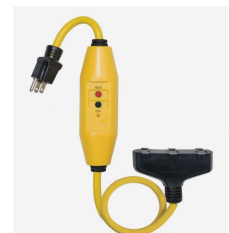


GENERAL SAFETY RULES

WORKING SAFELY is a condition of employment.

- EVERY employee is personally responsible for preventing injury to themselves and co-workers.
 - In order to protect and ensure safe working conditions, violations of the following company rules will result in disciplinary action and / or termination.
- 1) UNIFORMS - All UMA employees must wear uniforms properly
- A) Shirt tails must be tucked in at all times.
 - B) No personal jackets or sweaters are allowed on the floor at any time.
 - C) All employees are required to wear a hat or hair net with all hair contained at all times.
 - i. Exceptions: Maintenance, Parts Room, **Break Room** and Office Areas.
 - D) Safety glasses/goggles must be worn at all times when on production floor.
 - i. Exceptions: Safety Glasses are not required when using a computer.
 - E) Safety toed shoes are required plant wide. If you are found without these you will be sent home. Those who work in the office/upstairs are NOT required to wear safety toed shoes, unless needed on the floor.
 - F) Rules for jewelry allowed on the plant floor
 - i. Watches, rings, or bracelets are ONLY permitted if made of Nonconductive material such as Silicone. (No metal permitted such as gold, titanium, platinum, etc.)
 - ii. Stud earrings only. NO earrings that hang below the earlobe are acceptable.
 - iii. Necklaces must be tucked into shirt
 - E) Fingernails - the length of a fingernail is not to be longer than the width of a nickel.
 - i. Lay a nickel on the tip of finger / thumb, the nail cannot be above the edge of the nickel.
- 2) GENERAL COMPANY RULES
- A) The following is NOT PERMITTED:
 - i. Alcoholic beverages or illegal drugs on company premises
 - ii. Theft, attempted theft, of items from premises without proper authorization
 - iii. Disorderly, immoral conduct or horseplay in the plant that could result in an injury of an individual or damage to property.
 - iv. Deliberately damaging or destroying the company's, another employee's or Sub-Contractor/Vendor's (including vending machines) property
 - v. Fighting on company premises, provoking or instigating a fight, willfully threatening or endangering the safety of a fellow employee
 - vi. Possession of deadly weapons on the company premises
 - vii. Falsification of any records or documents pertaining to the operation of the business.
 - viii. Wearing of headphones on the production floor (may use in break areas ONLY)
 - B) Compressed air shall not be used for cleaning purposes.
 - C) Only UMA approved utility knives can be used in the plant.
 - D) Smoking and all use of tobacco is prohibited in the plant.
 - i. Smoking is ONLY allowed outside under the shelter by the employee entrance.
 - E) No running is allowed in the plant.
 - F) Do not stand, walk on, or lean pallets on end.
 - G) Food is not permitted on the manufacturing floor.
 - i. Beverage containers must be closed / spill proof and CANNOT be made of glass.
 - H) Do not stack containers higher than eye level when moving / transporting.
 - I) Drop cords/extension cords are not acceptable for permanent power supply. Use them only for temporary power for items such as seasonal decorations and for temporary use of power tools. Drop cords/extension cords are not acceptable. All



GENERAL SAFETY RULES

drop cords / extension cords shall be GFCI protected.

- J) Report ALL accidents within 24 hours to Leader / Supervisor and then to EHS Manager and/or HR.
- K) Stow Blade on paper cutters when finished using.
- L) Do not allow unauthorized entry through exit doors
- M) Keep dollies flat, do not lean them against other items that may injure personnel or damage equipment.
- N) The floor tile in the cafeteria contains Asbestos, do not disturb the tiles by grinding or sanding, otherwise the tiles are completely safe.
- O) Only qualified personnel with valid operators license are authorized to operate forklifts and electric hand trucks

3) ELECTRICAL SAFETY

- A) Only personnel authorized by EHS Manager will attempt to repair or replace any electrical equipment.
- B) Do not operate any equipment with the electrical cabinet / panel doors open.
- C) DO NOT block electrical panels, fire extinguishers, risers, exits, eye wash stations/showers or emergency spill kits.
- D) NO MOTORIZED equipment is allowed within 25 feet of the NL24 (contains Methyl Ethyl Ketone (MEK)- highly flammable)
 - i. Exceptions apply with appropriate safety precautions in place- contact EHS Manager for specifics.
- E) Items capable of conducting static electricity - such as hats or hairnets - are strictly prohibited within the NL-24 Area.
- F) All electrical devices introduced into the NL-24 area must meet intrinsic safety standards
- G) Personnel exiting the restricted area in NL-24 are required to don the appropriate personal protective equipment (PPE) mandated throughout the remainder of the facility - including hat/hairnet.

4) ONLY AUTHORIZED PERSONS PERMITTED IN THE FOLLOWING AREAS:

- A) Glue Room/ NL-24
- B) Boiler Room
- C) Waste Water Treatment

5) PRODUCTION / MACHINE RULES

- A) All items are to be kept off of steps, catwalks, control panels, transformers and consoles of operating equipment.
- B) All safety devices (interlock or light screens) are to be kept intact & in good working condition.
- C) Propane gas must be placed in appropriate holders on each machine when not in use.
- D) All safety guards must be in place before operating any machinery.
- E) Gloves and sleeves must be worn when removing molds or dies.
- F) Report any defective tools or equipment to management.
- G) An employee CANNOT walk away from a machine and leave the guards open at any time, even when the power is off and the machine is not in operation.
- H) An employee CANNOT reach into a running machine for any reason (including loading or unloading seals or inserts).

6) DOCK / SHIPPING / RECEIVING RULES

- A) Door dock chains must be stowed away when not in use.
- B) When dock doors are open there will either be a truck ready for loading/unloading or there will be fall protection in place.
- C) Trailer tires must be chocked and glad hand locks installed before loading or unloading truck trailers.

GENERAL SAFETY RULES

7) LIFTING PROCESS / RULES

- A) Bending should always be done with the knees, not back.
- B) Do not lift beyond your capability.
 - i.* May not lift anything over 70 inches high
 - ii.* May not reach more than 25 inches outward
 - iii.* Contact EHS Manager for explanation if needed.
 - iv.* Push items - do NOT Pull.
 - Pushing items uses your leg muscles.
 - Pulling motions tend to result in back strains more frequently.
- C) Assistance is required when lifting more than 50 lbs.

8) ADDITIONAL PPE REQUIREMENTS

- A) Earplugs are required in Rubber MFG when rubber is running on the roller machine 1 or 2.
- B) Earplugs are required in the Metal Press department for all new employees assigned until they receive their baseline hearing test
- C) Earplugs are required in the Metal Press department when more than two press machines are running at any given time.
- D) Earplugs are required in the Gasket Manufacturing area at all times when the machines are running.

9) HARD HAT REQUIREMENTS

- A) Always wear a hard hat when:
 - i.* Ascending above 4 feet up any ladder
 - ii.* Ascending up any fixed ladder or stair leading over a machine.
 - iii.* On the roof or if going on the roof from any ladder.
 - iv.* Operating and/or performing work in the aerial lift.
 - v.* Performing any work at levels above a machine over 4'.
- B) Standard stairs are exempt from this requirement (eg. Stairs going to the office, breakroom, tower, and over the back bathrooms.

10) WAREHOUSE SHELVING RULES

- A) Entry to warehouse shelving is prohibited when a forklift is working in an adjacent aisle.