

## Workplace Safety Program

At Fern, our unwavering commitment to providing a safe and secure workplace for all employees is at the forefront of our operations. It is our firm belief that every individual has the right to work in an environment that prioritizes their well-being and safety.

To this end, we have established a policy that empowers our employees to report any unsafe conditions or practices. We firmly believe that safety is a collective responsibility, and we encourage each one of you to actively participate in ensuring a hazard-free workplace. Your observations and reports are invaluable in identifying and addressing potential risks, and we urge you to communicate any concerns regarding safety to your supervisors without hesitation.

In our pursuit of excellence in workplace safety, we welcome and value your suggestions for improvement. Our management team is dedicated to considering all employee recommendations with the utmost seriousness and is committed to allocating the necessary resources to rectify unsafe conditions and refine our work practices.

To reinforce our commitment to safety, senior management will actively engage with our workforce in developing and sustaining an effective safety program. Our approach includes:

- Fostering participation from both employees and management.
- Providing comprehensive safety and health education and training.
- Regularly reviewing and updating our safety protocols to ensure they meet the highest standards.

This letter serves to reaffirm the commitment of Fern's management to maintaining a safe and healthy work environment. Our safety program is an integral part of our operational standards, and adherence to these safety measures is a fundamental requirement for all employees. We hold each member of our team accountable for their safety performance, just as we do for quality and productivity.

Together, let us continue to build a culture of safety that protects and values every member of our Fern family.

John Hense  
CEO

## General Rules for All Employees

### SECTION I: APPLICATION AND RESPONSIBILITY

#### Application of Safety Rules

**Possession:** Each city office must maintain a copy of this safety procedure manual and ensure it is readily accessible. Supervisors are responsible for ensuring that every employee under their charge is thoroughly familiar with the procedures and rules outlined in this manual.

**Interpretation:** Employees tasked with performing hazardous work that is not adequately safeguarded must bring the matter to the attention of their supervisor before commencing work. In cases where questions arise regarding the interpretation of safety rules, the final decision rests with the supervisor. For the purpose of these rules, the term "supervisor" includes the Vice President, Area Manager, General Manager, Assistant General Manager, General Manager, or Project Manager.

**Emergencies:** These rules are intended to represent minimum requirements and are designed to cover average conditions. Recognizing that it is impractical to anticipate all conditions and emergencies, we request the earnest cooperation of all employees and supervisors in addressing situations not specifically covered by these rules.

#### Employee's Responsibility for Safety

**Ability:** Employees must assess their ability to perform assigned tasks safely before proceeding with a job. If an employee is assigned work for which they are not qualified, they should immediately inform their supervisor.

**Understanding:** Before commencing work, each employee must have a thorough understanding of the task at hand, their role in it, and the applicable safety rules. Discussions before starting work, often referred to as "tailgate" or "pre-job" meetings, are encouraged to promote safe operations.

**Familiarity with Standards:** Employees are expected to become thoroughly familiar with the safety standards and requirements published in OSHA 1910 (General Industry) and OSHA 1926 (Construction). It is essential to adhere to the standards and requirements relevant to the work being performed.

**Compliance:** Supervisors are responsible for ensuring that their job sites meet or exceed the safety requirements set forth in this manual. This includes ensuring temporary workers receive necessary safety program training through their respective unions or directly from Fern.