



Health, Safety, and Environmental

Policies and Procedures



Introduction

1.0 Document Control / Key References / Document Approval

The Little Red Services HSE Manual controlled copy (managed document) is located on the Little Red Services HSE Web Site. All printed copies of the Manual are uncontrolled.

Document Approval

	Authorizer	Title	Date
Authorizer	Douglas L. Smith	President / CEO	5-1-2012
Custodian	Christopher Warner	Director- HSE	5-1-2012

2.0 Introduction

The goals of our company are simple – To protect our most valuable assets – Our Employees, the Environment and our Business Reputation. To provide you a workplace that is truly free from hazards so that you may safely earn a living to support yourselves and your families and be able to return to them at the end of each work day without injury. This Health, Safety and Environment (HSE) Manual is a vital tool for every person who works in our operations to allow us to achieve our goals together. It explains your safety responsibilities and the responsibilities of your co-workers, as well as the responsibilities and obligations of your supervisors.

My goal and the goal of the Little Red Services Leadership Team is to provide each of you with a safe workplace. Excellent safety performance is an essential component of building and maintaining a sustainable business and we should be proud of our significant achievements to remove risk from our business. Your role as part of the Team is to understand and follow these safety standards and procedures while on the job – it is a requirement of employment. Following these safety requirements and working safely is also a moral obligation to your coworkers, to your family, and to yourself. To keep yourself and your co-workers safe, please ensure that your behaviors and work habits incorporate these safety standards and procedures, and always remember that every person can “Stop the Job” if something doesn’t look or seem right.

Please contact your supervisor or me personally if you have any questions regarding this manual or how the standards and procedures contained within it will be implemented in your area.

Douglas L. Smith
 President / CEO
 Little Red Services, Inc.



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3.0 Emergency Telephone Numbers

Little Red Services

Name	Title	Work Phone	Cell Phone
Doug Smith	President / CEO	907-349-2931	907-830-7871
Joe Curgus	VP of Operations	907-349-2931	907-903-9911
Greg Johnson	VP of Operations	907-349-2931	907-529-9197
Anchorage Office		907-349-2931	

4.0 Purpose

The purpose of this HSE Manual is to provide a technical reference for safety and health policies and operating practices for all Little Red Services and contractor employees who work at facilities and areas operated by Little Red Services. While the Little Red Services HSE Manual is based on controlled procedures and policies, paper copies of the HSE Manual are not controlled and may not reflect changes to procedures and policies that are made after the printing of this HSE Manual. The controlled procedure or policy covering a particular activity is the definitive reference and must always be followed.

Little Red Services requires contractor companies to have their own health and safety programs. When the policies, procedures or programs differ from Little Red Services', contractor employees must follow the more stringent standard of either their company's or Little Red Services' policy or procedure covering the work activity or task.

Compliance with all applicable laws and regulations is always a requirement. Please speak to your supervisor or a Little Red Services Safety Advisor if you have questions regarding the appropriate procedure or policy for a particular work activity. The controlled version of this HSE Manual can be found at the company main office or on our company website at www.littleredservices.com.

5.0 Responsibilities

We are committed to providing all Little Red Services employees and contractor employees who work on our premises with a safe and secure work environment where no one is subject to unnecessary risk.

We recognize that safe operations depend not only on technically sound facilities and equipment, but also on competent people and an active HSE culture. No activity is so important that it cannot be done safely! However, simply obeying safety rules is not



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enough. Little Red Services' commitment to safety means that each of us needs to be alert and aware of safety risks as we do our jobs, regardless of whether the job is simple or complex.

6.0 HSE Manual Amendment Procedure

If you believe that an amendment to this HSE Manual would be appropriate, please submit a brief proposal to Little Red Services North Slope Safety Department explaining the nature of the suggested addition, revision, or deletion.



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HSE Manual Amendment Form

Name _____ Phone Number: _____

Work Location _____

Page(s) to be changed _____

Suggested Change: _____

Reason for Change: _____

Return to Little Red Services Safety Department



Safety and Guiding Principles

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Safety and Guiding Principles

1.0 Guiding Principles of Safety

Safety is identifying and eliminating or minimizing occupational safety and health risks. Management has the principal responsibility for safety, and all employees and contractors share an obligation for safety.

1.1 Guiding Principles

- Injuries and occupational illnesses are preventable.
- Safety is fundamental to the conduct of our business.
- Employee involvement, feedback, and recognition are fundamental to safety.
- Safe behavior is doing the job right.
- Management is responsible for visibly and consistently establishing safety as a priority.
- Management is responsible and accountable for the safety of employees, contractors, and the general public.
- Employees and contractors are responsible and accountable for their actions.
- Employees and contractors have an obligation, without fear of reprisal, to notify management of apparent hazards, and they have the right to receive timely and adequate responses.
- Employees and contractors are obligated to stop work when conditions are unsafe, work direction is not clear, or risk to the environment exists.

2.0 Our Values

Safety Rules, Policies, Programs and Procedures from time to time are required to be modified, updated, expanded upon and even have variances applied against them. These elements of a Safety Culture are what we would consider to be Priorities. Priorities in the workplace can change due to the nature of business. However, as individuals and as a company, our Values will never change, nor will they be compromised. Our greatest value is that our employees conduct work free of injury and that NO job is so important that we cannot take the time to do it safely. Everyone who works for, or on behalf of, Little Red Services, Inc is responsible for their safety and the safety of those around them. It is an expectation of the company that no matter what the policies, procedures or the work plan may dictate, that all employees will always hold these values above all else and always ask the questions, "Is this the right thing to do?" and "Are we protecting our most valuable asset, Our Employees and keeping them from harm?"



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3.0 The HSE Basics

The HSE Basics are a natural progression from the safety guiding principles and as such support alignment with our safety goals. The HSE Basics define fundamental expectations, accountabilities and actions so that Little Red Services, Inc's safety objective of an injury free workplace can be achieved. The HSE Basics are as follows:

As a condition of employment while working on any Little Red Services, Inc site, you must:

- Risk assess all work
- Stop the job and reassess risk when conditions change
- Follow the relevant procedures
- Understand and follow Little Red Services, Inc's Golden Rules of Safety and the Fundamental Safety Requirements
- Know and wear required PPE for the job as defined in the pre-job assessment. Minimum requirements are usually:
 - Hard Hat
 - Eye protection
 - Gloves
 - Hearing protection
 - Safety Toed Footwear
- Adhere to the Little Red Services, Inc driving policy
- Report all HSE incidents
- It's about protecting people, environment and equipment

4.0 Accountability

- When working at any Little Red Services, Inc site, you are accountable for following the HSE Basics
- Supervisors are accountable for ensuring:
 - A safe work site for their personnel
 - Their team follows the HSE Basics
- Everyone must stop any unsafe act they see!

5.0 Consequences

A failure to comply with these rules may result in discipline up to and including termination.



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6.0 Supervisor Safety Expectations

The Supervisor is responsible for the safety of the operation. Production goals will be accomplished by following safe operations. The Supervisor is expected to:

- Set an example for employees to follow.
- Know the job and have a thorough knowledge of the hazards associated with each operation.
- Communicate safe work practices to each employee.
- Hold and document periodic safety meetings.
- Thoroughly and promptly investigate and report all injuries, near misses, and incidents, and ensure that corrective action has taken place.
- Perform frequent safety surveys to ensure that safe conditions exist and that safe practices are being followed.
- Ensure that employees know to report all injuries and unsafe conditions or practices.
- Know, support, and inform employees of Company policies and procedures.
- Ensure that all new employees are assigned a mentor prior to reporting to any work assignment.
- Ensure that all employees receive applicable training in the work practices necessary to safely perform their work.
- Ensure their employee's work hours provide reasonable allowance for rest to minimize fatigue and impaired performance.
- Ensure their employees understand that they have the authority and obligation to stop unsafe work.

7.0 Individual Safety Expectations

The success of any safety program is based upon all individuals having a positive attitude toward safety and injury prevention. Each individual is expected to:

- Be responsible for the safe performance of the job, both for their personal safety and that of fellow workers. This includes quality risk assessments, the proper use of personal protective equipment, safety equipment, and adhering to safe work practices.
- Only undertake work for which you are trained, competent, medically fit and sufficiently rested and alert to carry out.
- Report promptly every injury, near miss, spill, incidence of fire, and equipment or property damage to their Supervisor.
- Understand that every person working for Little Red Services, Inc including contractors, has the authority and obligation to stop unsafe work and report any occurrence to their immediate on-site supervisor.
- Actively participate in safety meetings.



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- Make sure you know what to do if an emergency occurs at your place of work.
- Assist in the investigation of incidents as requested by the Supervisor.
- Become familiar with the contents of this HSE Manual, Company policies, and pertinent requirements or safe operating procedure.

8.0 Fundamental Safety Requirements

Note: Always be familiar with site-specific safety requirements.

The following safety rules will be strictly enforced to ensure the safety of our people and our communities. Any violation of these rules will not be tolerated and may result in immediate termination of employment with Little Red Services, Inc.

1. Before work occurs, the Performing Authority will be responsible for identifying and communicating potential hazards to all members involved in completing the work. Always conduct or review and sign a Hazard Analysis or Assessment prior to starting the work task. Wear all Personal Protective Equipment as required in the Job Safety & Environmental Hazard Analysis / PPE Assessments for the task being performed.
2. Always know a safe emergency exit path from your work location.
3. Never knowingly take any actions that would place yourself or others in imminent danger.
4. All personnel shall immediately take necessary action to correct any unsafe actions or conditions and, if appropriate, report them to the responsible Supervisor.
5. Immediately report all incidents (injuries, spills, vehicle accidents, etc.) to your supervisor.
6. Only perform a work task if you have received required training. No equipment shall be operated until the operator has received proper training on that equipment. Contact your Supervisor with any questions regarding training requirements.
7. Never make any modifications to PPE without prior approval from management.
8. Fighting and horseplay are strictly prohibited.
9. Running in work areas, except during an emergency, is prohibited.
10. When ascending or descending stairways, use the handrail, and take one step at a time.
11. Illegal substance and alcohol use or possession is prohibited while working for or on Little Red Services, Inc property. All personnel must notify their Supervisor if taking prescription medication that may inhibit their job performance.



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12. No work shall be started on any equipment without the knowledge and consent of the person responsible for that area or equipment.
13. All visitors will adhere to site specific Personal Protective Equipment (PPE) requirements.
14. Non-intrinsically safe devices, including cellular phones, radios, radio chargers, cameras, flashlights, vehicle remote starts, etc., shall not be carried in classified areas.
15. Any Little Red Services, Inc or contract employee who works unescorted at the various field-operating areas shall complete, at a minimum, the "NSTC-Unescorted" training program prior to arrival at their assigned location. Any person physically working on equipment or driving company vehicles would generally require the "unescorted" training requirements regardless of local oversight.
16. Serious accidents have occurred because injured personnel were wearing jewelry. These injuries may have been caused by contact with hazards such as moving machinery, energized electrical systems, hot surfaces, or less obvious events like catching rings when climbing equipment. The following jewelry guidelines will be followed to prevent injuries whenever working at an Little Red Services, Inc's facility, work site or shop area:
 - Finger rings, metal-banded wrist-wear, and other conductive items shall not be worn when performing electrical work.
 - Necklaces or medallions shall be removed or tucked inside clothing so as not to create a hazard.
 - Rings shall be removed; taped up or gloves worn over to prevent a catching hazard.
 - Unrestrained long hair shall be controlled whenever working around rotating / moving equipment.
 - Precautions shall be taken to ensure loose clothing or accessories do not pose a hazard whenever working around rotating equipment.
17. Compressed air shall not be applied to clothing or personnel.
18. Fire extinguishers, alarm boxes, fire doors, air packs, eyewash stations, AED's, First Aid Kits and all other emergency equipment shall be maintained in good working order and kept clear of obstructions.
19. All flexible tubing, hoses, and lines shall be inspected prior to use. Pay particular attention to the braided outer sheath of lines. Equipment which shows fraying or wear will require replacement.
20. All equipment shall be positioned in such a manner that ensures the equipment's exhaust does not enter buildings.
21. Always follow applicable Energy Isolation requirements prior to commencing work.



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22. Always complete and follow a fall protection risk assessment matrix and rescue plan when working at heights six feet or above when permanent engineered systems are not available. Never stand or work from handrails or the top step or cap of a stepladder or work from a ladder that is not secured.
23. Only work on scaffolding that has been signed off and approved by a Competent Person. Only access scaffolding by approved means. Never ascend or descend ladders while carrying objects in your hands and/or purposely drop or throw objects to or from scaffolding or elevated surfaces. Unauthorized modifications to scaffolding or work platforms are prohibited.
24. Never work in a confined space (hazardous or non-hazardous) without being trained as an entrant and with an attendant present. The space must be properly prepared (energy isolation, ventilation, etc.) and permit completed.
25. Never enter into a trench or excavation unless you have been trained and authorized by the competent person in charge. An Excavation Daily Inspection form must be completed and signed by the Competent Person in charge prior to any entry into the excavation.
26. Never ride or hang from rigging or lifting equipment. Never stand, work or walk under suspended loads.

9.0 Golden Rules of Safety

The Golden Rules of Safety cover the following activities:

9.1 Permit to Work

Before conducting work that involves confined space entry, work on energy systems, and ground disturbance in locations where buried hazards may exist, or hot work in potentially explosive environments, a permit must be obtained that:

- Defines scope of work
- Identifies hazards and assesses risk
- Establishes control measures to eliminate or mitigate hazards
- Links the work to other associated work permits or simultaneous operations
- Is authorized by the responsible person(s)
- Communicates above information to all involved in the work
- Ensures adequate control over the return to normal operations

9.2 Energy Isolation

Any isolation of energy systems; mechanical, electrical, process, hydraulic and others, cannot proceed unless:

- The method of isolation and discharge of stored energy are agreed and executed by a competent person(s)



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- Any stored energy is discharged
- A system of locks and tags is utilized at isolation points
- A test is conducted to ensure the isolation is effective
- Isolation effectiveness is periodically monitored

9.3 Ground Disturbance

Work that involves a man-made cut, cavity, trench or depression in the earth's surface formed by earth removal cannot proceed unless:

- A hazard assessment of the work site is completed by the competent person(s)
- All underground hazards, i.e. pipelines, electric cables, etc., have been identified, located and if necessary, isolated
- Where persons are to enter an excavation:
- A confined space entry permit must be issued if the entry meets the confined space definition
- Ground movement must be controlled and collapse prevented by systematically shoring, sloping, benching, etc., as appropriate
- Ground and environmental conditions must be continuously monitored for change

9.4 Confined Space Entry

Entry into any confined space cannot proceed unless:

- All other options have been ruled out
- Permit is issued with authorization by a responsible person(s)
- Permit is communicated to all affected personnel and posted, as required
- All persons involved are competent to do the work
- All sources of energy affecting the space have been isolated
- Testing of atmospheres is conducted, verified and repeated as often as defined by the risk assessment
- Stand-by person is stationed
- Unauthorized entry is prevented

9.5 Working at Heights

Working at heights of 2 meters (6 feet) high above the ground cannot proceed unless:

- A fixed platform is used with guard or hand rails, verified by a competent person, or...



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- Fall arrest equipment is used that has:
 - A proper anchor, mounted preferably overhead
 - Full body harness using double latch self locking snap hooks at each connection
 - Synthetic fiber lanyards
 - Shock absorber
- Fall arrest equipment will limit free fall to 2 meters (6 feet) or less
- A visual inspection of the fall arrest equipment and system is completed and any equipment that is damaged or has been activated is taken out of service
- Person(s) are competent to perform the work

9.6 Lifting Operations

Lifts utilizing cranes, hoists, or other mechanical lifting devices will not commence unless:

- An assessment of the lift has been completed and the lift method and equipment has been determined by a competent person(s)
- Operators of powered lifting devices are trained and certified for that equipment
- Rigging of the load is carried out by a competent person(s)
- Lifting devices and equipment have been certified for use within the last 12 months (at a minimum)
- Load does not exceed dynamic and/or static capacities of the lifting equipment
- Any safety devices installed on lifting equipment are operational
- All lifting devices and equipment have been visually examined before each lift by a competent person(s)

9.7 Driving Safety

All categories of vehicle, including self-propelled mobile plant, must not be operated unless:

- Vehicle is fit for purpose, inspected and confirmed to be in safe working order
- Number of passengers does not exceed manufacturer's design specification for the vehicle
- Loads are secure and do not exceed manufacturer's design specifications or legal limits for the vehicle
- Seat belts are installed and worn by all occupants



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- Safety helmets are worn by riders and passengers of motorcycles, bicycles, quads, snowmobiles and similar types of vehicles

Drivers must not be authorized to operate the vehicle unless:

- They are trained, certified and medically fit to operate the class of vehicle
- They are not under the influence of alcohol or drugs, and are not suffering from fatigue
- They do not use hand-held cell phones, radios, or other electronic equipment that can distract the driver while driving (best practice is to switch off all phones and two-way radios when driving)

9.8 Management of Change

Work arising from temporary and permanent changes to organization, personnel, systems, process, procedures, equipment, products, materials or substances, and laws and regulations cannot proceed unless a Management of Change process is completed, where applicable, to include:

- A risk assessment conducted by all impacted by the change
- Development of a work plan that clearly specifies the timescale for the change and any control measures to be implemented regarding:
 - Equipment, facilities and process
 - Operations, maintenance, inspection procedures
 - Training, personnel and communication
 - Documentation
- Authorization of the work plan by the responsible person(s) through completion

Make sure you have a thorough understanding and knowledge of the Golden Rules of Safety.

10.0 Workers' Duty to Refuse Unsafe Work and Non-retaliation

If you have reason to believe that work you are asked to do possess an **"imminent danger"** to yourself or another worker, you **MUST** refuse to do it. The following are the parameters for the workers' duty to refuse unsafe work.

- An **"imminent danger"** means any **work that is not normal for your job**, or any danger under which you would not normally work. An example might be having a worker perform a task or job more than 6' above the ground without wearing a full body harness and approved lanyard. This would be against LRSI policy and would pose a danger if the worker should slip and fall.



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- As soon as you make the decision to refuse to perform dangerous work, you must immediately notify your Operator or Field Supervisors. Explain your reasons for the decision. The Operator or Field Supervisors will investigate immediately and if possible, eliminate the danger.
- Your employer cannot fire you for refusing to work where there is “**imminent danger**”, or refusing to break laws or policies, as long as you have good reason for taking that action, however, you cannot refuse to perform work because of the risks normally associated with your occupation.
- If your supervisor does not agree that there is a hazard, or if you cannot agree on acceptable corrective measures, contact the HSE Representative or next level of supervisor, who will investigate the situation and if any corrective action should be taken.
- It is strictly prohibited to retaliate in any form against any employee who in good faith reports a perceived problem or concern.
- Any employee who commits or condones any form of retaliation is subject to discipline up to and including termination.

11.0 Disciplinary Action Policy

It is Company policy that employees and contractors will work safely at all times. There are times when disciplinary action is appropriate to ensure the business operates in a safe and professional manner.

Working safely is a condition of employment. Employees who fail to observe proper standards of conduct, or who willfully violate Company rules and/or act in an unsafe manner, will be subject to appropriate disciplinary action, which may include dismissal at the discretion of the Company. Management and Supervisors will conduct periodic inspections of the workplace to assist in ensuring compliance with safety rules and policies. The full scope of the LRS Discipline Policy is available in the LRS Employee Handbook.

12.0 Substance Abuse & Prohibited Items Policy

It is Little Red Services, Inc’s policy to have a drug and alcohol free work place. This policy will be strengthened via testing of all “new hire” and current employees.

Little Red Services, Inc maintains drug and alcohol testing programs under DOT requirements as well as a Non-DOT testing program.

A full copy of Non-DOT policy is included in the LRS HSE Policies and Procedures Manual (SPPM).



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The DOT testing program, as required under 49 CFR Part 40 and Part 199, is available upon request or on the LRS website at www.littleredservices.com

12.1 Drug Use Policy and Testing Program

Little Red Services, Inc is dedicated to maintaining a competitive, safe and productive working environment for its employees. Since the safe and efficient performance of one's job is absolutely essential to this goal, employees' use of or impairment by drugs, alcohol or controlled substances poses a serious threat. To help ensure a safe and efficient working environment, Little Red Services, Inc has adopted a drug and alcohol-testing program administered by Beacon Occupational Safety and Health Services. They act as administrator on behalf of Little Red Services, Inc for enforcement of its Drug and Alcohol Policy.

Beacon Occupational Safety and Health Services

800 Cordova Street

Anchorage, AK 99501-3717

(907) 222-7612

It is the policy of Little Red Services, Inc, in the maintenance of its property, to provide a working environment which is safe for our employees, as well as others having business with the company. This policy restricts certain items and substances from being brought on or being present on Company Premises and prohibits company employees, and others who are working on Company Premises, from reporting for work or from working with detectable levels of certain drugs, alcohol, and other substances which affect an employee's ability to perform work safely.



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Substances tested for under these plans are:

<u>DOT</u>	<u>Non-DOT</u>
Alcohol	Alcohol
Marijuana	Marijuana
Cocaine	Cocaine
Opiates	Opiates
Phencyclidine (PCP)	Phencyclidine (PCP)
Amphetamines	Amphetamines
Methamphetamines	Methamphetamines
Ecstasy (MDMA, etc)	Ecstasy (MDMA, etc)
	Barbiturates
	Benzodiazepines
	Methadone
	Propoxyphene

12.2 Prohibitions

Little Red Services, Inc policy prohibits the following:

1. The use, possession, manufacture, distribution, dispensation or sale of illegal drugs on Company Premises.
2. Unauthorized use or possession, or any manufacture, distribution, dispensation or sale of a controlled substance on Company Premises.
3. Unauthorized use, manufacture, distribution, dispensation or possession or any sale of alcohol on Company Premises.
4. Storing any illegal drug, any unauthorized controlled substance or any alcohol on Company Premises.
5. Being under the influence of a controlled substance or illegal drug or alcohol on Company Premises; "under the influence" of alcohol is defined as a blood alcohol content of .02; "being under the influence" of a controlled substance or illegal drug is defined as testing positive at a specified ng/ml level.



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6. Use of alcohol off Company Premises which adversely affects the individual's work performance, his own or others' safety at work.
7. Possession, use, manufacture, distribution, dispensation or sale of illegal drugs off Company Premises that adversely affects the individual's work performance, his own or others' safety at work.
8. Switching or adulterating any urine sample submitted for testing.
9. Refusing to submit to a search or testing when requested by Company.
10. Conviction under any criminal drug statute for a violation occurring in the work place.
11. Failure to notify the Company of any arrest or conviction under any criminal drug statute within five (5) days of the arrest or conviction.
12. Refusing to sign a statement agreeing to abide by the Company's Drug, Alcohol and Controlled Substance Safety Policy.

12.3 Testing

Little Red Services, Inc requires that all newly hired employees be free of alcohol or drug abuse. Each offer of employment shall be conditioned upon the passing of a drug test. Any applicant who fails to pass the pre-employment drug test shall be rejected for employment.

1. Applicants and employees subject to testing must sign an approval form consenting to the testing and consenting to the release of the test results to the Company, prior to any testing.
2. In projects covered by the Department of Transportation Regulations, additional testing for employees in covered positions will be as dictated by 49 CFR Part 40 and Part 199. This is the plan under which drug testing will be conducted for Little Red Services, Inc DOT regulated employees.
3. Little Red Services, Inc may require drug testing of any employee involved in an accident resulting in injury or property damage.
4. On a random basis, 50% of all CDL licensed drivers shall be tested annually for drugs and 25% shall be tested randomly for alcohol. All testing of CDL licensed drivers will conform to DOT regulations specified in 49 CFR Part 382.

12.4 Weapons

It is Little Red Services, Inc's policy that no weapons of any kind are allowed on company premises or in company vehicles or vehicles used for company business. This includes but is not limited to all types of guns, knives and primitive firearms including archery equipment.



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12.4.1 Disciplinary Procedures

Little Red Services, Inc may take adverse employment action, up to and including dismissal, based on:

1. A positive drug or alcohol test result.
2. A prospective employee's refusal to provide a drug or alcohol testing sample.
3. Otherwise violating the terms and requirements of this policy.

12.5 Searches

Whenever Little Red Services, Inc has reasonable suspicion that an employee's work performance or on-the-job behavior may have been affected by alcohol or drugs, the Company may search the employee, the employee's locker, desk or other Company property under the control of the employee, as well as the employee's personal effects or automobile on Company Premises as well as require the employee to submit to additional drug/alcohol screening.

Whenever Little Red Services, Inc has reasonable suspicion that an employee possesses drugs on Company Premises, the Company may search the employee, the employee's locker, desk or other Company property under the control of the employee, as well as the employee's personal effects or automobile on Company Premises.

12.6 Violations of Policy

Violation of this policy may result in severe disciplinary action, including discharge, at the Company's sole discretion.

This policy applies to all Little Red Services, Inc employees, and employees of other contractors, companies or invitees on Company Premises. Any person having business with Little Red Services, Inc who refuses to acknowledge and consent to the conditions of this Policy or who is found to be in possession of any prohibited substances will not be allowed on Company Premises, or if present, will be removed and not allowed to return.

12.7 Acknowledgment Form



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ACKNOWLEDGMENT AND CONSENT

I hereby acknowledge that I have received and understand Little Red Services, Inc's Safety and Guiding Principles Policy. I agree, without reservation, to follow this policy and I understand that it is my responsibility to read and comply with the policies contained in this handbook including any revisions to it.

EMPLOYEE PRINTED NAME

EMPLOYEE SIGNATURE

DATE