

#39



**EMPLOYEE HANDBOOK
FOR HOURLY EMPLOYEES**

GENERAL SAFETY RULES

The following is a list of general safety precautions and rules. This list in itself is not inclusive.

1. All injuries and illnesses, no matter how minor, must be reported to your supervisor immediately. Adhere to the company's policy on First Aid. Never attempt to treat another worker's injury unless medically qualified and you have been trained in Blood Borne Pathogens, First Aid and CPR.
2. The potential for injury from moving machinery throughout the plant must be recognized. Only operate machinery you have been trained on and have been checked off as competent to operate. Never put your hands in any moving machinery.
3. Guards shall be in correct position and safely functioning properly while machinery is in operation. Never operate your machine unless all guards are in the correct position.
4. Guards must never be removed unless machinery is locked out and the machine is in a safe condition. Guards must be replaced before the lockout is removed and machine is put back in operation. If a guard is not in its proper position, report this to your supervisor at once.
5. Unsafe conditions and defective equipment should be reported to your supervisor immediately upon discovery.
6. Before cleaning, adjusting or repairing any machine, follow the Company's Lockout/Tagout procedure. This is to be completed by an authorized employee.
7. Never oil a machine while it is in motion except where points of oiling are so located or guarded so that you are not subject to contact with moving parts.

8. Never reach into a running machine to remove debris or a jam-up from it.
9. Never wear loose clothing such as neckties, unbuttoned sleeves, and pockets containing loose-ended material while working in the vicinity of moving machinery.
10. Jewelry, rings, bracelets, watch chains, key chains, et. will not be worn; hair nets will be worn at all times in the production area.
11. Reporting to work under the influence of illegal drugs and/or alcohol will not be permitted or tolerated.
12. Employees must remain in their own department unless called away on business or in the regular course of their employment.
13. Never distract another employee and create an unsafe condition or situation by engaging in unnecessary conversations while they are operating machinery or equipment.
14. Common sense rules of general behavior shall be observed. This includes no running, no horseplay, no throwing of objects, scuffling and fooling around which could create a dangers and unsafe environment.
15. Smoking is prohibited in all areas inside the plant. Designated smoking areas have been provided outside the building.
16. Extra precaution must be taken on exterior stairways and walkways during inclement weather.
17. Maintain good housekeeping practices by keeping the area around you clean. Use appropriate receptacles for disposal of rags, trash, papers, etc. Make sure lids are securely in place when done.

I understand that the foregoing agreement concerning my at-will employment status and the company's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and Genpak concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the company.

If I have questions regarding the content or interpretation of the policies and procedures contained in this Employee Handbook, I will bring them to the attention of the human resource department and seek their assistance to clarify or receive answers to my questions.

NAME Horace Brown

DATE 27 Jan. '2

EMPLOYEE
SIGNATURE Horace Brown