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IT consulting services since 1984

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## Safety Policy Statement

*Abator Information Services and its clients are desirous of providing safe working environments for the consultants and employees associated with their mutual projects. As such, the following basic guidelines have been developed to ensure the safety of consultants under contract to Abator.*

### 1. **Emergency Procedures**

Consultant should familiarize him/herself with the basic emergency procedures posted by the client for the location in which work is being performed. Should basic emergency procedures (i.e. evacuation in the event of a fire) not be posted, consultant shall request a briefing from his/her client manager about the appropriate actions to be taken should an emergency arise.

### 2. **Use/Handling of Hazardous Materials**

Consultant shall at all times avoid the use or handling of hazardous or toxic substances, materials or waste at any client site. Consultant should familiarize him/herself with the posted Hazardous Materials policy of the client site, in order to enable her/himself to notify the client should the consultant become aware of:

- a) the presence of unauthorized hazardous materials in his/her workplace, or
- b) the release of any hazardous materials in the environment (air, ground or water) from the client's premises.

### 3. **Violence and Weapons**

Consultant shall not bring weapons of any sort onto the client premises, nor conduct her/himself in any way that might be interpreted as physically threatening or intimidating to others in the workplace. As in the harassment policy, threatening behavior is difficult to define. Should the consultant feel that s/he has been exposed to violent or physical intimidation, s/he should immediately report the matter to the Abator Site Manager, Regional Customer Service Manager, Project Staffing or Joanne E. Peterson, President. Violence and physical intimidation cannot be permitted in the workplace and consultants can be assured that no one will be retaliated against for either filing a complaint or participating in an investigation of these issues.

### 4. **Smoking**

Consultant shall follow client's current smoking guidelines for the work location. When smoking in designated area, consultant shall exercise due diligence to extinguish smoking materials properly.

### 5. **Attire**

Consultant shall follow client's current guidelines for appropriate business attire. It is particularly important that consultant follow all safety related dress guidelines on any client site (i.e. safety goggles or safety helmets).

*Please sign and return one copy of this policy statement, which will indicate your acknowledgement of receipt and intention to comply with these policies.*

By: \_\_\_\_\_

Date: \_\_\_\_\_