

BUILDING OPERATIONS MANUAL



TABLE OF CONTENTS

SECTION 1: Business Information	4
SECTION 2: Access controls	6
SECTION 3: Vistiors Policy	7
SECTION 4: Parking	9
SECTION 5: Meeting Coordination and Meal Services	11
SECTION 6: Building Services	12
SECTION 7: Maintenance	16
SECTION 8: Remodeling/Alterations to suites	17
SECTION 9: Security	18
SECTION 10: Gun and Weapon Policy	19
SECTION 11: Moving Procedures	20
SECTION 12: Health and Safety	24
SECTION 13: Policies and Regulations	26
SECTION 14: Communication Guidelines	29
SECTION 15: Lost and Found	31
APPENDIX A: Safety Management Program and Emergency Response Plan	32
APPENDIX B: Emergency Action Plan	44
APPENDIX C: Fire Safety Plan	47



PURPOSE

This building operations manual is a comprehensive guide to ensure smooth and efficient facility management. The manual ensures consistency in procedures, enhances operational efficiency and prioritizes safety and security through clear protocols for tasks like maintenance and emergency response. The manual also guides effective resource management, aids compliance with regulations, and facilitates smooth transitions during staff changes, ultimately ensuring uninterrupted building operations.

BUSINESS INFORMATION

Address

306 Chevy Chase Drive, Hattiesburg, MS, 39401

Directory

1st Floor

100 Jones Lumber
101 Scaling Up Virtual Room
103 G30 Training Center
104 The Huddle Space Conference Room
110 TRU Solutions
120 Jones Power
1207 Sandy Hook Conference Room

2nd Floor

200 FV Recycling
201 Bulletin-13 Virtual Room
202 The Core Conference Room
210 Codaray Construction
2004 The Single Phone Room
2005 The Double Phone Room
2006 The Triple Phone Room
2016 PALS Market
2017 Good To GREAT Room

3rd Floor

300 Jones Logistics
301 The AND Virtual Room
302 A-Player Conference Room
3004 Mothers Room

4th Floor

400 Jones Capital
401 Lloyd Brett Jones Executive Board Room
420 Portabull Storage
4004 Year 1949 Phone Room
4005 Mothers Room
4102 Memorial Conference Room
4119 Coolidge Corner Conference Room

Days / Hours of Operation

8 AM - 5 PM | Monday - Friday
After Hours - Digital Access Only

Security Hours

TBD

Holidays

TBD

Building Manager and Maintenance

Building Manager: Nakia Fortenberry
All maintenance requests should be sent to Facilities@Jones.com



SECTION 2

ACCESS CONTROLS

Access to the building and specific company suites is managed via Brivo Mobile Pass, an innovative and secure mobile access control system. This system replaces the need for physical badges, allowing employees to use their mobile devices as keys to open doors throughout the building.

Key Features of Brivo Mobile Pass

1. Mobile Device Integration

- Employees can use their iPhones, Apple Watches, or other smartphones as their access credentials, eliminating the hassle of keeping track of a physical badge.
- Credentials can be added to the Apple Wallet on iPhones and Apple Watches as well as the wallet feature on other smartphones for seamless access.

2. Convenient and Secure Access

- With Express Mode, there is no need to wake or unlock your iPhone or Apple Watch to use your badge in Apple Wallet.
- The Power Reserve feature ensures your employee badge remains functional for up to five hours, even if your iPhone needs a charge.

Access Permissions

Access permissions are managed through the Brivo Mobile Pass app. Each company representative is responsible for:

- Managing access for their employees.
- Promptly communicating access updates to reception and security personnel.

This ensures a secure and streamlined access process for all authorized individuals.

Alternate Access Methods

While the Brivo Mobile Pass app is the preferred and most secure method for access, alternate methods may be available upon request. Approval for alternate access methods will be subject to review.

SECTION 3

VISITORS POLICY

To ensure a safe and secure environment for all employees and visitors, the following visitor policy must be adhered to:

1. Visitor Arrival

- Upon arrival, all visitors are required to enter through the main front doors of the building.
- Visitors must immediately proceed to the designated visitor kiosk located at reception.
- At the kiosk, visitors will be prompted to provide specific information related to the purpose and duration of their visit. This information is necessary to ensure proper tracking and security.

2. Check-In and Badge Issuance

- After successfully completing the check-in process at the kiosk, visitors will be issued a visitor badge.
- The visitor badge must be worn in a visible location at all times while within the building. This is a requirement for identification and security purposes.

3. Employee Notification and Escort

- Upon check-in, the kiosk will immediately notify the relevant employee of their visitor's arrival.
- It is the responsibility of the employee to promptly meet their visitor at the visitor kiosk.
- Employees are required to escort their visitors to the designated meeting area and remain with them throughout the visit.

4. Visitor Supervision

- Visitors must be accompanied by the employee at all times while inside the building. Visitors are not permitted to roam the premises unescorted.
- Employees are responsible for ensuring their visitors follow all building policies and maintain appropriate conduct during their visit.

5. Security and Compliance

- Visitors must comply with all building security measures and policies. This includes adhering to safety protocols and any additional instructions provided by employees or building staff.
- In the event of an emergency or evacuation, visitors should follow the same procedures as employees and follow the lead of their escort.

6. Departure

- Upon conclusion of the visit, employees must escort their visitors back to the reception area.
- Visitors should exit the building through the main front doors.
- Employees should notify the receptionist that the visitor has left the premises.

By following these guidelines, we aim to provide a secure and efficient process for managing visitors while maintaining the safety and well-being of everyone in the building. Failure to adhere to this policy may result in restricted access to the building in the future.

If you have any questions regarding this policy or need assistance, please contact Jones Facility Management (*Facilities@Jones.com*).

SECTION 4

PARKING

1. Designated Parking Areas

- All Jones employees must park in the designated employee parking areas in the South Lots and parallel spots.
- Do not park on grass or zones not designated specifically for Jones employees.
- Do not park in spots designated for other Midtown businesses or their guests.

2. Reserved Visitor Parking

- Five designated visitor parking spots are located at the front guest entrance and are reserved exclusively for guests.

3. Catering Courier Delivery Parking

- Catering and courier food delivery services are permitted to use reserved visitor parking unless noted otherwise.
- All catering and courier deliveries must enter through the main building entrance. More information about Catering/Courier Services can be found in *Section 5*.

4. Oversized Vehicles

- Employees with oversized vehicles must park in the South parking lot, farthest from the building. Trailers and towed items must not block or restrict the flow of traffic.

5. Safety and Security

- Lock your vehicle and refrain from leaving valuables in plain sight.
- The Company is not responsible for any theft or damage to vehicles parked on the premises.

6. Backing In

- For safety and tradition, all drivers are encouraged to back into parking spaces upon arrival. Employees working in the field are required to do so for safety reasons. Even in an office environment, backing into parking spots shows respect for our coworkers in the field.

7. EV Charging Stations

- To support sustainable transportation, our office provides electric vehicle (EV) charging stations.
- Employees and visitors with electric vehicles are encouraged to utilize these stations to promote eco-friendly commuting.
- Please note, these stations are for charging only and should not be used for parking once charging is complete.

8. Special Event Parking

- The parking lot will be open to Jones employees only for special events such as Southern Miss Game Days, parades, etc.
- Parking will be on a first come, first served basis.
- Parking in the Jones parking lot is undertaken at your own risk, with no liability assumed by The Company (Jones) for any damages or losses incurred.
- Should the lot reach full capacity, vehicles must refrain from parking on the grass, curb, or any area not designated as an official parking spot.

9. Bicycle Rack and Bicycle Share Program

- Park bicycles only in designated bike rack areas.
- Employees are encouraged to obtain and use locks to secure bicycles. Do not leave personal belongings in the bicycle rack area. The Company (Jones) is not responsible for theft or damage to personal items or bicycles while on the premises.
- Do not block emergency exits or pathways with bicycles.

SECTION 5

MEETING COORDINATION AND MEAL SERVICES

Conference Room Booking

TBD

Catering Orders

- Please notify the front desk of incoming catering orders by email or in-person before the arrival time.
- Failure to provide prior notification will result in unannounced catering orders being stored in the first-floor catering kitchen.
- Catering delivery personnel must be escorted to the designated business suite by a specified contact person upon their arrival.

Personal Food Delivery

- For personal food deliveries, courier services (such as Door Dash, Uber Eats, etc.) are not permitted to access individual suites within the premises. Instead, items will be securely held at the front desk for pickup by the recipient.
- It is important when placing an order through a courier service to provide comprehensive details, including the recipient's full name, employer, and phone number to facilitate smooth and accurate delivery handling.

SECTION 6

BUILDING SERVICES

1. HVAC

All HVAC equipment within the facility will be maintained and serviced by Jones Facility Management. This includes cleaning, filter changes, mechanical functions, servicing, and repairs. To ensure a consistent temperature throughout the premises, thermostats should always be set within a range of 68 to 74 degrees Fahrenheit.

In the event of any HVAC issues, tenants are required to promptly notify Jones Facility Management (*Facilities@Jones.com*) to minimize system downtime and expedite necessary repairs. Please refer to Section 1 of this manual for contact information. Service of the HVAC system will follow a scheduled maintenance plan determined by licensed HVAC Installer based on manufacturer's warranty.

2. Electrical

Jones Facility Management will be responsible for the maintenance and servicing of electrical fixtures and components fitted to the building and controlled by the building infrastructure, including light fixtures, bulbs, receptacles, switches, signage, ethernet jacks, cable jacks, and mechanical equipment. Should an electrical repair be required, tenants are urged to promptly notify Jones Facility Management (*Facilities@Jones.com*) to facilitate timely resolution.

Tenants are requested not to undertake light bulb replacements within building fixtures and are advised to defer such tasks to Jones Facility Management (*Facilities@Jones.com*) to ensure consistency in bulb likeness and color. Electrical items that will not be maintained by Jones Facility Management include surge protectors, extension cords, noise makers, desk lamps, desk fans, computer and phone chargers, and personal electronic devices.

3. Regulated Electronic Devices

TBD

4. Plumbing

Jones Facility Management will assume responsibility for the maintenance and servicing of plumbing fixtures and components within the building, including the building water supply, sewer systems, and wastewater management. This encompasses tasks such as maintaining water heaters, faucets, toilets, and drains.

Tenants are encouraged to promptly notify Jones Facility Management (Facilities@Jones.com) of any identified issues concerning plumbing fixtures, drains, water temperature irregularities, or toilets to prevent potential catastrophic failures and minimize operational downtime.

In case of an overflow from a toilet or sink, tenants should try to turn off the water supply to the fixture to avoid widespread flooding. Promptly notify Jones Facility Management for further assistance, rather than attempting repairs independently.

5. Janitorial

Jones Facility Management will oversee janitorial services in all common areas. (Service TBD) Individual companies will be responsible for janitorial services within their suites, encompassing tasks such as sweeping, mopping, vacuuming, sanitizing, bathroom cleaning, dusting, and trash disposal.

Each suite has the option to utilize the cleaning service company chosen by Jones Capital. (Service TBD) If a company opts for this service, they must enter into a separate contract or agreement with the chosen company, and it will be billed independently from Jones Capital or any other suite employing the same service. Cleaning activities, whether conducted by Jones Capital's chosen provider or a company's own selection, should occur during normal business hours to minimize after-hours access.

Janitorial closets will be designated exclusively for Jones Capital's storage and supplies related to janitorial processes; storing any other items in these areas is prohibited. Any considerations regarding vendors other than Jones Capital's selected vendor, such as vendor access, requirements, quality control, or management, should adhere to the aforementioned guidelines.

6. Pest Control

Pest control services for the facility will be contracted out to a State-licensed vendor, overseen by Jones Facility Management (vendor TBD). These services will occur bi-monthly or quarterly, followed by an annual inspection. Efforts will be made to schedule interior treatments during working hours to minimize disruption.

In the case of pest sightings within a suite, tenants are urged to promptly inform Jones Facility Management (Facilities@Jones.com) at your earliest convenience.

7. Landscaping and Grounds

Landscaping across the property will be overseen by Jones Facility Management, in collaboration with a professional landscape company (company TBD). We request that all employees and their guests contribute to maintaining the cleanliness and tidiness of the grounds by disposing of trash and debris appropriately. For convenience, designated trash receptacles will be strategically placed throughout the property, and we encourage everyone to utilize them.

Please note that our smoking policy, as outlined in *section 14*, will be strictly enforced with zero tolerance.

8. Trash and Recycling

Each suite will be responsible for the removal and disposal of their own garbage and recycling, which can be handled either by an employee or the janitorial service. Garbage bins and recycling containers will be outside the building on the ground level, marked with signage for easy identification.

In the event of garbage overflow between scheduled janitorial services, it is recommended that an employee in your suite take the excess waste to the outdoor garbage container to prevent an overflow of trash in the office space.

When discarding cardboard boxes in the recycling container, whether by you or the janitorial service, ensure that the boxes are broken down beforehand to facilitate proper disposal.

9. Elevator

The elevator is managed by Jones Facility Management through a state-licensed vendor responsible for maintenance, ensuring compliance with relevant codes, and monitoring emergency calls. State inspections and certification of the elevator will occur annually in accordance with the Mississippi Conveyance Safety Act.

In the event of any issues or malfunctions observed by tenants or visitors, prompt notification to Jones Facility Management (*Facilities@Jones.com*) is crucial. Additionally, it is imperative to adhere to weight capacities as specified. Please refer to *Section 14* for guidelines on elevator etiquette.

10. Postal Services

Companies are expected to procure their own USPS postage and/or machinery. Outgoing items submitted to the 1st floor mail room by a specific time will be processed on the same day; those deposited after the deadline will be processed the following business day. A limited selection of FedEx, UPS, and USPS shipping supplies will be available in the mail room, but companies are encouraged to maintain their own stock of shipping supplies due to

limited quantities. Shipping supplies in the mail room should be used as a last resort. Oversized packages will be held at the 1st floor reception desk until a designated company contact retrieves them, with mail carts and dollies available for use and to be promptly returned to the 1st floor mailroom.

11. Office and Coffee Supplies

Tenants are responsible for office supplies, including copy paper, writing utensils, and shipping materials. Coffee and associated supplies will be furnished for common areas such as the 1st floor guest reception and the 2nd floor work lounge, intended solely for use within these designated spaces. Tenants must provide their own machinery and supplies for consumption within their suites.



SECTION 7

MAINTENANCE

1. Landlord Repair Responsibilities

Jones Facility Management will oversee all standard maintenance related to the building. Standard maintenance items include but are not limited to HVAC systems, electrical systems, plumbing, landscaping, fire safety equipment, elevators, windows, doors, ceiling and wall finishes, flooring, fixtures, pest control, exterior roof and façade maintenance, and structural components. Maintenance, repair, and upkeep of these standard items will be managed by Jones Facility Management and their designated vendors.

Additionally, Jones Facility Management will be responsible for the cleaning, maintenance, and repairs within all common areas and rooms adjacent to the common areas, such as bathrooms, storage rooms, and closets. Any standard maintenance items issues should be promptly reported to Jones Facility Management (*Facilities@Jones.com*) for resolution.

2. Tenant Repair Responsibilities

Tenant repair responsibilities include non-standard maintenance items. Non-standard maintenance items include but are not limited to unnecessary damage caused by employees or guests to suite or office spaces, office furniture or furnishings, bathroom fixtures, and any damage exceeding normal wear and tear.

In the event of repairs for non-standard maintenance items, tenants must promptly notify Jones Facility Management (*Facilities@Jones.com*). Jones Facility Management will assess the repair needs and engage appropriate vendors to ensure repairs align with the original design intent. The costs of non-standard maintenance repairs will be passed on to the tenant or suite responsible, with Jones Facility Management overseeing the repair process. While Jones Facility Management aims to minimize costs for these repairs, quality control standards will take precedence over cost considerations. Additionally, tenants are responsible for maintaining a safe and clean workspace, bearing all associated costs.

SECTION 8

REMODELING / ALTERATIONS TO SUITES

1. Remodeling and Alterations

If your suite requires remodeling or alterations to better suit your business or the needs of your company, a formal request must be submitted to Jones Facility Management (Facilities@Jones.com) to be approved by Jones Capital. Alterations may include but are not limited to mounting TVs, monitors, speakers, whiteboards, cabinetry, furniture, or any items necessitating puncturing holes in walls, ceilings, or floors. Attaching posters, flyers, or signage to walls, ceilings, doors, or windows is strictly prohibited. Adhesives such as tape, push pins, command strips, or wall anchors are permissible throughout the facility. However, it's advisable to use bulletin boards or alternative display methods for announcements, posters, flyers, etc. Rearranging furniture and the use of self-supporting furniture and cabinetry in each suite is permitted and will not require approval.

2. Approval Process

It is required that a formal request be submitted for approval before any action is taken, to verify that Jones Capital would be open to the idea of the building being modified beyond its original condition. If Jones Capital expresses openness to a remodeling proposal, a comprehensive design plan, including structural, architectural, electrical, and plumbing drawings, must accompany the request for final approval.

Any remodeling or alterations affecting other tenants necessitates written consent from the affected parties, to be provided to Jones Capital. Once approval is granted, all associated permits, insurance, legal fees, and project costs become the tenant's responsibility. Contractors, subcontractors, and vendors involved in the project must carry adequate liability insurance, with Jones Capital listed as "Also Insured," and/or sign a "Hold Harmless Agreement" with the company.

Tenants are accountable for ensuring their contractors maintain cleanliness in common areas, hallways, staircases, pathways, and exterior workstations, without obstructing garbage containers, recycling bins, visitor parking, entry doors, or mail and package drop locations.

SECTION 9

SECURITY

1. After-Hours Visitors

Any visitors to the building that intend to enter after normal business hours must have written authorization from Jones Facilities Management. In the absence of written authorization, the visitor will not be allowed entry into the building. Tenants are prohibited from using their mobile app to allow visitors entry into the building without prior written authorization.

2. After-Hours Access

Access to the building after hours will require use of the mobile authorization application. Jones Facilities Management reserves the right to limit or prohibit after-hours access in its discretion. Jones Facilities Management may also turn off air conditioning or other building amenities on certain non-working days, in its discretion.

3. Reporting Thefts

Any theft that occurs within the building must be reported to Jones Facilities Management (*Facilities@Jones.com*) immediately. Jones Facilities Management may report the incident to relevant authorities on behalf of the tenant or the tenant may report the incident directly. Jones Facilities Management will not investigate any purported or suspected theft but will participate in any investigation by relevant authorities.

4. Reporting Suspicious Persons

Any suspicious persons or behavior that may present a threat to the safety of tenants and their personnel should be reported to Jones Facilities Management (*Facilities@Jones.com*) immediately. The suspicious person may also be reported to relevant authorities. Jones Facilities Management and its agents reserve the right to detain or question any suspicious person that enters the building or its surrounding areas.

5. Building Surveillance

Jones Facilities Management reserves the right to surveil the building's common areas and outside premises through any legally allowable surveillance method, including cameras or authorized security personnel. Any failure to cooperate by a tenant or its personnel with authorized security may be considered a breach of this manual.

SECTION 10

GUN AND WEAPON POLICY

Carrying or possessing weapons or explosives within the building is prohibited. Employees may store lawfully possessed firearms or other lawfully possessed weapons in their personal vehicles in the parking lot provided that the vehicle is locked and such firearms or other weapons are hidden from plain view or locked in a case or a container within the vehicle.

Exceptions may be made to this policy on an individual employee basis for safety and security reasons, in the discretion of Jones Facility Management.



SECTION 11

MOVING PROCEDURES

1. Move Coordination

All moves and major deliveries must be coordinated in advance through Jones Facility Management (Facilities@Jones.com). Jones Facility management requests that you engage a reputable moving company and provide us with your sales representative's name and company address.

2. Access Control for Tenants

Before your scheduled move-in, please give Jones Facility Management information about access controls needed for your suite. You will be responsible for maintaining the access controls for your suite after move-in. (See section 2)

3. Insurance Certificates

Tenant

Tenant must provide Jones Facility Management with a certificate of insurance acceptable to Jones Facility Management prior to move in.

Movers

The moving company must provide a certificate of insurance acceptable to Jones Facility Management prior to the move.

4. Moving Policies and Procedures

Moving in or out of the building must be done after 5:00 PM Monday through Friday, or any time during the weekends. There are exceptions to this policy and we encourage you to check with Jones Facility Management (Facilities@Jones.com) as to what these exceptions are. It is important that the move be scheduled through Jones Facility Management so that arrangements can be made to allow you or your mover access to the building after hours.

The moving company will be responsible for protective coverings for the walls and floors along the move's path. A representative of Jones Facility Management will be available to walk the path of the move with a representative of the moving company and the tenant to determine general conditions. Any damages will be the responsibility of the tenant.

Any difficulties involving the operation of the building should be reported to Jones Facility Management (Facilities@Jones.com) as soon as possible.

Jones janitorial services are not equipped or required to handle the volume of trash created during a move. Therefore, please make arrangements to break down your own moving boxes and have your moving company return to the building to remove them from the premises. Most boxes are reusable and many moving companies are happy to get them back.

5. Instructions for Moving Companies

Jones Facility Management may be contacted by emailing *Facilities@Jones.com*.

The following rules pertain to moving furniture, equipment and supplies in and out of the building:

Any movers who do not adhere to the following rules will not be allowed to enter the premises and will be required to discontinue the move.

- A.** Clean Masonite sections will be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. Clean plywood sections will also be required when moving over "sensitive" floors (i.e. stone or tile floors). The Masonite must be at least 1/4" thick, 4' x 8' sheets in elevator lobbies and corridors and 32" sheets through doors in tenant space. All glass doors and elevators will be padded to protect exposed areas.
- B.** All walls, door facings, and other areas along the route to be followed during the move will be inspected by the Jones Facility Management and moving company personnel before and after the move. The mover must provide and install protective coverings on all walls, door facings, and other areas along the route to be followed during the move.
- C.** Any damage to the building or fixtures caused by the mover will be repaired by or paid for by the moving company and will be the tenant's ultimate responsibility.
- D.** Move-ins of large quantities of furniture, equipment or supplies will be accomplished after 5:00 PM on weekdays or on weekends or holidays with prior consent of Jones Facility Management.

E. The moving company must carry insurance including, but not to be less than, the following:

- Worker's Compensation
- Employer's Liability
- \$100,000 per accident, per employee
- \$100,000 per disease, per employee
- Commercial General Liability
- \$1,000,000 Combined Property & Bodily Injury
- Comprehensive Automobile Liability
- \$1,000,000 Combine Property & Bodily Injury
- Umbrella Liability
- \$2,000,000 per occurrence
- \$2,000,000 aggregate in excess of above coverage's

6. Additional Requirements

A. Vendors and contractors shall require or provide the same minimum insurance requirements, as listed above, of all their subcontractors, and these subcontractors shall also comply with the additional requirements listed.

B. All insurance coverage required as herein set forth, shall be at the sole cost and expense of the vendor/contractor, or those providing third party services, and shall be assumed by, for the account of, and at their sole risk.

C. Except where prohibited by law, all insurance policies shall contain provisions that the insurance companies waive the rights of recovery or subrogation against Jones Capital its agents, servants, invitees, employees, sub-lessees, co-ventures, affiliated companies, contractors, subcontractors, and their insurers.

D. A certificate of insurance or certificate policy(ies) evidencing all the above, must be presented to Jones Capital prior to commencing work. The certificates or policy(ies) will show Jones Capital to receive 30 days written notice prior to cancellation of these policies.

E. Vendors or contractors shall name Jones Capital as additional insured for all coverage's listed above. Copies of the subcontractor's certificate of insurance will be provided to Jones Capital before any work begins.

- Each moving company moving supplies, furniture and/or equipment through this building shall secure and present to Jones Facility Management a certificate reflecting these coverage's 24 hours before the move takes place.
- Employees of the moving company will not be permitted access to any part of the building other than the predetermined moving route.

F. Move-Out Procedure

Upon termination or expiration of lease, when vacating the premises, Jones Facility Management will request a walk-through of the suite with a representative of your company. Jones Facility Management will disable all access controls for your suite. Any damages to the suite, beyond reasonable wear and tear, will be noted for billing purposes. The new mailing address will be obtained for final reconciliation of any outstanding balances and security deposit refund. All moving policies and procedures, including obtaining adequate insurance information and scheduling moves after hours and weekends, will be enforced for move outs.

SECTION 12

HEALTH AND SAFETY

1. Fire

Jones Capital will oversee the management of all fire equipment, including alarms, extinguishers, sprinkler systems, and pumps, utilizing a State-certified vendor according to the recommended maintenance schedule for each piece of equipment. It is advised that every suite ensures their employees are familiar with the locations of extinguishers and alarms within their vicinity or near their workstations.

In the event of a fire, individuals are encouraged to promptly utilize available equipment to extinguish the fire, preventing its spread beyond containment. Signage will indicate the locations of these items. Should a fire escalate beyond containment, it is imperative to activate the alarm immediately to alert others and facilitate their retreat to a safe area. The evacuation procedure is outlined in the referenced evacuation plan (TBD).

2. First Aid

It will be mandatory for each tenant to possess and upkeep a suitable First-Aid Kit containing basic First-Aid supplies. Jones Capital is likely to provide a First-Aid kit for common areas.

3. Hazards

All workstation surroundings, pathways, aisles, doorways, exits, and stairways within each suite and throughout the entire facility are required to remain clear of any obstructions that could impede evacuation in case of an emergency. Obstructions in walkway settings pose a risk of tripping and falling and are strongly discouraged within or around the building. To mitigate tripping or falling hazards, it is advised that all packages, whether received or to be delivered, be promptly taken to their intended destination.

Cleaning products and hazardous materials must be stored in their designated locations and not left exposed on counters or in cabinets not intended for such items.

Responsibility for cleaning up spills lies with the individual who caused the spill, and they should utilize available cleaning supplies.

Surge protectors should be utilized when plugging in additional electronic devices to prevent damage from electrical issues. Extension cords are only permitted as temporary wiring solutions and should not be used permanently. Any safety concerns should be reported to the suite representative for resolution with Jones Facility Management.

4. Medical Emergency

See *Appendix A, Safety Management Program and Emergency Response Plan*.

POLICIES AND REGULATIONS

Policies

1. Smoking and Vaping

Smoking and vaping are strictly prohibited in all indoor and outdoor areas of this facility, including entrances, common areas, and parking lots. Thank you for respecting our non-smoking policy.

2. Furniture and Décor

For alterations of established furniture and décor, see *Section 8*. Use all furniture, in both offices and common areas, for its intended purposes. Avoid standing on chairs or using desks as makeshift ladders. Avoid dragging furniture across floors. Return all common area furniture to original location after use.

Respect the overall aesthetic of the office space when using or rearranging furniture. Avoid making significant changes to the layout or decor without permission from appropriate personnel. Requests for installation of permanently placed décor or technology items should be placed with Jones Facility Management. No items should be affixed to the walls of offices. Items such as photographs, certificates, and personal art should be displayed as desktop only. Prohibited items include offensive materials, vulgar artwork, and politically biased items. All publicly viewable personal items are subject to notification of removal.

Be mindful of others' personal space when using shared furniture such as tables or couches in common areas. Do not utilize personal belongings to reserve tables or seating in shared spaces.

3. Puncturing Walls

To maintain the integrity of the Jones Building, any alterations requiring puncturing walls, ceilings, or floors—such as mounting TVs, monitors, or whiteboards—must be approved by Jones Facility Management. Attaching items directly to walls, ceilings, doors, or windows is prohibited. Bulletin boards or alternative display methods are recommended for posters and announcements. (*See Section 8, Remodeling/Alterations to Suites*)

4. No Solicitation

At Jones Capital, we prioritize a focused and productive work environment for all employees and visitors. To uphold this standard, we enforce a strict no solicitation policy. Solicitation, defined as distributing materials, promoting products or services, or engaging in any form of commercial, charitable, or personal solicitation without prior authorization, is strictly

prohibited within our premises. This policy applies to all individuals present on Jones Capital premises, including employees, contractors, vendors, and visitors.

5. Outdoor Pathways

Utilize sidewalks and designated walking paths while commuting outside of the building. Please refrain from walking on the grass or landscaping.

6. No Pets/Animals

For the safety, comfort, and cleanliness of all tenants and visitors, pets/animals are not permitted in the building, except for service animals as defined by applicable laws.

7. Flushable Wipes and Feminine Products

Do not flush “flushable” wipes or feminine products in the building restrooms, as they can damage the plumbing system. Please dispose of all wipes and feminine products in the designated trash bins.

Building Etiquette

1. Cleanliness

Keep shared spaces clean and tidy. Dispose of trash properly, wipe down surfaces after use, and report any common-area issues to the front desk promptly. (See Section 6, *Trash and Recycling*)

2. Noise Levels and Headphones

To maintain a productive and respectful work environment, please use headphones for personal audio and keep conversations or activities at a considerate volume. Be mindful of noise levels, especially in areas like hallways and common spaces. Avoid loud conversations or disruptive behavior that could disturb others working nearby.

3. Elevator Courtesy

Allow people to exit the elevator before entering, and hold the door open for others if you see someone approaching. Avoid crowding the elevator and respect personal space. Be mindful of the fixtures and equipment. Report any damages to Jones Facility Management (Facilities@Jones.com).

4. Kitchen Etiquette

Clean up after yourself in the kitchen area. Wash dishes promptly, dispose of food waste properly, and label personal items with both name and date to avoid confusion. Common area refrigerators are subject to being purged of excessive items on the final workday of each week.

5. Bathroom Courtesy

Keep bathroom facilities clean and tidy. Flush toilets, dispose of waste properly, and report any maintenance issues to the front desk.

6. Accessibility

Be mindful of accessibility needs in shared spaces. Keep pathways clear of obstacles and be considerate of individuals with mobility challenges.

7. Conference Rooms

Return furniture and technology equipment to original location. Food containers should be disposed of in the outside trash receptacles. If food and/or food containers are disposed of in the conference room trash cans, trash cans should be emptied into the outside trash receptacles. (See Section 6, *Trash and Recycling*.) Turn off all optional lighting and leave door(s) ajar.

8. Outdoor Promenade

The promenade is open to the public – please respect the space and the individuals sharing it. Do not leave your personal belongings unattended. Enjoy the amenities and complimentary Wi-Fi. Refrain from littering and use provided trash dispensers for any waste. If you move furniture, return it to its original place before leaving. Please remember- Jones has a 'NO SMOKING' policy that includes the promenade. (See section 14, *Policies*.)

9. Work Lounge

The work lounge is a shared space among all residents of the building. Do not leave your personal belongings unattended – even to "save a seat." All seats are considered open unless someone is physically sitting in the seat. Clean up after yourself and throw all trash in the provide dispensers. If you move furniture, it must be moved back to its original location before you leave.

10. Strong Scents

Avoid strong or overpowering scents that could disrupt others or trigger sensitivities.



SECTION 14

COMMUNICATION GUIDELINES

At Jones Capital, effective communication is essential for fostering a collaborative and inclusive work environment. The screens strategically placed throughout our headquarters serve as a powerful medium for sharing information and promoting a cohesive brand identity. The screens will serve as the primary communication medium throughout the headquarters. As a result, posters, flyers, or any paper material of any kind shall not be placed on walls, doors, or any surface of the building. All promotion and/or communication should be done through the screen platform. This applies to all common areas in the building. Promotion mediums used within suites will be determined by the company residing in the suite. Reminder, posters or flyers should never be affixed to the walls of suites. Bulletin boards should be utilized. (See Section 8, *Remodeling and Alterations to Suites*)

To ensure consistency and relevance, the following guidelines must be observed when displaying content on the screens:

1. Adherence to Jones Brand Guidelines

All images and content displayed on the screens must adhere to the Jones brand guidelines. This includes using the approved color palette, fonts, and logo specifications to maintain a cohesive and professional visual identity.

2. Relevance to All Companies

Content displayed on the screens should be relevant and applicable to all companies residing in the building. This ensures that the information is inclusive and beneficial to the entire Jones community. Examples of appropriate graphics to display on the monitors include: Jones Huddles, Claws For A Cause, Jones Christmas Party, Jones Night at Live At Five, Gallup Survey Information, etc. Examples of graphics that are not appropriate to display on the monitors include: An individual company Christmas party, solicitation or selling items (i.e. Girl Scout Cookies, Boy Scout popcorn, coupon books, etc.), fundraiser events for schools or sports teams, etc.

3. Submission and Approval Process

Interested parties can obtain a submission form by emailing Marketing@Jones.com. Details such as design file size, supported file types, etc. will be provided in the form. The form must be completed and submitted with ample lead time to allow for review and approval. The Jones Capital Communications and Events Team will evaluate each submission based

on brand guidelines and relevance to all Jones Companies residing in the building.

4. Right to Refuse Display

The Jones Capital Communications and Events Team reserves the right to refuse the display of any graphic or content on the screens that does not adhere to the established screen standards. This decision will be communicated to the submitting party along with feedback on any necessary adjustments.

By adhering to these communication guidelines, we aim to maintain a visually cohesive and inclusive environment throughout the Jones Mississippi office, fostering effective communication and a sense of unity among all Jones Capital companies.

SECTION 15

LOST AND FOUND

To ensure the efficient handling of lost and found items, the following policy outlines procedures for reporting, storing, and reclaiming items.

1. Reporting Lost Items

- Lost items should be reported immediately to the Front Desk.
- When reporting, individuals must provide a detailed description of the item, including: size, color, material, brand, unique features, etc.

2. Submitting Found Items

- Items discovered on the premises should be promptly turned in to the Front Desk.

3. Reclaiming Lost Items

- Lost items can be reclaimed from the Front Desk during business hours.
- Individuals must provide an accurate detailed description of the missing item or proof of ownership in order to retrieve it.

4. Unclaimed Items

- Unclaimed items are held for two weeks before disposal or donation.
- The following prohibited items will not be stored in the lost and found: hazardous, illegal, or perishable goods.

Appendix A

SAFETY MANAGEMENT PROGRAM AND EMERGENCY RESPONSE PLAN

At Jones Companies, LLC (Jones), we believe that integrating safety and health into every operation at our corporation is of the utmost importance. The health and safety of our employees continues to be the first consideration in our operations.

To this extent, Jones strives to comply with all applicable laws and regulations that govern our operations. In so doing, we conduct our processes and operations in a manner that reduces or eliminates the conditions that are unhealthful or could cause injury to our employees. Employees are consistently urged to report unsafe conditions in their workplace, and work with Jones management to alleviate these conditions where they may exist. Quality or production goals do not supersede the safety of our employees. With this in mind, Jones management and staff have implemented a Safety Management Program and Emergency Response Plan, referred to as the "Program." The Program provides for:

- The continual commitment of improving safety at our workplace.
- Employee awareness and training with regards to safety issues.
- A commitment to visitors, neighbors, and our community to lessen or eliminate any safety-related issues from our corporation that could impact them.

Within the scope and applicability of our Program, Jones has established a goal to have injury and illness incident rates below the industry average. To accomplish this goal, we ask each of our employees to commit not only to their own safety but to the safety of their co-workers and their community as well.

Purpose of the Safety Management Program

Jones is committed to the safety of all employees. We intend to ensure:

- That all employees work under the safest conditions possible.
- That we maintain employment and places of employment free from recognized hazards
- That we provide the information, training, and supervision necessary to enable employees to perform their jobs and work assignments safely.

This Program is designed to describe generally company policy on the issues addressed. It is not intended to be considered or interpreted as a binding legal contract between Jones and any employee or group of employees. The Program does not change, modify, alter, or affect the terms, conditions, obligations, or rights under which any employee is employed, whether as an at-will employee or as an employee employed pursuant to a contract.

Location of Plan

A copy of this Program will be kept and maintained at all times in the following locations at this work site: human resources office.

Safety Management

The HR Liaison has been designated as being in charge of safety for all company work locations. They have primary responsibility for conducting (or overseeing) the implementation of and compliance with this Program, including the training of employees in the procedures of this Program. They will also review this Program on an annual basis and make modifications as necessary.

Employee Compliance

Jones will comply with the safety regulations implemented by federal, state, and local agencies that are applicable to each work location. It is, therefore, company policy that every employee and all property be protected from controllable hazards. We believe that accidents can be avoided by using good training methods, common sense, and personal initiative. Each employee is, therefore, responsible for complying with the safety regulations of Jones and of any federal, state, and local agency applicable to each work site and to each employee's employment. The following basic principles are to be complied with:

- **Always Follow Safety Rules.** Applicable safety rules and regulations are to be complied with at all times.
- **Do Not Engage in Unsafe Conduct or Perform Unsafe Acts.** You should never perform any task or activity, nor engage in any conduct which you believe to be unsafe. Any unsafe conditions, activities, or practices should be reported to a supervisor immediately.
- **Listen to Supervisors.** Supervisors have been instructed to know safe operations and practices and to familiarize employees with safe operations and practices. Listen to supervisors and do not take shortcuts or ignore established safety rules and procedures. Follow established safety rules and procedures when performing your job and accidents will be avoided.
- **Elevating Concerns.** Bring any question, comment, or issue of concern to the HR Liaison. This person is primarily responsible for understanding the established safety rules applicable to each work site and how to best achieve safety in your work. They may escalate the concern to the corporate legal department if necessary.
- **Employee Responsibility.** Each employee is responsible for his or her own performance and for following applicable safety rules. Failure to do so may result in appropriate disciplinary action up to and including termination.

Handling and Reporting Job Related Injuries and Illnesses

All job-related injuries and illnesses must be handled and reported as follows:

- **Recognition.** Recognize when an injury has occurred or when symptoms of an illness are present. Do not simply look away or ignore the situation and do not fail to recognize when you or another employee has been injured or is becoming ill.
- **Secure Medical Treatment.** Immediately secure any necessary first aid or medical treatment. You may administer first aid that you know how to give, but no medical treatment is to be given unless authorized by a supervisor or manager or is being administered by a trained health care professional.
- **Report Immediately.** All job-related injuries and illnesses must be reported to a supervisor or to your HR liaison. It does not matter how minor they are or if you are unsure whether it is job-related. If you observe an injury or illness that may be job-related, report it.
- **Cooperate in the Investigation.** You must give all information you have about an injury or illness, as well as about the accident or event that led to or caused the injury or illness. Information you may be asked about will include times, dates, locations, and descriptions of what you observed, as well as any other information that may be relevant.
- **Complete Accident Reports.** Fill out and complete all accident report forms you are given.
- **Avoid Discipline or Job Termination.** Failure to promptly or properly report accidents or illnesses in accordance with this policy may result in appropriate disciplinary action up to and including termination.
- **Anti-Retaliation.** Jones does not condone or authorize any kind of retaliation against any individual who has made a good faith report of a job-related injury or illness.

Key Safety Rules

In addition to specific safety rules for certain conditions, activities, or places at each work site, each employee should know these general safety rules.

- Immediately report all injuries and illnesses to a supervisor or HR liaison without exception.
- Immediately report all unsafe conditions, activities, or practices to a supervisor or HR liaison.
- Maintain good housekeeping of your work areas by keeping the areas clean and clear and by putting things where they belong when not in use.
- Know where first aid kits are located and how to use them.
- Know the locations of each escape exit and of any emergency cutoff valves or switches.
- Maintain good housekeeping of your work areas by keeping the areas clean and clear and by putting things where they belong when not in use.
- Know where first aid kits are located and how to use them.
- Know the locations of each escape exit and of any emergency cutoff valves or switches.
- Never modify equipment or make any changes that will bypass safety devices.
- Mechanical materials handling devices may be used only by authorized personnel.

- Always wear the appropriate PPE when mixing or handling chemicals.
- Make sure that electrical tools are properly grounded and that no electrical hazard exists from standing water.
- When lifting anything, lift with leg muscles and not back muscles. Be sure to have a firm grasp on the object and firm footing before lifting anything.
- Do not attempt to lift or move anything that is too heavy for you.
- Fooling around, horseplay, and other playing is prohibited.
- Smoking and vaping are strictly prohibited in all indoor and outdoor areas of the facility, including entrances, common areas, and parking lots.
- Appropriate safety footwear is required in all areas. Good quality work shoes help to protect your feet in the event something is dropped on them.
- Running is prohibited. Running is not an approved part of anyone's job description, nor is it an approved method of performing any job-related activity.
- The use of alcohol and illegal drugs (or the illegal use of legal drugs), as well as the proper use of any drug or medication that affects your ability to safely perform your job responsibilities, is prohibited. If the use of medication that affects your ability to safely perform your job is prescribed by your physician, you should report the issue to your HR liaison.

Housekeeping

- Do not place material such as boxes or trash in walkways and passageways.
- Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
- Keep walking surfaces of elevated working platforms clear of tools that are not being used, and clear of other materials such as aggregate.
- Return tools to their storage places after use.
- Do not use gasoline for cleaning purposes.

Personal Hygiene and Sanitation

Proper personal hygiene and sanitation is a part of the Program and can help in preventing injuries and illness. Each employee is, therefore, responsible for maintaining appropriate personal hygiene and sanitation and should follow these general rules.

- Employees must maintain healthy personal hygiene, which includes regular bathing, regular hair cleaning, keeping hands and face clean, and cleaning or laundering of clothes.
- Employees must wear clean uniforms or prescribed work clothes at all times while on the job.
- Required personal protective equipment must always be worn as required.
- Employees must cooperate in helping to maintain a clean and orderly workplace.

Safety Responsibilities of Supervisors

Supervisors, managers, and others with supervisory or managerial responsibilities must comply with the following safety rules:

- Emphasize safety and participate in all safety meetings.
- Check for and eliminate hazards.
- Conduct regular safety meetings. All personnel must participate in the meetings and help evaluate working conditions.
- Record attendance and topics addressed in a safety meeting log.
- Follow through with recommendations from safety meetings, including updating practices, improving working conditions, and maintaining equipment for safe operations.
- Eliminate recognized hazards and help reduce or control any hazards that cannot be eliminated.
- Make sure that all employees are properly trained in applicable safety procedures and in the safe use of equipment and supplies.

Employee Training

In order to reduce the risk of injury and illness and to ensure as much as possible safe employment and a safe place of employment, each employee will be trained in the proper use of the tools, equipment, supplies, inventory, skills, and activities necessary to do his or her job. The purpose of this training is to ensure that each employee knows how to properly and safely do his or her job. In addition, each employee will be trained in the proper use and compliance of safety rules, policies, and procedures. Employees are to cooperate with all training and are to fully learn and follow all instructions, rules, policies, and procedures.

Bloodborne Pathogens

Bloodborne pathogens include infectious diseases that can be spread through contact with the blood or other bodily fluids of an infected person. It is not usually possible to know by mere observation whether an individual has an infectious disease that can be spread through contact with their blood or bodily fluids. Therefore, all employees must follow these safety rules in any situation where exposure to another person's blood or bodily fluids is possible (such as when rendering first aid):

- Wear rubber gloves;
- Do not reuse rubber gloves;
- Wash your hands with soap and water after removing gloves;
- Wear safety goggles if there is a potential for contaminants to splash into the eyes;
- Wear a surgical-style mask if there is a potential for contaminants to splash into the mouth or nose;
- Wear additional protective clothing as necessary (or desired) to protect against unusual situations or higher than normal risks (such as a bleeding wound, severe lacerations exposing internal tissues or organs, vomiting, or in the presence of unknown fluids or tissues on the person or in the area);

- When any exposure to bloodborne pathogens has or may have occurred, however slight, flush and wash the affected area immediately and report the incident to a supervisor. Contact medical care and inform them of the exposure; and
- Additional information on bloodborne pathogen control procedures can be obtained from your supervisor.

Rules for Toxic Vapors and Liquids

Exposure to hazardous vapors and liquids is a potential safety risk in most places of employment and would include cleaning supplies and liquids used in operation or during the course of the daily workday. All employees must follow these safety rules:

- Provide adequate ventilation when using toxic vapors and liquids;
- Avoid fire and explosion hazards of flammable vapors and liquids
- Use solvents with high temperature flash points; an
- Avoid prolonged breathing of aromatic solvents that are toxic in high concentrations, such as acetone, alcohol, ketone, methyl ethyl ketone, methyl isobutyl, toluol, toluene, or xylene

All employees who may be exposed to hazardous vapors and liquids must familiarize themselves with the Safety Data Sheet (SDS). The brief safety tips in this section of the Program are not intended to be used as a substitute for the other plans or other materials. These safety tips are only intended to highlight some major areas of concern.

For further information:

- The SDS are located in the HR office and shared data drive.
- To contact emergency services, including fire, medical services, and environmental control: Dial 911.

Materials Handling and Equipment Postioning

Materials handling and equipment positioning involves the lifting, carrying, dragging, pushing, pipelining, and conveying of materials. The following safety rules are to be followed by each employee:

- Be careful to avoid tripping over objects when carrying materials and equipment;
- Keep all walkways and stairways clear of obstructions and hazards;
- Keep storage and equipment areas clear of debris;
- Follow housekeeping procedures in order to provide clear and easy access to materials and equipment;
- All equipment must be maintained in proper working condition at all times; and
- Use appropriate labor-saving devices whenever possible, but always use such devices properly.

Fire Safety

- Maintain a neat and clean work area. Prevent rubbish and other combustible materials from accumulating.
- Replace damaged electrical cords and avoid overloaded circuits.
- Smoke only in designated areas.
- Report any fire hazard observed that you cannot immediately correct.
- In case of a fire: (1) know the location of exits; (2) turn on fire alarms; (3) know where fire extinguishers and other firefighting equipment are located; (4) call the fire department.

Disciplinary Policy for Violation of General Safety Plan

Jones, its managers, and supervisors, reserve the right to take appropriate disciplinary action toward any employee who fails to conform his or her behavior to the guidelines outlined in this Plan.

All employees are subject to disciplinary action for any behavior or omissions that:

- Disrupt the workplace;
- Interfere with productivity or with another employee doing his or her job;
- Create unsafe work conditions;
- Result in poor work performance; and
- Adversely affect the reputation or business of Jones.

Discipline may include verbal and/or written warnings, suspensions from work without pay, and termination. Disciplinary action need not be progressive (e.g., verbal warning for first violation, written warning for second violation, etc.). Jones may consider any infraction to be of such severity that immediate termination will occur without regard to whether an employee has been subjected to prior disciplinary action.

Guidelines for Conduct

All employees must behave in a professional, courteous, and respectful manner in their relations/dealings with co-workers, management, customers, vendors, and the public. Generally accepted standards of good behavior apply to all circumstances.

Jones will not tolerate employee conduct that creates an intimidating, hostile, or offensive working environment. Any employee whose behavior is deemed intimidating, hostile, or offensive to another employee, a client or prospective client, vendor, member of management, or in public while representing the company will be subject to disciplinary action up to and including termination.

Verbal Warning

When an infraction of a work rule occurs, the supervisor may speak privately with the employee about the incident. A verbal warning alerts the employee that the behavior in question is unacceptable and gives the employee an opportunity to show improvement. Any verbal warning must be documented and added to the employee's personnel file.

Written Warning

A written warning may be given when management considers the infraction to be more severe than those that ordinarily can be corrected with a verbal warning or when the employee has already been warned verbally for the same or similar offense but has failed to show acceptable improvement or repeats the misconduct. A written warning must be signed by the employee and his/her supervisor and added to the employee's personnel file.

Suspension

When an employee already has received a written warning for the same or a similar offense or when a violation of work rules is more severe than those that ordinarily can be corrected with a written warning, the employee may be given a disciplinary suspension, without pay, ranging from one day to one week.

In instances when immediate action is necessary to deal with a severe disciplinary problem, the supervisor may have the employee leave the premises for a specified period of time pending the results of an investigation or decision concerning the appropriate disciplinary action to take.

Termination

Jones may terminate an employee for any reason, including unacceptable work performance or misconduct. **Nothing in the Program is intended to limit in any way Jones' right to terminate an employee at any time, with or without cause, and with or without advance notice.**

Hazardous Communication Program

This procedure is written to satisfy the requirements of 29 CFR 1910.1200 commonly known as Right to Know.

1. Requirements:

A. Hazardous Communication Program.

- The Hazardous Communication Coordinator is: the HR Liaison.
- Employees, contractors, visitors, or others requiring assistance with the Haz/Com program should contact the Haz/Com coordinator.

B. Written Hazardous Communication Program.

- The written Hazardous Communication Program must be available to all employees while at work.
- Haz/Com Program shall be available to all employees, contractors, and visitors on the shared employee portal and in the HR office locations.

Any employee who cannot read the English language shall be allowed to have the Written Hazardous Communication Program, List of Hazardous Materials, Safety Data Sheets or Warning Labels read or translated at company expense and during regular working hours.

C. List of Hazardous Materials. A current alphabetical listing of all hazardous materials located at the facility shall be kept with Written Haz/Com Program. This list will be updated as necessary, and any additions or deletions will be communicated to those affected through a regular safety meeting or special called safety meeting.

D. Safety Data Sheets. A Safety Data Sheet (SDS) shall be maintained in alphabetical order and updated as necessary. Any additions or deletions will be communicated to affected employees through a regular safety meeting or special called safety meeting. Previous SDS sheets shall be maintained for an indefinite period of time.

E. Warning Labels. All hazardous materials purchased shall have Warning Labels (as required) affixed at all times. Jones will maintain an adequate supply of generic labels to replace lost or illegible labels. Any employee receiving, storing, or using hazardous materials shall assure that the container has a proper warning label. Any employee who moves hazardous materials from a properly labeled container to another container must:

- Assure that both containers are properly labeled; or
- Maintain eye contact and control of the unmarked container.

F. Training.

- Office Personnel. All office personnel must receive initial and annual training in Hazardous Communications.
- Visitors. Visitors will not normally be required to receive training in Hazardous Communications except in those cases where the visitor is engaged in work or experimentation and thereby exposed to potential hazards.
- Deliveries. Persons engaged in delivering material or equipment to the facility will not be required to receive training in Hazardous Communications.

G. Documentation of Haz/Com Program.

- Training. The Haz/Com Coordinator is responsible for documentation of all training sessions and material used in the education of employees and contractors at the site. The coordinator shall maintain files on all training received by employees.
- Written Haz/Com Program. The Haz/Com Coordinator is responsible for assuring that the Written Program is updated as appropriate to comply with actual site conditions and Federal regulations.
- Hazardous Materials List. The Haz/Com Coordinator is responsible for assuring that the Hazardous Materials List is current and properly maintained.
- Safety Data Sheets. Anyone who purchases material shall notify the Haz/Com Coordinator before purchasing materials not listed on the Hazardous Materials List. The Haz/Com Coordinator will review operations with supervisors to determine when SDS's are no longer needed in the Program. The Haz/Com coordinator will maintain SDS of previously used materials for future reference. Anyone who purchases material will contact vendors when materials are shipped without proper labeling or SDS's. The Haz/Com Coordinator will maintain an adequate supply of generic labels.

H. Operations involving Hazardous Materials.

- All employees, at both initial annual re-training, shall be advised of the hazardous materials that they may encounter.

I. Methods To Protect.

- Personal Protective Equipment. Safety glasses, chemical goggles, rubber gloves, rubber boots, respirators, coveralls, etc.
- SDS and Labels. SDS's and labels are required on all hazardous materials (as required) located at the facility.
- Employee Training. All employees are trained on recognition and methods of handling hazardous materials or substances in their work areas.
- Communication. All employees shall be notified of hazardous material in their work area by special training by the Haz/Com Coordinator, monthly safety meetings, posters and/or bulletins, the Hazardous Communication Program, labels, restriction to certain areas, and/or restriction to certain duties.
- Evaluation of Material. Unknown materials are to be evaluated by outside laboratories to determine exact content before employees are subject to exposure.
- Removal. Known hazardous material, not required for production or maintenance, shall be removed from the site as soon as possible.

Workplace Violence

We are concerned about increased violence in society, which has filtered into many workplaces throughout the United States and have taken steps to prevent incidents of violence from occurring at the company.

Accordingly, it is our policy to expressly prohibit any acts or threats of violence by any employee or former employee against any other employee in or about our facilities at any time. We also will not condone any acts or threats of violence against our employees, customers, or visitors on company premises at any time or while they are engaged in business with or on behalf of the company, on or off its premises.

The following are specific examples of violent or threatening behavior for which the company has established a zero-tolerance level. ***This is not an all inclusive list, however, and it must be remembered that any act or threat of violence is unacceptable and may lead to disciplinary action up to and including termination of employment without prior warning.*** Furthermore, the company reserves the right to file criminal charges in cases of violent acts.

- Employees bringing weapons of any kind on company premises or possessing weapons at any time while performing work for the company on or off the premises, except for designation safety individuals. The exception is that employees may store lawfully possessed firearms or other weapons in their personal vehicles while parked on company property provided the vehicle is locked and such firearms or other weapons are hidden from plain view or locked in a case or container within the vehicle;

- Nonemployees bringing weapons of any kind on company premises. Of course, representatives of law enforcement agencies are permitted to bring weapons on company premises, provided they are acting in an official capacity;
- Fighting on company premises by employees and/or nonemployees;
- Anyone making threats of violence or using profanity, abusive, obscene, or threatening language or gestures.

You are responsible for reporting any unusual or questionable behavior or circumstances to the HR Department. In addition, you have a duty to promptly notify your supervisor regarding any act or threat of violence that you witness. Your report will be held in confidence to the maximum extent possible, and we will not condone any form of retaliation against you for making a report.

We will not knowingly employ any individual who has demonstrated past behaviors indicating violent tendencies.

Robbery/Assault/Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage of company property in the event someone, for whatever reason, may be unhappy with a company decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor or the safety director/manager at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential and to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence. Violations of this policy, including your failure to report or fully cooperate in the company's investigation, may result in disciplinary action, up to and including immediate discharge.

In the event of an armed robbery, remain calm and fully cooperate with the demands of the robber or anyone on premises that threatens violence to a guest or employee. Do not challenge nor attempt to outwit the robber. The robber should not feel that he or she is losing control of the situation.

While trying to avoid direct eye contact, focus on any characteristic of the robbers which may help you identify them later. Pay close attention to physical features, patterns of speech or movement, and any names or persons or places that may have been mentioned during the robbery.

After the robber leaves the building, the first priority is to give medical attention to anyone who may have been injured when the crime was committed. Next, each victim should attempt to gather his or her recollections about the robbery, writing down any crucial facts that will help them to remember the crime and to inform the police. NOTE: Although victims may wish to discuss the event among themselves to reinforce their memories, it is best that each victim first reconstruct and record their own version of the events without any influence from others.

Bomb Threat

When a bomb threat is received, the person receiving the call should gather information as to the location of the bomb and time of detonation. Then, the individual should immediately transfer the caller to the highest level manager on duty. Be calm and courteous, listen (don't interrupt the caller), keep the caller talking, ask the caller to repeat the following items of information while the caller is on the phone.

Additional Information Relating to the Identity of the Caller:

- Sex and Age
- Voice Characteristics (Accents, Speech Manner, Language)
- Knowledge of building and personnel
- Background noises

Suspicious Packages

Anyone who discovers an abandoned or suspicious package should call 911. DO NOT attempt to open or move a suspicious package.

Review and Modification to Program

The Program will be reviewed on an appropriate time period basis and will be modified as necessary to meet new or different conditions at this work site with regard to safety.

Appendix B

EMERGENCY ACTION PLAN

Overview

The purpose of the Emergency Action Plan (EAP) is to provide safety to personnel during emergencies. This EAP includes procedures for reporting emergencies and actions required of personnel in response to those emergencies.

Definitions

Alarm System. The method used to notify Jones personnel of an emergency and that the EAP has been activated.

Emergency. Any situation in the workplace that involves the endangerment of Jones personnel and/or facility including but not limited to fires, severe weather, chemical releases, injuries, illnesses and/or violence.

Procedures

Reporting an Emergency. It is every Jones employee's responsibility to report all emergencies. Procedures are developed and posted in each work area for:

- 1. Fire.** Any fire that cannot be controlled beyond its initial state will instantly be cause for activating the EAP. Jones personnel are required to immediately notify Jones supervisors and follow all evacuation procedures upon activation of the Alarm System. Only personnel trained on the use of fire extinguishers should attempt to extinguish a fire.
- 2. Severe Weather.** All inclement weather will be monitored by Jones supervisors or designates via reliable media sources. Any unmonitored, immediate weather-related emergencies should be reported immediately to Jones supervisors.
- 3. Chemical.** In the event of a hazardous chemical spill, evacuate the work area and notify a Jones supervisor immediately.
- 4. Medical.** All workplace injuries or illnesses will be reported immediately to Jones supervisors. Situations requiring emergency medical attention will utilize local services rescue services. In the event of such emergencies, personnel are to dial 911.
- 5. Violence.** Any threats of violence to Jones personnel and/or facility will be reported immediately to Jones supervisors. Any threats of violence to site personnel or facility will be cause for disciplinary action including possible termination.

Emergency Notification – Alarm System. Jones will utilize emergency air-horns to notify all affected employees of eminent danger. Air-horns will be located in mounted stations near every major exit as well as in highly visible areas throughout the workplace. Emergency alarms will be distinguished as:

- Evacuation Notification. Three (3) strong blasts of the air-horn.
- Severe Weather Assembly Notification. One (1) long blast, lasting from 10-15 seconds.

Evacuation/Assembly Procedures. Primary and secondary assembly areas have been created by competent personnel. Emergency evacuation routes and assembly area maps are clearly posted in each work area.

Employee Accountability Procedures. All Jones personnel will be accounted for following any emergency requiring facility evacuation or assembly. The Jones supervisors are required to take attendance within the first 15 minutes of each shift. In the event of an evacuation or emergency assembly, the daily attendance sheet will be used to account for all personnel on site. In the event that a worker is absent, the supervisor may at his or her own discretion, sweep the area for the missing employee. Employees must not leave the area until instructed to do so by the supervisor.

Critical Operations Procedures. As there are no facility processes which would require continued operation during an emergency, all employees are expected to leave the building immediately when an evacuation order is announced. No employees are expected to remain within the building to perform rescue, medical or firefighting duties.

Training

All employees will be trained on the EAP. Personnel assigned specific actions in response to any emergency at Jones will also receive applicable training. Additional EAP training and/or evaluations will occur when any procedural changes are made to the plan and/or as determined by Jones management.

Periodic Program Inspection

The Jones EAP will be reviewed annually for effectiveness following the requirements of OSHA 1910.38(c). If you have any questions about the EAP, contact the HR Liaison.

Emergency Action Plan Procedures Form

Reporting Emergencies

Emergency Situation	How To Report
Fire	Supervisor/911
Weather	Supervisor/911
Chemical	Supervisor/911
Medical	Supervisor/911
Violence	Supervisor/911

Evacuation / Assembly Areas

Emergency Situation	Location:
Fire	
Fire (Secondary)	
Weather	
Weather (Secondary)	

Appendix C

FIRE SAFETY PLAN

Overview

The purpose of the Fire Prevention Plan is to provide safety to personnel and/or prevent property damage resulting from a fire by providing employees guidelines to assist in recognizing, reporting and controlling fire hazards.

Procedure

Recognizing Fire Hazards. Jones has identified materials that are potential fire hazards and determined their proper handling and storage procedures. Procedures for controlling potential ignition sources for those materials have also been distinguished. Major fire hazards identified are:

1. Electrical Fire Hazards. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors or outlets. To prevent electrical fires employees should:

- Make sure that worn wires are replaced.
- Use only appropriately rated fuses.
- Never use extension cords as substitutes for wiring improvements.
- Use only approved extension cords (i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label).
- Check wiring in hazardous locations where the risk of fire is especially high.
- Check electrical equipment to ensure that it is either properly grounded or double insulated.

Ensure adequate spacing is provided around all electrical equipment to permit ready and safe operations while performing maintenance.

2. Portable Heaters. All portable heaters should be approved by your supervisor. Portable electric heaters should have tip-over protection that automatically shuts off the unit when it is tipped over. There should be adequate clearance between the heater and combustible furnishings or other materials at all times.

3. Office Fire Hazards. The possibility of fires in Jones offices are possible due to the use of electrical equipment such as computers and fax machines. To prevent office fires employees should:

- Avoid overloading circuits with office equipment.
- Turn off nonessential electrical equipment at the end of each workday.
- Keep storage areas clear of rubbish.
- Ensure that extension cords are not placed under carpets.
- Ensure that trash and paper set aside for recycling is not allowed to accumulate.

4. Smoking. Smoking is prohibited in all Jones process areas. Areas designated for smoking include break rooms, manager offices, and staff parking lots. The areas in which smoking is prohibited on site will be identified with "NO SMOKING" signs.

Reporting Fire Hazards. Any fire hazard noticed by Jones personnel is required to be reported immediately to a supervisor.

Controlling Fire Hazards. Jones provides fire extinguishers located throughout the facility for fire control. This equipment is to be inspected and maintained. Only Jones personnel trained in the use of fire extinguishers should attempt to extinguish a fire.

Training

Jones management will ensure that employees are trained on the Fire Prevention Plan in correlation with the Jones Emergency Action Plan (EAP). Jones supervisors will also train employees about the fire hazards associated with the specific materials and processes to which they are exposed.

Periodic Program Inspection

The Jones Fire Prevention Plan will be reviewed annually for effectiveness following the requirements of OSHA 1910.39(c).

Employee Certification

I, _____ (Name of Employee), hereby acknowledge that I have reviewed a copy of the Safety Management Program and Emergency Response Plan. I further understand that it is a condition of my employment with Jones that I will read and become familiar with this Program, that I will follow the procedures described in this Program, and that my failure to follow the procedures in this plan may result in disciplinary procedure being taken against me, up to and including termination from employment.

Employee Signature: _____ Date: _____

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