color, race, religion, national origin, age or handicap is strictly prohibited.
- Damage due to negligence by employee must be reimbursed to the company.
- Employees may be held responsible for the cost of lost or stolen equipment.
- Every employee will comply with safety regulations and procedures.
- Every employee has a duty to protect and safeguard company property and the property of customers and employees, and no employee shall occupy, use or operate any company property without prior authorization.
- No employee shall be in unauthorized possession of any property of the company, its customers or employees or attempt to remove such property from company premises or work sites.
- Employees shall not bring their own or any other minor children to their place of work or elsewhere on Company premises, including vehicles and job sites during the employee's working hours when such accompaniment might interfere with the employee's duties and responsibilities.
- No employee shall be in possession of firearms (licensed or unlicensed) or other weapons while on company premises, including vehicles and job sites. The rule applies to all knives not required for the performance of job duties.

Violation of any of these regulations will result in disciplinary action ranging from warning to termination. The measure of discipline should correspond to the gravity of the offense as weighed by its potential effect on the Company as well as the seniority and work record of the employee involved, among other factors.

The Company reserves the right to make inspections of employee desks, lunch boxes, vehicles and other items of personal property located on Company premises, including vehicles and job sites in those instances where there is reason to believe that they contain evidence of a violation of these regulations. Any refusal to cooperate fully in such inspections or searches will be considered a serious form of insubordination.

Cell Phone/Electronic Device Use Policy

The No. 1 on-the-job fatality is transportation incidents, and at Delta Tree Service, Inc., it is our job to enforce procedures that mitigate this risk. It is for your safety, as well as the safety of everyone else on the road, that the Company has put this Cell Phone/Electronic Device Use Policy in place.

All employees are expected to understand when this policy applies and follow all procedures. As technology evolves, Delta Tree Service, Inc. also expects employees to use common sense and err on the side of caution when assessing electronic device use while driving. The Company encourages all employees to take a proactive approach to road safety, so Delta Tree Service, Inc. expects employees to report any problems or known violations of this policy to their supervisor.

Prior to working on any Delta Tree Service, Inc. job site, each employee is expected to have read the entire Cell Phone/Electronic Device Use Policy, which includes

- Purpose
- Scope and Applicability
- Definitions
- Procedures
 - State Laws
 - General Procedures
 - Headset/Hands-Free Use
 - Emergency Calls
 - GPS Systems
 - MP3 and Other Audio Devices

If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Delta Tree Service, Inc. Cell Phone/Electronic Device Use Policy.

PURPOSE

Delta Tree Service, Inc. recognizes that employees are our most valuable asset and that they are the most important contributors to our continued growth and success. Thus, we are firmly committed to employee safety and will do everything possible to prevent workplace accidents.

Crashes attributed to driver distraction are quickly on the rise, in large part because of widespread use of cell phone and other portable electronic devices behind the wheel. In fact, according to the National Highway Traffic Safety Administration, distraction-related fatalities represented 16 percent of all traffic fatalities in 2009. Researchers across the country have found that response times and attentiveness while using a mobile device are as low as those of drunk drivers. In fact, because of the dramatically increased risk of injury and death that comes with texting while driving, the Occupational Safety and Health Administration (OSHA) has

stated that companies' legal obligation to create and maintain a safe and healthful workplace includes having a clear, unequivocal and enforced policy against the hazard of texting while driving. To protect employees driving on company business as well as others on the road, Delta Tree Service, Inc. developed this Cell Phone/Electronic Device Use Policy.

SCOPE AND APPLICABILITY

- The Cell Phone/Electronic Device Use Policy applies to all employees of Delta Tree Service, Inc. who fit any or all of the following criteria:
- Driving on Delta Tree Service, Inc. business in any vehicle, personal or otherwise
- Driving a company car, whether on company business or not
- Placing work-related calls, whether driving on company business or not
- Using a company-issued cell phone or other electronic device while driving

DEFINITIONS

Cell phone (also known as a **mobile phone, smart phone, handheld cell or handset**) – a mobile electronic device that engages in telecommunications including voice calls, text messaging/short message service (SMS) and/or e-mail. Cell phones also may include features like complete Internet access, games, multimedia messaging service (MMS), instant messaging (IM) service, digital audio (MP3) players, cameras, radios and global positioning systems (GPS). Any device that engages in these functions is included in this policy.

Electronic device – in this policy, electronic device means any portable apparatus that involves user interaction. This includes, but is not limited to, laptops, GPS systems, MP3 players, cameras, pagers and personal digital assistants (PDAs).

Headset (also known as **hands-free**) – an extension of the cell phone either connected to the handset via cord or wirelessly through Bluetooth technology that allows the user to engage in voice communication without holding onto the cell phone itself.

PROCEDURES

The following procedures apply to all Delta Tree Service, Inc. employees falling under the conditions outlined above in **SCOPE AND APPLICABILITY**.

State Laws

Delta Tree Service, Inc. is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for Delta Tree Service, Inc.

Note that cell phone driving laws vary greatly by state, and it is the employee's responsibility to be familiar with and abide by such laws. This is especially important for employees who travel on company business. Some states have laws banning all drivers from talking on handsets but permit the use of headsets, including Washington, Oregon,

California, Utah, New York, Connecticut, New Jersey, Delaware, Maryland and the District of Columbia. Others have laws prohibiting text messaging (sending, receiving and reading) while behind the wheel, including Alaska, Washington, Oregon, California, Utah, Wyoming, Colorado, Nevada, Kansas, Minnesota, Iowa, Arkansas, Louisiana, Wisconsin, Illinois, Kentucky, Tennessee, Michigan, Georgia, Virginia, North Carolina, New York, Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut, New Jersey, Delaware, Maryland and the District of Columbia.

As of November 2010, except for novice drivers and drivers of school buses, no state has completely banned all types of cell phone use (handheld and hands-free); however, all Delta Tree Service, Inc. employees must comply with the company Cell Phone/Electronic Device Use Policy on top of abiding by any state or local regulations addressing the matter.

Commercial Truck Drivers

Federal legislation prohibits certain drivers operating Commercial Motor Vehicles (CMV) from texting using electronic devices, and provides sanctions including fines and disqualifications for drivers convicted of texting while operating CMVs. All Delta Tree Service, Inc. drivers must follow these federal regulations.

General Procedures

- Use of cell phones while driving is strictly prohibited – this includes all functions of the cell phone including, but not limited to, phone calls, text messaging/SMS, e-mail,
- MMS, Internet use, camera use, etc.
- Use of electronic devices – including laptops, PDAs, cameras and pagers – while driving is strictly prohibited unless specifically outlined below
- Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance
- Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule
- Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time

Headset/Hands-Free Use

The use of headsets or hands-free devices while driving is permissible **IF**:

- Device is pre-approved by Delta Tree Service, Inc. for use
- Use of the device does not cause distraction (i.e., fiddling with the device or taking eyes off road to get it to function properly)
- Any dialing or use of the handset is handled while stopped or pulled to the side of the road
- Conversations do not interfere with the driver's ability to drive safely
- Road conditions are generally good and do not threaten your safety

Emergency Calls

The only exception to the cell phone use policy is calls placed to 911. If placing or accepting an emergency call, keep it short and use a hands-free option if available. Pull over if practicable.

GPS Systems

Delta Tree Service, Inc. understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

- Mounted GPS systems may not block or obstruct the driver's view in any way
- GPS systems must be voice narrated and must not require that the driver look away from the road to follow instructions
- Employees may not program the system while in motion
- Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road

MP3 and Other Audio Devices

In some cases, worrying about music selection or touching dials and buttons on the radio, MP3 player or other audio device may be just as dangerous as cell phone use. It takes eyes and concentration off the road, which is not permissible under Delta Tree Service, Inc. policy. Delta Tree Service, Inc. does allow employee use of personal, portable audio devices. However, while the company does not want to eliminate employees' ability to enjoy music while behind the wheel, certain guidelines are in place:

- Employees may not take eyes off the road to adjust music settings
- Programming music settings while stopped, pulled off the road or before departing is permissible behavior
- Employees may not under any circumstances use MP3 players or other handheld electronic audio devices with headphones – not only is it illegal in most states, it also impedes the driver's ability to properly hear warning signs, signals or sirens

Employee Safety Responsibilities

The primary responsibility of the employees of Delta Tree Service, Inc. 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 Delta Tree Service, Inc.'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 foreman. Together, they will determine the safe way to do the job.

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

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

General Safety Rules

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.

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.

Housekeeping

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.

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.

Delta Tree Service, Inc. provides limited Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

Off-Site Safety

- a. Employees of Delta Tree Service, Inc. are required to follow all safety and security procedures during off-site visits.
- b. If your contact person 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

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, may 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.

Safety Orientation Training

The Company is committed to providing safety and health-related orientation and training for all employees at all levels of the Company. The Company will maintain and support a program to educate and familiarize employees with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to the following:

1. Company specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task

4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Employee accident reporting requirements
8. Return to work program
9. Any OSHA required training not included or addressed above

Periodic Inspections

It is the policy of our Company that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors, and vendors.

All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Incident Reporting

1. Any work-related injury or suspected injury must be reported immediately to your supervisor, Job Site Foreman and to Human Resources. An Injury Report form must be completed. Failure to promptly report an accident or 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. Delta Tree Service, Inc. provides limited 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.

Return to Work Program

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 Delta Tree Service, Inc. 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.

Delta Tree Service, Inc. 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.

Delta Tree Service, Inc. 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 an Injury Report 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. Delta Tree Service, Inc. 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 Delta Tree Service, Inc. 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.

Emergency Action Plan

General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers:
 - Fire/Police/Ambulance 911
 - Human Resources (601-366-9656)
- Know where the exits are located
- stairs
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not “get in trouble.”
- First aid supplies and emergency equipment are located in all of the company trucks for use.

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 job site. Do not delay evacuation to get personal belongings or to wait for co-workers. Supervisors should be the last persons to leave the area. Check the job site 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 evacuating the job site, all personnel should report for a headcount.
- If any employee is missing, an immediate report should be made to the incident commander 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 a job site or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call the job site Foreman to page an emergency announcement.
- 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.*

- Have someone notify the incident commander of where the emergency is located. He/she will relay this information to the fire department.

Medical Emergency

- Upon discovering a medical emergency, call 911.
- Notify the Foreman 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.
- Send two persons (greeters) to the entrance to await the fire department. 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

Severe Weather

- The Foreman will monitor the weather. If a severe weather report is issued, she/he will immediately notify employees.
- Employees will shut down all equipment and will be instructed where to go for safety. When the severe weather warning is cancelled, she/he will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

Sexual Harassment Policy

The Company does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your Foreman, Supervisor, or to office personnel.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Delta Tree Service, Inc.'s obligation to investigate and act upon reports of such harassment.

Workplace Violence

- Any employee who feels that she/he has been threatened should immediately report their concern to the foreman and to the office.
- 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 the foreman and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (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 your foreman so that a prevention plan can be developed.

Access to Employee Exposure & Medical Records

Employees and former employees, who are, have been, or will be exposed to toxic substances or harmful physical agents, such as noise, can have access to exposure and medical records maintained by the Company upon request.

OSHA Compliance Programs

Hazard Communication

1. All Delta Tree Service, Inc. 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.
 - 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 your Job Site Manager and Human Resources.
4. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
 - **FIRE** (red background color) - will the material burn?
 - **HEALTH** (blue background) - is the material dangerous to my body?
 - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, and Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- 0 Minimal
- 1 Slight
- 2 Moderate
- 3 Serious

Blood borne Pathogens

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 to clean up by yourself. Call the Foreman immediately for instructions.

Personal Protective equipment (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

1. Safety Footwear – must be worn at all times in designated areas to prevent injuries. The most common foot injuries include punctures, crushing, sprains and lacerations.
 - a. Footwear should be comfortable to avoid fatigue and foot-related problems.
 - b. Workers should wear steel-toed boots with a cap that covers the entire length of the toes from the tips to beyond the natural bend of the foot. Choose footwear with soles based on the type of specific hazards in the work area.
 - c. Working in cold weather may require workers to wear insulated footwear, as normal footwear does not provide enough protection for cold temperatures.
2. Eye Protection – needed for protection against impact injuries, chemicals, dust, chaff and other workplace hazards.
 - a. Eye protection must be worn when painting, grinding, drilling, welding, sawing, working in a dusty environment or when handling chemicals.
3. All employees must wear florescent vests while working on or around federal, state, or county roads.
4. Hand Protection – select hand protection that provides adequate protection for hazards present in the work area.
 - a. Protection should fit properly and comfortably.
 - b. Leather gloves provide the most adequate protection in most landscaping situations, yet light cotton gloves may be appropriate when working with leaves or plants. Wear rubber or neoprene gloves when handling chemicals.
5. Hearing Protection – wear hearing protection to prevent noise-induced hearing loss that is permanent and irreversible. Landscaping workers who operate equipment on a regular basis are exposed to harmful noise levels that could cause significant damage.
 - a. Select ear muffs or ear plugs to protect against hearing loss.
6. Head Protection – hard hats are required protection to safeguard against head injuries.
 - a. Inspect head protection equipment regularly.
 - b. Do not store headwear in the windows of vehicles, as sunlight, heat or chemicals can cause them to become brittle and not provide sufficient protection against hazards.
 - c. Do not modify or paint the shell of head protection. This can also diminish its ability to adequately protect your head.
7. Respiratory Protection – wear respiratory protection to safeguard against hazards to the lungs and throat. Wear the appropriate protection for the task at hand.

- a. Working with chemicals requires a cartridge respirator with filters designed for specific hazards.
- b. Dust masks protect against airborne dusts and other contaminants such as bacteria.
- c. Do not perform operations requiring respirators, unless you have been fitted and trained on Delta Tree Service, Inc.'s respiratory protection program.
- d. Inspect respirators for cracked or worn parts before and after each use, and after cleaning.
- e. Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
- f. Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
- g. Clean and sanitize respiratory equipment according to manufacturer's recommendations after each use.
- h. Store respiratory equipment in a clean and sanitary location.

Fire Prevention & Electrical Safety

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the office facility.
3. 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 the supervisor for guidance on Hazard Communication and Fire Safety.
4. Always allow the engine of machinery cool for 10 minutes before refueling.
5. Move at least 15 feet away before starting machinery with small gasoline engines such as lawn mowers and hedge trimmers.
6. Always carry a chemical fire extinguisher when working with fuel.
7. Do not start or run an engine in an enclosed area to prevent carbon monoxide (CO) poisoning.
8. Gasoline, diesel and other fuels must be transported in approved, marked containers. Secure these containers in the vehicles with the lids closed.

General Safety Precautions

Equipment Hazards

1. Pinch Points – formed when two rotating objects move together; at least one of them moving in a circle. Belt drives, chain drives and gear drives are all pinch points.
 - a. Body parts such as fingers, hands and feet can get caught in pinch points or may be drawn into a pinch point by way of clothing that gets caught.
 - b. Do not take chances by reaching over or working near rotating parts, as machines move too fast once limbs or clothing get caught.
 - c. Do not wear loose-fitting clothing, and never reach over moving parts.
 - d. Always turn off machinery to perform repairs, and replace guards and shields that have been removed for maintenance.
2. Wrap Points – formed when parts of a machine rotate and catch clothing. Entanglement in a wrap point can cause the worker to be pulled into the machine or clothing to be tightly wrapped enough that the worker is crushed or suffocated.
 - a. Check equipment for potential wrap points and shield against them.
 - b. Paint wrap points a bright color to remind you of the hazard.
3. Shear and Cut Points – formed when the edges of two objects move close enough together to cut into soft material. Present in machinery such as lawn mowers that are designed to cut.
 - a. Stay alert for cut and shear points, as they cannot be guarded.
4. Crush Points – formed when two objects move together or one object moves toward a stationary object.
 - a. Shield equipment to prevent a fatal crushing injury.
5. Thrown Objects – objects such as stones can be propelled with great force from rotary motors and string trimmers.
 - a. Identify machines that have the potential to throw objects and shield against these hazards. Determine how far objects can be thrown, and stay a safe distance away from others within that distance.
6. Free-Wheeling Parts – occur when machine parts continue to move after the power is shut off such as a mower blade.
 - a. Do not touch these machines until the parts have stopped moving completely.
7. Vibrations – Workers who spend hours operating vibrating machinery run the risk of developing shoulder, neck and back pain, poor circulation in the legs and degeneration of the spinal discs.
 - a. Alternate between tasks to avoid using vibrating equipment for an extended period of time.
 - b. Add extra padding to equipment seats to absorb some of the vibrations.
 - c. Learn to recognize the symptoms of segmental vibration (localized injury to the fingers and hands when using pneumatic hand tools) and hand-arm vibration (also known as “white-finger” disease or Reynaud’s disease. Workers experience tingling and numbness in the fingers, especially when exposed to cold temperatures).

Job-Specific Safety Precautions

Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Fatigue

Since workers often put in long hours, fatigue can set in after being on the job for several hours. This can not only affect your physical strength, it can also affect your mental sharpness. To avoid fatigue (muscle tightness, aches, pains and mental cloudiness), take short breaks throughout the day to allow your body to recover.

Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.

7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least three feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.

Shoveling & Digging

1. Locate underground utilities before digging on a worksite. Contact each utility company to mark the lines so you avoid hitting them while performing excavation tasks.
2. Inspect shovels before each use by looking specifically for cracked handles and dull edges. If shovels are not in good working condition, use a different tool.
3. Select the proper shovel for the task at hand.
4. Remain cautious when shoveling wet soil, as it is extremely heavy.
5. Keep your feet apart to keep your balance while shoveling.
6. Turn your front foot in the direction where you want to move the load to avoid back injuries from twisting unnecessarily.
7. Lift loads with your legs and then step toward the spot where you want to deposit the load.
8. Keep your back straight throughout the entire shoveling process.

Heavy Equipment Operation

1. No passengers are permitted on heavy equipment.
2. Keep windows and windshield clean.
3. Do not use heavy equipment if the horn or backup alarm does not sound.
4. Turn off the engine before leaving heavy equipment unattended.
5. Do not jump off of or onto any heavy equipment.
6. Keep heavy equipment in gear when going down grade. Do not use neutral.
7. Display the Slow Moving Vehicle (SMV) sign when operating heavy equipment on roads.

Labor Personnel Safety

1. Wear reflective clothing if you are working near traffic or roadways.
2. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.

3. Walk around or step over holes, rocks, roots, materials or equipment in your pathway.
4. Do not work outdoors during lightning storms.
5. Drink plenty of clear liquids during your breaks.
6. Take breaks in shaded areas to cool your body down.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
2. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other visible signs of damage.
3. Each time you use your gloves, wash them. Before removing the gloves, use cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."
6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic".
7. Do not smoke while handling chemicals labeled "Flammable."

Chain Saws

1. Read the instruction manual and receive the proper training before operating the machinery.
2. Inspect the equipment before each use. Note that the safety guards are in working good order and are not damaged. Replace any parts that are broken or damaged.
3. Assure that there is someone within ear shot in case of an emergency.
4. To get a feel for how the machine operates, practice using it on small logs.
5. Clear the area of stones, debris and garbage.
6. Sharpen the blade, if necessary.
7. Examine the elements. Notice the direction of the wind to determine how to cut the tree. Make sure you are standing in a dry area with no risk of slipping.
8. Plan your move away from the tree. You will need at least 25 feet to avoid injury.
9. Wear long pants, long-sleeved shirts, eye protection (goggles or safety glasses), ear protection (earplugs or ear muffs), non-slip gloves, hard hat and steel-toed boots with non-slip soles.
10. Pull back long hair and remove hanging jewelry that could get caught on the equipment.
11. Start the saw by placing it between your knees or resting it on the ground with the chain away from any obstacles.
12. Position your body a safe distance away from the blades.
13. Hold the tool with both hands – your right hand on the rear handle and trigger, and your left hand grasping the front handle bar.
14. Remove your hand from the trigger between cuts.
15. Turn off the engine before setting the saw on the ground.
16. Be alert and wary of kickbacks. Kickback occurs when the guide bar hits an object and projects the saw back at the user – occurs when hitting a knot in the wood, operating the saw too slowly, twisting the saw, having a loose chain, or not using the proper grip.

17. Only use a chain saw with an anti-kickback chain to prevent injuries.
18. Refuel away from the work area after the saw has cooled for several minutes.

Grinders & Grinding Wheels

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a "ring test." Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
2. Do not use a grinding wheel that has chips, cracks or grooves.
3. Do not use the grinding wheel if it wobbles. Tag it "Out of Service."
4. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
5. Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
6. Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
7. Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.
8. Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
9. Grind on the side of the wheel only when it is made for side grinding.
10. Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.

Portable Grinders

1. Do not use a portable hand held grinder with a wheel diameter larger than 2" unless the grinder has a positive action switch to ensure the switch cannot be locked in the on position.
2. Do not use a portable grinder if the grinding wheel guard is missing.
3. Do not clamp a portable grinder in a vice to use it as a bench grinder.

Pneumatic & Hydraulic Tools

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent usage of the defective or damaged tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of saws, mowers, knives, and grinders.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.

5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not operate spark inducing tools such as grinders near containers labeled "Flammable."
10. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
11. Do not use extension cords or other three pronged power cords that have a missing prong.
12. Do not use an adapter such as a cheater plug that eliminates the ground.
13. Do not drive over, drag, step on or place objects on a cord.
14. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
15. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
16. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

Removal and Trimming Trees

1. Assume that all power lines are energized at all times!
2. Do not trim trees in dangerous weather conditions.
3. Use PPE such as gloves, safety glasses, hard hats and hearing protection
4. Determine the tree's falling direction and address any forward, back and side lean issues.
5. Inspect tree limbs for strength and stability before climbing.
6. Never turn your back on a falling tree

Equipment Transport

1. Do not load and unload equipment by yourself; always work with another employee to assist you.
2. Secure machinery on trailers before proceeding.

Environmental Safety Precautions

Heat-Related Illnesses

1. Wear loose, light colored clothing and a hat.
2. Adapt to working in hot conditions gradually, avoid over-exerting yourself during peak temperature periods.
3. Drink water frequently—at least eight ounces every 20 to 30 minutes. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of body liquids.
4. Watch for the following signs and symptoms of heat-related illnesses:
 - a. Heat Cramps – severe muscle spasms in the back, stomach, arms, and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.
 - b. Heat Exhaustion – heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting, and fast pulse.
 - c. Heat Stroke – high body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhea, seizures, confusion or unconsciousness.
5. Treat heat illness as soon as possible by doing the following:
 - a. Heat Cramps – move to a cooler area and drink approximately six ounces of water every 15 minutes. Follow-up with a medical examination.
 - b. Heat Exhaustion – move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels and drink approximately six ounces of water every 15 minutes. Follow-up with a medical examination.
 - c. Heat Stroke – Call 9-1-1 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. Do NOT drink liquid, and wait for emergency personnel to arrive.

Cold Weather Illnesses

1. Exposed skin freezes within one minute at -20°F when the wind speed is five miles per hour (mph), and will freeze at 10°F if the wind speed is 20 mph. When skin or clothing are wet, injury or illness can occur in temperatures above 10° F, and even above freezing (32° F). When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.
2. Watch for the following signs of cold-related illnesses:
 - a. Uncontrollable shivering
 - b. Slurred speech
 - c. Clumsy movements
 - d. Fatigue
 - e. Confused behavior
3. Layer clothing to keep warm enough to be safe, but cool enough to avoid perspiring excessively.
 - a. Inner layer – synthetic weave to keep perspiration away from the body.
 - b. Middle layer – wool or synthetic fabric to absorb sweat and retain body heat.
 - c. Outer layer – material designed to break the wind and allow for ventilation.

4. Wear a hat to avoid losing almost 40 percent of your body heat.
5. Place heat packets in gloves, vests, boots and hats to add heat to the body.
6. Watch out for the effects of cold temperatures on common body functions such as:
 - a. Reduced dexterity and hand usage
 - b. Cold tool handles reducing your grip force
 - c. The skin's reduced ability to feel pain in cold temperatures
 - d. Reduced muscle power and time to exhaustion

Contact with Insects, Bees and Rodents

1. Do not touch rodents, even if they look dead.
2. Steer clear of animals in nests or dens.
3. Never pick up, disturb or corner a snake – move away quickly.
4. Do not pick up or disturb a spider.
5. Wear the appropriate repellents for animals you may come in contact with.
6. Keep your skin covered by wearing a hat, socks, long-sleeved shirts, long pants and high boots.
7. Tuck your pants into your boots and be mindful of exposed skin on your neck, wrists and ankles.
8. Do not wear cologne or perfume, which may attract animals.
9. Control and dispose of food and garbage in your work area to avoid attracting pests.
10. If you are allergic to insects, keep medication with you at all times. Alert your coworkers of your allergy so they can assist you in the event of an emergency.

Vehicle Use Policy

To: All drivers of Delta Tree Service, Inc.

Effective: November 1, 2013

- This policy applies to:
 - Vehicles owned, leased, or rented to Delta Tree Service, Inc.
 - Personally owned vehicles driven by employees on behalf of Delta Tree Service, Inc.

Vehicles owned by Delta Tree Services, Inc. are only to be operated by authorized personnel and during work related travel. Vehicles are not to be used on scheduled days off, weekends, or any other days you are absent from work unless given permission by management. Vehicles will be monitored daily for fuel usage and travel.

ALL drivers are responsible for the cleanliness of Delta Tree Services, Inc. vehicles. All garbage and debris must be removed daily. Assigned drivers are responsible for keeping vehicle clean inside and out. Failure to comply may result in losing vehicle privileges.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Delta Tree Service, Inc.

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for Delta Tree Service, Inc. business:

- Your Personal Auto Liability insurance is the primary payer. Delta Tree Service, Inc.'s insurance is in excess of your coverage.
- You should carry at least \$300,000 per occurrence liability coverage. Evidence of insurance coverage is to be provided to Delta Tree Service, Inc. each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- Delta Tree Service, Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to Delta Tree Service, Inc. as soon as possible.

Motor Vehicle Record (MVR) Grading Criteria [Last 3 Years]

The following chart serves as a guideline for evaluating an employee’s Motor Vehicle Record (MVR). An employee with an MVR grade of “poor” will possibly not be insurable by our insurance carrier and could jeopardize their employment if they are unable to be insured. Note that any “major” violation is a “poor” score.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violations
All moving violations not listed as a major violation.	<ul style="list-style-type: none"> ▪ Driving under influence of alcohol/drugs ▪ Failure to stop/report an accident ▪ Reckless driving/speeding contest ▪ Driving while impaired ▪ Making a false accident report ▪ Homicide, manslaughter or assault arising out of the use of a vehicle ▪ Driving while license is suspended/revoked ▪ Careless driving ▪ Attempting to elude a police officer

Amendment I

Effective 12/13/13

Employee Procedures

ALL work related injuries **MUST** be reported **IMMEDIATELY** to your supervisor and an incident report filled out at this time. Once incident report is completed, it is the supervisor's responsibility to immediately report the incident to the personnel in the office.

Once **ALL** information is recorded, employee **MUST** submit to a drug screening immediately. Supervisor must accompany employee to the nearest drug screening facility and remain there throughout the duration of the screening process.

If employee refuses to comply with the mandatory drug screening, workman's compensation benefits will automatically be denied. At this time, employee will be asked to sign a waiver that will release Delta Tree Services, Inc. and its worker's compensation supplier from **ALL** liabilities concerning this reported injury.

Refusal to submit to the mandatory drug screening, the employee will be immediately terminated. At this time, transportation arrangements will be the responsibility of the terminated employee. We will not shut down a project in order to accommodate your traveling needs away from the job site, nor will we provide lodging in the event we are working out of town. You will be responsible for contacting someone to pick you up.

Amendment II

Effective Date 2/28/14

Damaging Equipment or Property

If an employee of Delta Tree Services, Inc. damages any equipment, vehicle, or property belonging to the company or if an employee damages the property belonging to others due to negligent or unsafe behavior, the employee will be responsible for the cost of repairs or replacement to equipment, vehicle, or property.

Amendment III

Effective Date 3/12/14

Dress Code

Delta Tree Services, Inc. objective in establishing a dress code is to allow our employees to work comfortably.

Because all casual clothing is not suitable for the workplace, these guidelines will help you determine what is appropriate.

1. Clothing that displays a competitor's company logo is unacceptable and will not be tolerated.
2. Clothing that reveals undergarments are not appropriate for the workplace.
3. Sleeveless shirts and ripped pants are not appropriate for the workplace.
4. Clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. This includes images that are political or religious in nature, are sexually provocative, use profanity or are insulting of other employees. Use common sense when wearing clothing that has words on it; people are easily offended by words.
5. Appropriate footwear (work boots/shoes) must be worn on all jobsites.
6. Clothing that has the Delta Tree Services, Inc. logo is encouraged.

This list is not all-inclusive and is open to change. This list tells you what is generally acceptable as work attire and what is generally not acceptable as work attire.

No dress code can cover all contingencies so employees must exercise a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, casual attire for work, please ask your supervisor or your Human Resources staff.

Employee Acknowledgement Form

Delta Tree Service, Inc. 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 Delta Tree Service, Inc. 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 Delta Tree Service, Inc. policies and procedures. Failure to comply with these policies may result in disciplinary actions. Respecting this, Delta Tree Service, Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Delta Tree Service, Inc. 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 Delta Tree Service, Inc. in higher regard with customers, and increases productivity. This is why Delta Tree Service, Inc. 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 Delta Tree Service, Inc. 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 Delta Tree Service, Inc. 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 Delta Tree Service, Inc. 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 Delta Tree Service, Inc.'s employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Employee Signature

Date