

## ***Worker's Compensation and Safety***

### *1.0 Policy*

Ultra Tech is committed to providing a safe and healthy working environment. To this end it is important that adequate policies and procedures be developed and adhered to in order to safeguard employees and facilities. The Company will not knowingly permit unsafe conditions to exist, nor permit employees to engage in unsafe or careless practices. Ultra Tech will inform employees of hazards or potential hazards and will advise employees of necessary precautions. The Company believes that the safety and health of employees can best be ensured by a comprehensive meaningful program.

### *2.0 Scope*

All employees.

### *3.0 Guidelines*

Employees are expected to follow safety procedures and to take reasonable precautions to protect themselves and their co-workers.

Since employees on the job frequently are more aware of unsafe or unhealthy conditions than anyone else, they are encouraged to make recommendations, suggestions, etc. to their immediate supervisor. Employees should notify the appropriate supervisor immediately regarding on-the-job accidents or injuries. Employees cannot be penalized for reporting unsafe conditions.

Supervisors are responsible for ensuring that safe and healthy conditions are maintained within their departments and that corrective action is taken when necessary.

Accident prevention, adherence to safety procedures, and the maintenance of a safe and healthy work environment are the responsibility of every supervisor and employee. Failure to adhere to safety procedures or to act on the need for corrective action will result in disciplinary action.

An employee who is injured or who becomes ill as a result of performing his/her job is covered by state Worker's Compensation insurance. Worker's Compensation provides payment for medical treatment/services and a disability benefit (when the employee is unable to work) as a result of a work-related illness or injury.

Because Worker's Compensation benefits are regulated by state law, related medical and disability claims are processed separately and apart from the normal group medical or disability plans. (The cost of coverage is paid for by the Company.) Payment is initiated as a result of the "Supervisor's First Report of Injury" and necessitates that reports are processed and sent to Personnel in a timely fashion (within 24 hours).

Benefit levels and waiting periods vary by state. Ultra Tech allows employees to use accrued sick or vacation credit, however, to cover waiting periods and/or to offset the loss of income not covered by Workers' Compensation disability benefits. Specific information is available from the Human Resources Department regarding Worker's Compensation coverage.

Employees cannot be penalized for absence that results from a work-related injury of illness. Employee benefits will continue intact during extended absences that result from such injuries or illness and Ultra Tech will continue contribution levels to applicable coverages. Accruals for the purposes of sick and vacation leave will continue; however, leave will not be credited for time not worked.

#### *4.0 Procedure*

It is the responsibility of the Company to :

- ?? Develop and post an emergency preparedness plan
- ?? Conduct periodic facility inspections to identify unsafe conditions
- ?? Monitor work-related injuries and illnesses for patterns and investigative accident reports
- ?? Institute preventive practices and procedures and ensure corrective or preventive action is taken when necessary
- ?? Interface with OSHA inspectors and ensure violations or citations are handled promptly
- ?? Implement appropriate orientation, education and training programs
- ?? Ensure that necessary baseline, screening, or monitoring tests or physicals are carried out
- ?? Ensure that required notices and logs are posted
- ?? Monitor overall compliance to applicable federal and state OSHA regulations
- ?? Ensure that executive management is kept apprised of safety and health issues through regular written reports.