1.0 **PURPOSE:** To create and develop a uniform safety incentive program for all Euramax North America employees.

2.0 **POLICY:**
Euramax recognizes the value that a healthy and safe workplace can provide to its business and continuing growth. As a result, Euramax is implementing this Safety Awareness/Safety Incentive Program. Euramax wants to encourage all employees to engage in safe and healthy work practices. **This program replaces all safety incentive programs that previously existed in North America.**

3.0 **RESPONSIBILITIES:**
A. It is the responsibility of the **Facility Leader** to ensure compliance with this procedure in its entirety.
B. It is the responsibility of all **Employees** to follow the requirements of this procedure.

4.0 **ELIGIBILITY:**
The following are the eligibility requirements for the Safety Awareness/Safety Incentive Programs:

A. At date of disbursement or award, employee must be current full-time salary or hourly.
B. Employees on a temporary layoff or leave of absence are eligible for the awards as long as they were active as of the end of the period (i.e. December 31st, end of the quarter, etc.)
C. Eligible recipients include: Hourly production workers, maintenance personnel, truck drivers, plant managers, production supervisors, and salaried employees who report to the plant manager.
D. Excluded employees include: Vice presidents, sales, customer care, logistics, procurements, human resources, engineering, IT and accounting/administration.
E. Any exception to the eligibility requirements outlined above must be **pre-approved in writing** by the operational vice president responsible for the facility and the senior vice president of operations. **No Exceptions.**
5.0 PROCEDURE:
The Safety Awareness/Safety Incentive Program is divided into two groups, Safety Awareness and Safety Incentive:

A. Safety Awareness
1. Safety Awareness Day. Each March, June, September and December, on a day designated on the Safety First calendar, each Euramax facility will hold a “Safety Awareness Day”. Participation is accomplished by wearing anything yellow or anything safety related that has been previously presented to the employee. This procedure involves all Euramax employees - those who participate will have a group picture taken and subsequently posted at www.euramaxsafety.com. Additionally, participants will receive a small, low cost reward ranging from candy bars, fresh fruit to $1 items from breakfast menus at local restaurants.

2. Quarterly Safety Lunch. A hot dog, hamburger, pizza, or sandwich lunch will be provided at each facility once per quarter to increase safety awareness. The Facility Leader will arrange the facility wide lunch each February, May, August and November.

B. Safety Incentive
1. Safety First Bucks (SFB) Program. Each eligible Euramax employee from an accident free facility will receive 25 SFB every calendar quarter. New employees are eligible to earn SFB the quarter in which they are hired. Accident free is defined as having no Recordable or Lost Time accidents.

Should a Recordable or LTA accident occur at the facility, that quarters’ SFB will be forfeited by all employees. The quarter in which an accident is classified as a Recordable or LTA will be the quarter in which the SFB will be forfeited regardless when the accident occurred.

Earned SFB can be redeemed for merchandise quarterly via a dedicated website by the facility leader. The facility leader will have a list of items available and their respective SFB value. SFB can roll over and accrue to be redeemed for items of higher SFB value. Facility leaders are responsible for tracking employees SFB balance using the SFB Redemption form attached. Safety First Bucks have no monetary value and cannot be redeemed if employment is terminated. It is the responsibility of the Facility Leader to maintain a spreadsheet to track SFB.

* Uncontrolled if printed *
2. Annual Safety Certificate Program. All eligible Euramax employees who work a full calendar year without a Recordable or LTA safety incident will be presented with a personalized Euramax Certificate of Safety using the attached template indicating how many years of accident free work they have accomplished.

3. Safety First Milestone T-Shirt Program. All eligible Euramax employees who reach a safety milestone (5, 10, 15 years, etc) will receive a yellow Safety First T-Shirt indicating the milestone. Please see the attached Milestone Safety First T-Shirt form.

4. Euramax North America Safety Award. All facilities that are accident free (no Recordable – No LTA) will be awarded with the Euramax North America Safety Award. The award consists of a plaque presented to the facility and each eligible full-time employee will receive a gross safety incentive check, based upon the length of time since the last occurrence (see schedule below):

   - One Year: $100 per employee
   - Two Years: $200 per employee
   - Three Years and Beyond: $300 per employee

The plaque and checks will be distributed to the facility no later than March 1st of the subsequent year.

The facilities receiving the Euramax North America Safety Award will have a lunch (cookout, pizza, etc. or equivalent) when the plaque and checks are awarded to the employees.

C. Employees failing to comply with this procedure will be disciplined in accordance with normal progressive disciplinary procedure for the facility.

6.0 ATTACHMENT / FORMS:
   A. Safety Bucks Redemption Form
   B. Euramax Safety Certificate
   C. Annual Safety Certificate and Milestone Safety T-Shirt Program Form
6.0  PROCEDURE HISTORY:
Original Issue – 5/2012
Reviewed and Updated – 3/2014
SAFETY POLICY AND PROCEDURE MANUAL
All Euramax North America Subsidiaries

Number D-7.0 – Safety Awareness/Safety Incentive Program
SAFETY FIRST BUCKS REDEMPTION FORM

NAME: ___________________________ Employee ID: ___________________________
Today’s Date: ___________________ Quarter of the year: _________________________

I am redeeming my Safety First Bucks for the following Items:

1. Item: _______________ SFB value _______________
2. Item: _______________ SFB value _______________
3. Item: _______________ SFB value _______________
4. Item: _______________ SFB value _______________

Employee’s Signature: _________________________________________
Approved by: __________________________________________

After approval has been obtained, Supervisor should:

1. Inform employee of approximate delivery date
2. Retain copy for files
3. Forward this form to your facility leader!

SAFETY FIRST BUCKS SUMMARY

SFB Current Balance: __________________________
SFB Used this request: __________________________
Net SFB Remaining: __________________________

Safety First Bucks can only be redeemed the following weeks:
1st and 2nd Week of January, April, July, and October

Employee’s Signature: __________________________
Approved by: __________________________

After approval has been obtained, Supervisor should:

1. Inform employee of approximate delivery date
2. Retain copy for files
3. Forward this form to your facility leader!
Certificate of Safety

This certifies that

has successfully completed

Year(s) of Accident Free Work

THANK YOU FOR YOUR DEDICATION AND COMMITMENT TO SAFETY

Date:
Employees who reach Recordable and LTA accident free milestones will receive a Safety First T-shirt (at 5, 10, 15 years, etc). The purpose of this program is to recognize those employees who have demonstrated a prolonged accident free safety record.

Employee's Name: ___________________________________________________________

Facility: _________________________________________________________________

Date of Hire: _____________________________________________________________

No Recordable or LTA Accidents since: _______________________________________

What year Safety First T-shirt is needed? _____________________________________

(i.e. 5, 10, 15, 20, etc.)

Safety First T-Shirt Size: _________________________________________________

Please email this form to safetyfirst@euramax.com or fax to: (717)735-2827

Forms need to be submitted yearly on/or before November 1 for the following year distribution. (Safety First T-shirts are ordered once per year.)

Please present the Safety First T-shirt during the Monthly Safety Meeting given by the Facility Leader.