



SAFETY FIRST



ZERO TOLERANCE

VIOLENCE IN THE WORKPLACE

What Is Workplace Violence?

Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths. However it manifests itself, workplace violence is a growing concern for employers and employees nationwide.

Please refer to Techno Acoustics Holdings Zero Tolerance Policy on page 3.

JACK'S SAFETY TIPS

DON'T LET IT HAPPEN TO YOU

The focus of this issue is violence in the workplace and Techno's **ZERO TOLERANCE POLICY**. In our careers we have all seen the most innocent of jokes lead to trouble. Although I realize that kidding around is commonplace on a job site, let's remember not to hurt our coworkers feelings. Do not allow yourself to get caught up in a situation that can lead to trouble. Walk away and speak with your foreman. There is a **ZERO TOLERANCE POLICY** at all job sites. No threats of violence, of any kind, will be tolerated.

BE CAREFUL- BE SAFE- BE COURTEOUS

Remember you are a guest at the job site and represent Techno Acoustics.

Any questions, or concerns, call me at the office (718) 784-3730 or on my cell phone (917) 295-3855.

Jack McCarthy
Safety Manager

Jeanne Martin
HR Director

Debbie Amodeo
Newsletter Editor

TECHNO ACOUSTICS HOLDINGS, LLC

Zero Tolerance Standard for Workplace Violence

Techno Acoustics Holdings, LLC , as an employer, is committed to maintaining a workplace free from threats and acts of intimidations and violence.

DEFINITIONS:

Any act of intimidation, threats of violence, or act of violence committed against any person on Techno Acoustics projects is prohibited.

Intimidation: A physical or verbal act toward another person, the result of which causes that person to reasonably fear for his/her safety or the safety of others.

Threat of Violence: A physical or verbal act which threatens bodily harm to another person or damage to the property of another.

Act of Violence: A physical act whether or not it causes actual bodily harm to another person or damage to the property of another.

No person shall possess or have control of any firearm, deadly weapon, or prohibited knife, as legally defined, while on a Techno project.

PROCEDURE:

Any Techno employee who is the subject of, or a witness to, a suspected violation of this standard should report the violation to a supervisor, foreman, safety manager or person in authority who is not involved in the conduct.

Any Techno supervisor, manager, or person in authority who receives a report of a suspected violation of this standard shall document the incident and notify the main office.

Any emergency, perceived emergency, or suspected criminal conduct shall be immediately reported to the Police Department.

Any Techno employee found to be in violation of this standard may be subject to criminal prosecution as well as discipline up to and including termination.

HELP FOR SUBSTANCE ABUSE

IF YOU NEED HELP FOR SUBSTANCE ABUSE

All eligible employees and their family members have access to the Employee Assistance Program (EAP) at no charge through their respective unions or medical benefits plan. Should there be a need for treatment, coverage is based on the parameters set forth in the employee's medical benefits plan. Employees who participated in their union provider's plan should refer to that plan to determine what coverage is available. Employees are responsible for all costs of treatment that are not covered by their applicable medical benefits plan.

Contact your local union health benefits department for more information.

HOTLINE NUMBERS:

DOMESTIC VIOLENCE HOTLINE: 800-621-HOPE

CRISIS HOTLINE: 800-273-TALK

SAFETY MEETINGS/TOOLBOX TALKS

All employees are required to participate in weekly safety toolbox talks given by their field superintendent on site. Employees have the right to ask their foreman to conduct such talks if they are not provided. The toolbox talk sign-in sheets must be submitted to the safety director timely.

DISCIPLINARY PROCEDURE

Techno Acoustics Disciplinary Procedure operates on a 3 strike basis.

- 1) Employee will be informed by supervisor that he/she is not doing the right thing relating to safety. The supervisor will clarify the proper way to continue working. Also, the supervisor will remind the employee of disciplinary procedure if he/she continues to work in an unsafe manner.
- 2) If another incident occurs, employee will be notified that this is the second time they have been working in an unsafe manner and sent home for the rest of the day. Written documentation of the incident will be placed in the employee's personnel file. The employee will be warned that a 3rd discretion warrants termination.
- 3) If a third incident occurs involving the same employee, he/she will be terminated immediately and will not be hired by Techno in the future.

* Any employee acting in a grossly negligent or dangerous manner, appearing under the influence of drugs or alcohol or deliberately putting co-workers at risk of injury will be asked to leave the work area immediately without question and may be subject to termination.

WALK-IN-CLINICS

The following clinics render medical care in New York City and can be used for non-life threatening injuries.

Immediate Care: 55 E. 34 Street (212) 252-6001 M-TH 8:00-8:00,
FRI 9:00-7:00, SAT 9:00-3:00, SUN 9:00-2:00

Dr. Walk-In: 125 E86 St. (212) 245-2943 M-F 8:00-8:00, SAT & SUN 9:00-5:00

Dr. Walk-In: 1627 Broadway (212) 828-8060 M-F 8:00-8:00, SAT & SUN 9:00-5:00

**** THESE CLINICS ARE LOCATED IN DUANE READE PHARMACIES ****

EMPLOYEE DRESS CODE

It is the policy of Techno Acoustics that all employees shall adhere to proper dress code.

Office Employees: Dress in casual business attire. In addition, office employees must wear personal protective equipment including but not limited to hard hats where required when visiting a job site.

Field Employees: Must wear shirt with sleeves (no cut-offs), correct footwear (no sneakers), long pants (no shorts). Additionally, all field employees must wear all personal protective equipment provided to them including but not limited to protective eyewear, gloves and hard hats.

If an employee does not follow the dress code, he/she will be asked to go home. A second offense may result in termination.