

Employee Handbook



CAB
Logistics, LLC

Employment with Coastal is voluntarily entered into, and the employee is free to resign at any time, with or without cause. Similarly, Coastal may terminate the employment at will at any time, with or without cause.

Policies set forth in the handbook are not intend to create a contract, nor are they to be construed to constitute contractual obligations of any kind or contract of employment between Coastal and any of its employees. The provisions of the handbook have been developed at the discretion of management and may be amended or canceled at any time, at Coastal's sole discretion.

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	112 Staton Road PO Box 856 Greenville, NC 27835
1001: Introductory Statement	
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This manual is only a general guide to the company’s current policies and to some of your benefits and responsibilities as an employee. It is informational only and not intended to be and should not be construed as a contract. From time to time, the company reviews its policies, procedures, and benefits and makes revisions based on the need for or desirability of changes. Thus, any policy, procedure, or benefit outlined in this manual may be modified, decreased, or increased at any time without advance notice. In addition, the company remains free to decide in all cases whether to apply the policies expressed here in to any particular set of circumstances.

This manual applies to all Coastal AgroBusiness Incorporated, from here after Coastal, employees and employees of its subsidiary, CAB Logistics, LLC. It is their responsibility to read and comply with the policies contained in this handbook and any revisions made to it. This will be documented on *1001.01: List of Policies and Procedures* before the end of the employee’s probationary period.

Core Values

The core values of Coastal AgroBusiness are those values which form the foundation on which we perform work and conduct ourselves. Core values are not descriptions of the work we do or the strategies we employ to accomplish our mission. The values underlie our work, how we interact with each other, and which strategies we employ to fulfill our mission. The core values are basic elements of how we go about our work. They are the practices we use every day in everything we do.

- Coastal AgroBusiness’ core values are:
- Coastal conducts business in a professional and safe manner.
- Coastal is progressive and highly adapted to business change.
- Coastal is financially sound and profit driven.
- Coastal has a diversified business strategy.
- Coastal portrays a family owned and employee oriented atmosphere.
- Coastal employs a strong relationship, value added sales approach.

	112 Staton Road PO Box 856 Greenville, NC 27835
2001: Employment Policies	
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NATURE OF EMPLOYMENT

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These provisions supersede all existing verbal and written policies and practices and may not be amended or added to without the express written approval of the President of Coastal AgroBusiness. Every effort has been made to comply with federal, state and local laws. In the event of a conflict between Coastal's policies and federal, state or local laws, the law takes precedent.

EMPLOYEE RELATIONS

Coastal believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors or Human Resources.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Coastal amply demonstrates its commitment to employees by responding effectively to employee concerns.

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Coastal will be based on merit, qualifications and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or

employee's race, color, religion, sex, national origin, age, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of impermissible or inappropriate actions will be subject to disciplinary procedures, up to and including termination of employment.

HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Coastal will not consider for employment any applicant applying for a position who is a close relative of a current employee if the current employee would directly or indirectly report to the applicant. If the relative relationship is established after employment, the individuals concerned will have 30 days to report the relationship to Human Resources. A determination will be made at that time as to if an accommodation can be made or if a resignation will be required.

In all instances, management reserves the right to make a final determination when the case can be made that no conflicts or problems will arise.

For the purposes of this policy, close relatives are defined to include spouses, parents, grandparents, children, grandchildren, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in law, stepparents, stepbrothers, stepsisters and stepchildren. This policy also applies to individuals who are not legally related but who reside with another employee, or are in a dating relationship.

EMPLOYEE MEDICAL EXAMINATIONS

To help assure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, a medical examination may be performed at Coastal's expense by a health professional of Coastal's choice. The offer of employment and assignment of duties is contingent upon satisfactory completion of the exam.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at Coastal's expense.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially.

IMMIGRATION LAW COMPLIANCE

Coastal is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not discriminate on the basis of citizenship or national origin in hiring, recruitment, assignment, compensation, or other terms and conditions of employment.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form 1-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an 1-9 with Coastal within the past three years, or if their previous 1-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Coastal wishes the business to operate. The purpose of these guidelines is to provide general directions so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Coastal. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for the employee or for a relative as a result of Coastal's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose

relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Coastal as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Coastal does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Coastal.

The materials, products, designs, plans, ideas, and data of Coastal are the property of Coastal and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible termination of employment and legal action.

OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as they satisfactorily perform their job responsibilities with Coastal. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance standards and will be subject to Coastal's scheduling demands, regardless of any existing outside work requirements.

If Coastal determines that an employee's outside work interferes with performance or the ability to meet the requirements of Coastal as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain with Coastal.

Outside employment will present a conflict of interest if it has an actual or potential adverse impact on Coastal.

NON-DISCLOSURE

The protection of confidential business information and trade secrets is vital to the interests and the success of Coastal. Such confidential information includes, but is not limited to, the following examples:

- * Compensation data
- * Inventory Print Outs
- * Sales Analysis Reports
- * Customer lists
- * Financial information
- * Labor relations strategies
- * Marketing strategies
- * New material research
- * Pending projects and proposals
- * Proprietary production processes
- * Research and development strategies
- * Scientific data
- * Scientific formulae
- * Scientific prototypes
- * Technological data
- * Technological prototypes

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

	112 Staton Road PO Box 856 Greenville, NC 27835
2002: Employment Status and Records	
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EMPLOYMENT CATEGORIES

It is the intent of Coastal to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specific period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Coastal.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work Coastal's full-time schedule. Generally, they are eligible for Coastal's benefit package, subject to the terms, conditions and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or probationary status and who are scheduled to work less than 32 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Coastal's other benefit programs.

PROBATIONARY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Coastal is appropriate. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Coastal's other benefit programs. Employees who satisfactorily complete the 45 day probationary period will be notified of their new employment classification. The successful completion of this period should not be construed as creating a contract or guaranteeing employment for any specific duration, or establishing a "just cause" termination standard.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Coastal's other benefit programs.

ACCESS TO PERSONNEL FILES

Coastal maintains a personnel file on each employee. The personnel file includes such information as the employee's job applications, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Coastal, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Coastal who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact Human Resources. With reasonable advance notice, employees may review their own personnel files in Coastal's offices and in the presence of an individual appointed by Coastal to maintain the files.

EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join Coastal are well qualified and have a strong potential to be productive and successful, it is the policy of Coastal to check the employment references of all applicants.

Human Resources will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be limited to factual information that can be substantiated by Coastal's records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

PERSONNEL DATA CHECKS

It is the responsibility of each employee to promptly notify Coastal of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

EMPLOYMENT APPLICATIONS

Coastal relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Coastal's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance reviews are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar year-end.

Merit-based pay adjustments are awarded by Coastal in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors but is not guaranteed. Factors may include the information documented by this formal performance review process.

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2003: Employment Benefits	
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EMPLOYEE BENEFITS

Eligible employees at Coastal are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification, and your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee manual.

The following benefit programs are available to eligible employees:

- * Employer-owned vehicle
- * Auto Mileage
- * Benefit Conversion at Termination
- * Holidays
- * Jury Duty Leave
- * Disability Insurance Program
- * Health Insurance
- * Profit Sharing
- * Personal Time Off
- * Extended Sick Leave
- * Safety Equipment
- * Travel Allowances
- * Uniforms and Uniform Maintenance
- * Vacation Benefits

Some benefit programs require contributions from employees. The benefit package for regular full-time employees represents an additional cost to Coastal of approximately 30 percent of wages.

Previous terms of service will be considered in benefit accrual for a former employee returning to Coastal with less than a one year break in service.

Example:

Prior service will be considered in accrual of benefits for an employee who terminated 6/01/19 and returned 5/30/20. However, if the same employee had returned on 6/02/20 previous terms of service would not be considered in accrual of benefits.

VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time employees are eligible to earn and use vacation time as described in this policy:

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

VACATION EARNING SCHEDULE

An employee hired in January- March will have 5 days of vacation to use before January 1st
An employee hired in April – June will have 4 days of vacation to use before January 1st
An employee hired in July – September will have 3 days of vacation to use before January 1st
An employee hired in October – November will have 2 days of vacation to use before January 1st
An employee that is on the payroll as of January 1st will have 10 days of vacation each year until their 5th year.
An employee that is here 5 years as of January 1st will have 15 days of vacation each year until their 17th year.
An employee that is here 17 years as of January 1st will have 20 days of vacation each year for the remainder of their employment.

Because of the seasonal nature of our business, employees are restricted to no more than 5 consecutive days of vacation between March 1st and July 15th of each year.

Vacation can only be used in increments of one-half day (4 hours), one full day (8 hours), several days, etc.

All vacation must be used before January 1st of each year. Vacation cannot be carried over to the following year.

To take vacation, employees should request approval from their manager. Whenever possible, vacation requests should be made a minimum of 30 days in advance. Requests will be reviewed based on a number of factors, including business needs, staffing requirements and years of service.

Employees with 10 or more vacation days are required to take 5 consecutive days of vacation each year. Other vacation time may be taken in increments of one-half day (4 hours), one full day (8 hours), several days, etc.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

When recruiting management level employees, management reserves the right to offer a competitive vacation benefit package.

Upon termination of employment, employees will be paid for unused vacation time that has been earned if sufficient notice is given. Sufficient notice will be two weeks for all employees except Director/Manager level or above who will be required to give a four week notice. However, if Coastal, in its sole discretion, terminated employment for cause, or if insufficient notice of resignation is given, forfeiture of unused vacation time may result.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation and personal pursuits.

HOLIDAYS

Coastal will grant holiday time off to all eligible nonexempt employees on the holidays listed:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)
- Day after Christmas (December 26)

According to applicable restrictions, Coastal will grant paid holiday time off to all eligible employees who have completed their 45 day probationary period. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday). Eligible employee classification(s):

Regular full-time employees

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday. With advance notice, an eligible employee may schedule vacation immediately preceding and/or immediately following a holiday as approved by their supervisor.

If an eligible employee works on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

Personal Time Off (PTO)

Personal Time Off leave is provided to employees who are temporarily unable to work due to:

Sickness
 Doctor Visits
 Funeral other than immediate family
 Home Emergency
 Sick Family Member

Employees in the following classifications(s) are eligible for Personal Time Off (PTO):

Regular full-time employees

Eligible employees may request Personal Time Off (PTO) based on the following schedule:

If, Before January 1, You Have Completed:	You Will Have This Much Leave:
At least 3 months service	16 hours
At least 6 months service	24 hours
At least 9 months service	32 hours
At least 1 year, but less than 5	40 hours
5 or more years of service	48 hours

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician’s statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Personal Time Off leave benefits will be calculated based on the employee’s base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses or shift differentials.

For the purposes of this program, time is based on the calendar year. Employees may not carry unused time forward to the next benefit year.

ATTENDANCE BONUS

As a reward for attendance, unused Personal Time Off (PTO) as of December 31st of each year, will be paid in January of the following year at the rate of each eligible employee’s hourly base pay to regular full time hourly employees.

Example:

If your hourly pay is \$7.00 and you have 10 hours unused Personal Time Off (PTO), you will receive a \$70.00 attendance bonus.

PAID EXTENDED SICK LEAVE

For the purposes of this policy, extended sick leave is defined as a non-occupational illness or injury resulting in 10 or more consecutive lost work days. Paid extended sick leave cannot be used until Personal Time Off is exhausted.

Employees in the following classification(s) are eligible to request extended sick leave:

Regular full-time employees

As soon as an eligible employee becomes aware of a need for extended sick leave, they should request a leave from their supervisor. A physician's statement must be provided verifying the medical disability and its beginning and expected ending dates. Any change in the information should be promptly reported to the employer. Employees returning from extended sick leave must provide a physician's verification of their fitness to return to work.

Extended sick leave is available based on the following schedule:

If, Before January 1, You Have Completed	You Will Have This Much Extended Sick Leave
At least 1 year, but less than 5	10 working days per year
At least 5 years, but less than 10	20 working days per year
At least 10 years, but less than 15	30 working days per year
15 years or more	40 working days per year

If an employee fails to report to work promptly at the end of the medical leave, Coastal will assume that the employee has resigned.

Extended sick leave benefits will be used to supplement any payments that an employee is eligible to receive from Coastal's disability insurance program. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

For the purpose of this policy, time is based on the calendar year.

BEREAVEMENT LEAVE

Up to three days of paid bereavement leave due to the death of an immediate family member will be provided to eligible employees in the following classification(s):

Regular full-time employees

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify their supervisor immediately. Proof, such as an obituary or program from the service may be required to receive this leave.

Coastal defines immediate family as spouse, parents, grandparents, siblings, stepparents, child, grandchild, step-child, or step-grandchild.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Employees will also be granted a one day paid absence due to the death of parent-in-laws, brother-or sister-in-laws, or aunts/uncles.

PTO or unused vacation leave may be used for any other bereavement leave as approved by their supervisor.

WORKER'S COMPENSATION INSURANCE

Coastal provides any eligible employee a comprehensive workers' compensation insurance program at no cost. This program covers injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. *Form 8001.01, First Report of Injury* should be filled out immediately and sent to the Director of Health, Safety and Environmental Affairs. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Coastal nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by Coastal.

TIME OFF TO VOTE

Coastal encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Coastal will grant up to one hour of unpaid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

JURY DUTY

Coastal encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees will be paid for one week of Jury Duty pay and must discuss any extensions with their supervisor. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leaves are:

Regular full-time employees

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. A copy of the notice will be placed in your personnel file. Of course, employees are expected to report for work whenever the court schedule permits.

Either Coastal or the employee may request an excuse from jury duty if, in Coastal's judgment, the employee's absence would create serious operational difficulties.

WITNESS DUTY

Coastal encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed as witnesses by Coastal, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than Coastal. Employees are free to use any available paid leave benefits (e.g., vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employees' supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

BENEFITS CONTINUATION (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Coastal's health plan when a "qualifying event" would

normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Coastal's group rate plus a two percent (2%) administration fee.

Coastal provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Coastal's health insurance plan. The notice contains important information about the employee's rights and obligations.

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2004: Timekeeping and Payroll	
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TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Coastal to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

PAYDAYS

All employees are paid biweekly on Wednesday for the previous two weeks. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

ADMINISTRATIVE PAY CORRECTIONS

Coastal takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their supervisor so that corrections can be made as quickly as possible.

Once underpayments are identified, they will be corrected in the next regular paycheck.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, Coastal will attempt to arrange a schedule of repayment with the employee to minimize the inconvenience to all involved.

PAYROLL DEDUCTIONS

The law requires that Coastal make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Coastal must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". Coastal matches the amount of Social Security taxes paid by each employee.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - employment termination initiated by an employee who chooses to leave the organization voluntarily.

DISCHARGE - employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary reasons.

MEDICAL TERMINATION - employment termination initiated by the employee or by the organization when an employee is unable, for health reasons, to continue to work.

RETIREMENT - voluntary retirement from active employment status initiated by the employee.

NO CALL/NO SHOW – An employee who does not report to work or does not notify their supervisor of their absences for three consecutive days will have been considered to have quit.

Coastal will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Coastal, or return of Coastal-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with Coastal is based on mutual consent, both the employee and Coastal have the right to terminate employment at will, with or without cause, at any time. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

	112 Staton Road PO Box 856 Greenville, NC 27835
2005: Work Conditions and Hours	
Approved: 01/01/1995	Revised: 12/15/2021

SAFETY

To provide a safe and healthful work environment for employees, customers, and visitors, Coastal has established workplace safety programs. These programs are discussed in greater detail later in this manual. Safety is a top priority for Coastal. The Director of Health, Safety and Environmental Affairs has responsibility for implementing, administering, monitoring, and evaluating the safety programs. Their success depends on the alertness and personal commitment of all.

Coastal provides information to employees about workplace safety and health issues through regular communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A safety advisory group shall be maintained to assist in support of these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of a member of the safety advisory group. Reports and concerns about workplace safety issues may be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor. Such reports are necessary to comply with laws and initiate insurance and workers compensation benefits procedures.

WORK SCHEDULES

The normal work schedule for all employees is eight hours a day, five days a week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

USE OF PHONE AND MAIL SYSTEMS

The telephones provided by Coastal AgroBusiness are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of the phone system for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. Employees may be required to reimburse Coastal for any charges resulting from their personal use of the telephone.

The use of Coastal-paid postage for personal correspondence is not permitted.

To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. The approved greeting is "Coastal AgroBusiness, This is...(Insert your name)". Please confirm information received from the caller, and hang up only after the caller has done so.

REST AND MEAL PERIODS

Each workday, full-time nonexempt employees are provided with two rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

All employees are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state laws at the following rate(s):

One and one-half times straight-time rate for all hours over 40 in a workweek.

As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime and overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Non-employee riders are prohibited on employer-owned applicator and delivery vehicles. Non-employees are not allowed to operate a Coastal vehicle.

The improper, careless, negligent, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. In the event of ice, snow, or other inclement weather, tune to your local radio or TV station and listen for closings or delays issued by your local municipality. If they are observing a two hour delay, then Coastal will observe a two hour delay. If the municipality's offices are closed due to the weather, then we will be closed. It is the responsibility of each facility manager to determine and administer the policy for their location and to contact the Director of Operations before closing.

When operations are delayed or officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees that are unable to adhere to the adjusted work schedule may use emergency or vacation time. If all emergency and/or vacation time has been exhausted, then the employee will not be paid for the missed time. It is the responsibility of the employee to listen for municipality weather updates and notify their supervisor of their intentions. The supervisor should always be notified when an employee will be absent from work.

	112 Staton Road PO Box 856 Greenville, NC 27835
2006: Business Travel Expenses	
Approved: 01/01/1995	Revised: 12/15/2021

Coastal will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved by your supervisor.

When travel is completed, employees should submit completed travel expense reports ***within 30 days*** using a form *2006.01 Expense Report*. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, and any other business travel issues.

Abuse of this Business Travel Expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

	112 Staton Road PO Box 856 Greenville, NC 27835
2007: Family Leave	
Approved: 01/01/1995	Revised: 12/15/2021

Under the Family Leave & Medical Leave Act of 1993, Coastal provides unpaid family leaves of absence to eligible employees who wish to take time off from work duties to fulfill family obligations. Eligible employees are entitled to a total of twelve work weeks of leave, in a 12-month period measured forward from the date of the employee's first family and medical leave began, for the following reasons:

- The birth of child and in order to care for such child;
- The adoption of a child or to care for a foster child;
- To care for a child, spouse, or parent who has a serious health condition;
- Because of the employee's own serious health condition which renders the employee unable to perform the functions of his or her position.
- Qualifying exigencies arising out of the fact that an employee's spouse, son, daughter, or parent is on active duty or called to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

To be eligible for a leave under the company's family leave policy, an employee must be employed by the company for at least twelve months at the time the leave is requested and have completed at least 1,250 hours of service with the company during the twelve-month period preceding the leave request.

As soon as an eligible employee becomes aware of the need for a family leave of absence, they should submit a written request for leave to their supervisor. The request should contain the following:

- * Reason
- * Date of departure
- * Anticipated duration
- * Expected date of return

Leave conditions are as follows:

Birth of a child; adoption; to care for foster child. Leave for such purposes must be taken in consecutive workweeks and must be completed within the twelve-month period following the birth of the child or placement of the child with the employee for adoption or foster care.

Leave to care for a child, spouse, parent, or for the employee's own serious health condition. Employees may take leave for these purposes on a consecutive basis or intermittently, or the employee may request to be placed on a reduced workweek or reduced workdays.

Military Family Leave. Coastal will also grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of **26 workweeks of unpaid leave** during a "single 12 month period" to care for the service member.

Employees requesting leave for their own or a covered family member's serious health condition will be required to provide medical certification to substantiate their leave request. Such certification must be provided to the company thirty days in advance of the leave request or as far in advance of the leave as practicable. Certification provided by the employee must consist of the following:

- * The date on which the serious health condition commenced;
- * The probable duration of the condition;
- * Where the leave is required because of the serious health condition of a son, daughter, parent, or spouse, a statement that the eligible employee is needed to care for the covered individual and the amount of time necessary for such care;
- * If the leave is necessitated by the employee's own serious health condition, a statement that the employee is unable to perform the functions of his or her position;
- * In the case of intermittent leave or leave on a reduced schedule for a son or daughter, spouse, or parent, a statement that the employee's leave is necessary for the care of such individual or will assist in the individual's recovery, and the expected duration and schedule of the intermittent leave or reduced-leave schedule.

The company reserves the right to have an employee or covered family member examined by a health care provider of its choice for a second opinion at any time at its discretion. Any such examination shall be paid for by the company.

In the event of a conflict between the medical opinion of the employee's or covered family member's health care provider and that of the company in the second opinion examination, a third examination will be required by a health care provider selected and paid for by the company. The opinion of the third health care provider shall be final and binding on the company and the employee.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within the 12-month period, measured forward from the date of the employee's first family and medical leave began. Employees will be required to first use any available paid leave time before taking unpaid family

or medical leave. Any combination of paid and unpaid leave may not exceed this maximum 12 week limit.

For leaves for the employee's own serious health condition, employees may also be eligible to receive benefits such as short-term disability or worker's compensation, in accordance with state law and the terms of each benefit plan.

At the end of the twelve weeks of leave, an employee who has been released to return to work without restrictions will be reinstated to the same position, if it is available, or to an open and available equivalent position for which the employee is qualified with equivalent benefits and other terms and conditions of employment. The right to reinstatement ends if the employee does not return to work after the end of the twelve weeks of leave.

No employee is entitled under this policy to any right, benefit, or position other than that to which the employee would have been entitled had they not taken leave. Thus, for example, if a layoff or some other extenuating circumstance or business condition arises which affects the employee's position, reinstatement may not be possible.

Employees returning from leave due to a serious health condition must provide a physician's verification of their fitness to return to work and perform all functions of their job.

Employees are required at least once every week while on leave to contact their supervisor to report on their status and intentions to return to work at the end of their leave period.

Subject to the terms, conditions and limitations of the applicable plan, Coastal will continue to provide health insurance benefits for the full period of the approved leave with no change in premium contribution levels. This means the employee is responsible for payment of premiums that would normally be payroll deductions. Payments should be sent to the Corporate Office monthly.

Benefit accrual, such as vacation, sick/emergency leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

If an employee fails to report to work promptly at the end of the approved leave period, Coastal will assume that the employee has resigned.

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2008: Employee Conduct and Work Rules	
Approved: 01/01/1995	Revised: 12/15/2021

EMPLOYEE CONDUCT

To assure orderly operations and provide the best possible work environment, Coastal expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- * Unfavorable attitude that has a detrimental effect on other employees
- * Permitting riders on applicator and delivery vehicles
- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Sexual or other unlawful harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from work station during the workday
- * Unauthorized use of telephones, mail system, email, computers, or other employer-owned equipment
- * Unauthorized disclosure of business "secrets" or confidential information
- * Violation of personnel policies
- * Unsatisfactory performance or conduct

Employment with Coastal is at the mutual consent of Coastal and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

PROGRESSIVE DISCIPLINE

Coastal's position is to administer equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Coastal's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

Although Coastal may use progressive discipline to address inappropriate employee conduct, this policy is not intended to, nor will it affect, the at-will status of an employee.

Progressive discipline means that, with respect to most disciplinary problems, Coastal will follow these steps:

- * First Offense: Verbal Warning
- * Second Offense: Written Warning
- * Third Offense: Suspension
- * Fourth Offense: Termination of Employment

There may be circumstances when one or more steps are bypassed because of the severity of the offense. Moreover, particularly severe or inappropriate employee conduct may result in immediate suspension from or termination of employment.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, and some may be examples of unsatisfactory conduct that will trigger progressive discipline. Coastal reserves the right, in its sole discretion, to determine the severity of any incident and the appropriate corrective or disciplinary response.

By using progressive discipline, Coastal AgroBusiness hopes that most employee problems can be corrected at an early stage, benefiting both the employee and Coastal.

DRUG AND ALCOHOL USE

It is Coastal's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Coastal premises no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or Human Resources to receive assistance or referrals to appropriate resources in the community.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Coastal of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions related to drug or alcohol use in the workplace should reference policy *2012 Drug and Alcohol Policy* or raise their concerns with their supervisor.

PROHIBITED HARASSMENT AND DISCRIMINATION

Coastal is committed to providing a work environment that is free from harassment and illegal discrimination. Coastal will not tolerate any form of harassment or discrimination in the workplace based on an individual's race, color, national origin, age, religion, marital status, disability, height, weight, or any other protected characteristic.

Sexual Harassment: Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature by supervisors or others in the workplace where:

- * submission to such conduct is made either an explicit or implied term or condition of employment;
- * submission or rejection of such conduct is used as a basis for employment-related decisions such as hiring, promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc.; and
- * conduct or communication that substantially interferes with work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment also includes:

- * unwelcome sexual advances or propositions;
- * verbal abuse of a sexual nature;
- * requests for sexual activities; unnecessary touching of an individual;
- * graphic or verbal commentaries about an individual's body;
- * sexually degrading words used to describe an individual;
- * a display in the workplace of sexually suggestive objects or pictures;
- * sexually explicit or offensive jokes;
- * non-sexual, inappropriate conduct which is targeted at only one gender; and
- * physical assault.

Other Discriminatory Harassment: In general, ethnic or racial slurs and other verbal or physical conduct relating to a person's race, national origin, age, marital status, disability, religion, height, weight or other protected characteristic constitutes harassment when they unreasonably interfere with the person's performance or create a hostile or intimidating environment.

Any employee who believes they have been harassed or discriminated against in violation of this policy should immediately:

- * let the individual(s) know that you find the behavior offensive and that you expect it to cease and desist; and
- * report the conduct to your supervisor. Employees can make reports without fear of reprisal or retaliation.

If the employee feels that their concern has not been adequately addressed by the supervisor, or if it continues, they may report it to the Human Resources Generalist, or the Director of Health, Safety and Environmental Affairs.

A prompt, thorough and impartial investigation of all complaints will be conducted in as confidential a manner as possible. Any employee who, after investigation, is found to have harassed or discriminated against another employee, visitor, vendor or customer will be subject to appropriate disciplinary actions, up to and including termination from employment. Additionally, harassing and discriminatory conduct may result in individual liability to the offending employee. Coastal will not threaten or retaliate against an individual who alleges unlawful

harassment. However, knowingly and intentionally false charges may result in adverse action. Any employee who is alleged to have harassed or retaliated against another employee who has filed a complaint will be subject to appropriate disciplinary action, up to and including discharge. We take employee discrimination and harassment very seriously at Coastal and, under no circumstances, will it be tolerated.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Coastal expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Coastal. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Coastal presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Some of the office employees are expected to go out in the warehouse from time to time. It will be acceptable for office employees at all locations, other than Staton Road, to wear jeans on a daily basis. They will need to be neat, no holes, minimal fading and not skin tight. Tennis shoes will also be allowed, but if they are dressing to go out in the warehouse they should not be wearing sandals or flip flops.

Female office workers may wear dress business shorts that come down to the knees, slacks, skirts and dresses. No jean shorts, no short shorts, no short skirts or dresses. No tank tops, no spaghetti straps, no tee shirts. Male office workers can wear Coastal uniforms, slacks, khaki type pants, or neat jeans. Their shirt tails must be tucked in. Ragged clothes of any sort, shorts, sleeveless shirts and tee shirts are not acceptable for any employee.

Plant employees, including drivers and shop employees, are required to wear their provided uniforms. Shirt tails are to be tucked in. It is understandable if an

employee's shirt tail comes out during the course of performing their job duties but they need to tuck their shirt back in as soon as possible.

These employees are also required to wear steel-toed shoes. A driver is allowed to drive with non-steel-toed shoes but they must have on steel-toed shoes when they get out of the vehicle.

Hats and caps should be plain or Coastal supplied or agricultural related. No political hats, no sports team's hats, no NASCAR hats, no competitors' hats or hats with non-ag writing on them.

It is the responsibility of the location manager to make certain that all employees present a CLEAN AND NEAT appearance and that they dress properly. Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

RETURN OF PROPERTY

Employees are responsible for items issued to them by Coastal or in their possession or control, such as the following:

- * Credit cards
- * Equipment
- * Identification badges
- * Keys
- * Personnel and Other Manuals
- * Protective equipment
- * Security passes
- * Tools
- * Uniforms
- * Vehicles
- * Written materials

All Coastal property must be returned by employees on or before their last day of work or immediately upon request by their supervisors. Where permitted by applicable laws, Coastal may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Coastal may also take all action deemed appropriate to recover or protect its property.

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with Coastal. Coastal requests at least two week's written resignation notice from all employees. Manager/Director level or above should provide a four weeks' notice.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

SECURITY INSPECTIONS

Coastal wishes to maintain a work environment that is free of illegal drugs, alcohol, explosives, or other improper materials. To this end, Coastal prohibits the possession, transfer, sales, or use of such materials on its premises. Coastal requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of Coastal. Accordingly, they, as well as any articles found within them can be inspected by any agent or representative of Coastal at any time, either with or without prior notice.

Coastal, likewise, wishes to discourage theft or unauthorized possession of the property of employees, Coastal, visitors, and customers. To facilitate enforcement of this policy, Coastal or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto Coastal's premises.

SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by Coastal may not solicit or distribute literature in the workplace at any time for any purpose.

Coastal recognizes the employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official communications on such items as:

- * Employee announcements
- * Internal memoranda
- * Job openings
- * Organization announcements
- * Worker's compensation insurance information
- * State disability insurance/unemployment
- * Insurance information

	112 Staton Road PO Box 856 Greenville, NC 27835
2009: Life Threatening Illness in the Workplace	
Approved: 01/01/1995	Revised: 12/15/2021

LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life-threatening illnesses, such as cancer, heart diseases or AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Coastal supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, Coastal will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Coastal will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Director of Health, Safety and Environmental Affairs or Human Resources for information and referral to appropriate services and resources.

	112 Staton Road PO Box 856 Greenville, NC 27835
2010: Computer Safety and Use	
Approved: 11/17/2005	Revised: 12/15/2021

PURPOSE

To remain competitive, better serve our customers and to provide our employees with the best tools to do their jobs, Coastal AgroBusiness makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, electronic bulletin boards, wire services, online services, intranet, internet and the world wide web.

Coastal AgroBusiness encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the company are company property and their purpose is to facilitate and support company business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express the Coastal AgroBusiness philosophy and set forth general principles when using electronic media and services.

General Computer Care

Always log off your PC when you are not using it for several hours and/or at the end of the workday. Prior to logging off your PC, follow the normal shutdown procedures of saving your opened files, closing all opened applications/software, and exiting the operating system with its log off procedures. You will need to power off your computer when you are not going to be using it for several days and/or at the end of the work week. A powered off computer cannot be infected with viruses and other malicious software (malware), damaged by unauthorized access/use, and damaged by electrical outages or spikes. Powering off your computer would also contribute to saving in electricity charges every month.

It is suggested that if you leave your computer unattended for 2 or more hours that you should save your opened files, close all opened software, and log off the network.

PROHIBITED COMMUNICATIONS

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- 1) Discriminatory or harassing;
- 2) Derogatory to any individual or group;
- 3) Obscene, sexually explicit or pornographic;
- 4) Defamatory or threatening;
- 5) In violation of any license governing the use of software; or
- 6) Engaged in for any purpose that is illegal or contrary to Computer Use Policy or other business interests.

PERSONAL USE

The computers, electronic media and services provided by Coastal AgroBusiness are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes.

Use authorized, licensed, and approved software only. Do not download, distribute, and install any software that has not been tested & authorized for use by the system administrator or your manager. All approved software should be installed by an authorized person. Unapproved, personal software is strictly prohibited.

Do not use or install any shareware, freeware, chat, instant messaging, and any peer-to-peer (P2P) file sharing software (e.g., BearShare, Grokster, Gnutella, Kazaa, Morpheus, etc.) Most of this software is extremely unsecured and targeted by viruses/worms, hackers, spyware, adware, and other malware.

Do not disable or modify any installed software and security settings without permission or instructions from an authorized person.

Use computers, internet, email, software and our network cautiously. Stay alert and aware of any unusual, unexpected, and suspicious messages, programs,

and activities. Contact the IT Department immediately if you suspect or notice any of these issues.

Use strong passwords. Make your password impossible for someone to guess but easily remembered by you. Use at least eight characters with a mixture of upper and lower case letters and numbers. Never share your password with anyone.

Make sure your virus protection software is always working properly by verifying its automatically updated virus definition files are current and its scheduled C: drive scan runs at least weekly.

Use security measures on home computers or mobile devices that connect to the internet and/or our network. Always use updated virus software and personal firewalls (hardware or software).

ACCESS TO EMPLOYEE COMMUNICATIONS

Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, internet and bulletin board system access, and similar electronic media is not reviewed by the company. However, the following conditions should be noted:

Coastal AgroBusiness does routinely gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:

- 1) Cost analysis;
- 2) Resource allocation;
- 3) Optimum technical management of information resources; and
- 4) Detecting patterns of use that indicate employees are violating company policies or engaging in illegal activity.

Coastal AgroBusiness reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other company policies.

Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

DO NOT

Open any email message and attachments that you were not expecting. (Delete all messages from unknown senders.)

Open messages containing attachments with the following filename extensions: .exe, .vbs, .bat, .pif, & .scr. Be extra careful with zipped files since they could also include these filename extensions.

Use the Quick Viewer or Previewer in your email program to read messages. Always read messages in their own message window.

Subscribe/join newsletters, newsgroups, list servers, forums, message/bulletin boards, chats etc.

Register online or participate in internet surveys and/or services (personal shopping etc.)

SECURITY/APPROPRIATE USE

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by company management, employees are prohibited from engaging in, or attempting to engage in:

- 1) Monitoring or intercepting the files or electronic communications of other employees or third parties;
- 2) Hacking or obtaining access to systems or accounts they are not authorized to use;
- 3) Using other people's log-ins or passwords; and
- 4) Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

ENCRYPTION

Employees can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a company computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

PARTICIPATION IN ONLINE FORUMS

Employees should remember that any messages or information sent on company-provided facilities to one or more individuals via an electronic network—for example, internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to Coastal AgroBusiness.

Coastal AgroBusiness recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

VIOLATIONS

Any employee who abuses the privilege of their access to e-mail or the internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

	112 Staton Road PO Box 856 Greenville, NC 27835
2011: Smoking Policy	
Approved: 03/17/2006	Revised: 12/15/2021

It is the intent of the Company to establish a smoking/vaping policy that will accommodate the preferences of the employees and visitors who choose to smoke or not to smoke.

NON-SMOKING/VAPING AREAS:

- ◆ Hallways
- ◆ Break rooms
- ◆ Restrooms
- ◆ Private offices
- ◆ Shared office spaces
- ◆ Mail and File rooms
- ◆ Board room and Conference room
- ◆ Warehouses and Production facilities
- ◆ Immediately outside of office building entrances
- ◆ Everywhere fire or other safety hazards exist
- ◆ Areas where smoking is prohibited by law

DESIGNATED SMOKING/VAPING AREAS:

- ◆ Picnic tables located outside the front entrance of office building
- ◆ Open areas between buildings

SMOKING/VAPING BREAKS:

- ◆ Normal morning break
- ◆ Lunch break
- ◆ Normal afternoon break

It is the responsibility of all employees to be sensitive to the wishes of other employees, whether they smoke/vape or not. Designated smoking and non-smoking areas should be respected. Employees that choose to smoke should leave designated smoking areas free of ashes and cigarette butts.

	112 Staton Road PO Box 856 Greenville, NC 27835
2012: Drug and Alcohol Policy	
Approved: 09/04/2007	Revised: 12/15/2021

Coastal is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, employees and job applicants may be asked to provide body substance samples (e.g. blood, urine) to determine the illicit use of drugs including, but not limited to, marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), and alcohol.

The serious impact of drug use and alcohol abuse has been recognized by the federal government. The Federal Motor Carrier Safety Administration (FMCSA) has issued regulations which require the company to implement an alcohol and controlled substances testing program for our drivers. At least 50 % (fifty percent) of drivers will be random tested for drug use and at least 10% (ten percent) of drivers will be random tested for alcohol use at least once a year.

Coastal will comply with these regulations and is committed to maintaining a drug-free workplace for ALL employees. It is a violation of our drug-free workplace policy to use, possess, buy, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Drug tests may be conducted in any of the following situations:

PRE-EMPLOYMENT - As a prequalification to assuming any position, prospective employees are required to provide a body substance sample for drug testing. This occurs in connection with the pre-employment medical examination.

PERIODIC - This testing occurs in conjunction with qualifying medical examinations.

REASONABLE CAUSE - Testing of this kind occurs when workplace behavior indicates that an employee is under the influence of drugs or alcohol. Such behavior must be witnessed by at least one supervisor or two co-workers.

POST-ACCIDENT -Any current employee who is involved in a serious incident or accident while on duty, whether on or off the employer's premises, may be asked to provide a body substance sample.

RANDOM TESTING – ALL Employees may be subject to testing at any time on a random basis.

Who is Responsible?

It is the company's responsibility to provide testing that is in compliance with all federal and state laws and regulations, and within the provisions of this policy. The company will retain all records related to testing and the testing process in a secure and confidential matter. The Director of Health, Safety and Environmental Affairs is designated as the alcohol and drug program administrator who is to monitor, facilitate, and answer questions pertaining to these procedures.

ALCOHOL

Alcohol Prohibitions

The misuse of alcohol by an employee is strictly prohibited. This alcohol prohibition includes:

- Use while operating any company vehicle;
- Use during the 4 hours before reporting to work;
- Consuming while on duty;
- Reporting for duty or remaining on duty with an alcohol concentration of 0.04% BAC or greater,
- Use of alcohol for up to 8 hours following an accident or until the driver undergoes a post-accident test; or
- Refusal to take a required test.

Alcohol Testing Procedures

Alcohol testing will be conducted at a medical provider designated by The Director of HSE, and by a qualified breath alcohol technician (BAT) or screening test technician (STT).

Failed Alcohol Test Result: Upon notification that an employee has failed an alcohol test (0.04% BAC or greater), the employee will be terminated.

If an employee tests at 0.02% BAC or greater, but less than 0.04% BAC, a second alcohol test will be conducted. If the second test reveals a BAC of 0.02% or greater the employee will be terminated.

DRUGS

Drug Prohibitions

The possession of illegal drugs is strictly prohibited. The misuse or abuse of prescription medication is also strictly prohibited. This drug prohibition includes:

- Use of any drug, except when administered to an employee by, or

under the instructions of, a licensed medical practitioner, who has advised the employee that the substance will not affect the employee's ability to safely operate equipment ;.

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, on Company or customer premises or while performing any job related duties;
- Testing positive for drugs; or
- Refusal to take a required test.

All employees will inform their Supervisor and/or Facility Manager of any therapeutic drug use prior to reporting for duty. They may be required to present written evidence from a health care professional which describes the effects such medications may have on the employee's ability to perform their tasks.

Drug Testing Procedures

Drug testing will be conducted at a medical provider designated by the Director of HSE. Specimen collection will be conducted in accordance with federal regulations and any applicable state law. The collection procedures have been designed to ensure the security and integrity of the specimen provided by each employee. The procedures will strictly follow chain of custody guidelines.

A drug testing custody and control form (CCF) will be used to document the chain of custody from the time the specimen is collected at the testing facility until it is tested at the laboratory.

REFUSAL TO SUBMIT

Employees may not refuse to submit to a post-accident, random, periodic, reasonable suspicion, or follow-up alcohol or controlled substances test required by federal regulations or company policies. An employee who refuses to submit to such tests will be terminated.

Refusal to submit (to an alcohol or controlled substances test) means that an employee:

- Fails to appear for any test within a reasonable time, as determined by the company, consistent with applicable regulations, after being directed to do so by the company;
- Fails to remain at the testing site until the testing is complete;
- Fails to provide a urine specimen for any required drug test;
- In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the employee's provision of the specimen;
- Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;

- Fails or declines to take a second test the employer or collector has directed the employee to take;
- Fails to undergo a medical examination or evaluation, as directed by the Medical Review Officer as part of the verification process, or as directed by the company;
- Fails to cooperate with any part of the testing process; or
- Is reported by the Medical Review Officer as having a verified adulterated or substituted test result.

Coastal has a zero tolerance policy and any employee refusing to submit to testing will be terminated.

LABORATORY ANALYSIS

Only a laboratory certified to perform urinalysis for the presence of controlled substances will be retained by Coastal AgroBusiness. The laboratory will be required to maintain strict compliance with federally approved chain-of-custody procedures, quality control, maintenance, and scientific analytical methodologies.

All specimens are required to undergo an initial screen followed by confirmation of all positive screen results.

RESULTS

The laboratory must report all test results directly to Coastal AgroBusiness' medical review officer (MRO). All test results must be transmitted to the MRO in a timely manner, preferably the same day that the review by the certifying scientist is completed. All results must be reported.

The MRO is responsible for reviewing and interpreting all confirmed positive, adulterated, substituted, or invalid drug test results. The MRO must determine whether alternate medical explanations could account for the test results. The MRO must also give the employee who has a positive, adulterated, substituted, or invalid drug test an opportunity to discuss the results prior to making a final determination. After the decision is made, the MRO must notify the company.

If the MRO, after making and documenting all reasonable efforts, is unable to contact a tested employee, the MRO shall contact the company instructing them to contact the employee. The company will arrange for the employee to contact the MRO before going on duty.

The MRO may verify a positive, adulterated, substituted, or invalid drug test without having communicated with the employee about the test results if:

- The employee expressly declines the opportunity to discuss the results of the test;
- Neither the MRO or company has been able to make contact with

- the employee for 10 days; or
- Within 72 hours after a documented contact by the Director of HSE instructing the employee to contact the MRO, the employee has not done so.

Controlled Substance Positive Test Result: Upon notification that an employee has a drug test resulting in an adulterated, or substituted or invalid sample, the employee will be given the option of requesting a test of the split sample within 72 hours. If the employee has requested a test of the split sample, the employee will be suspended until the results of a split sample test are obtained. The employee will pay for the testing of the split specimen.

If the employee doesn't request a split sample test or the split sample test confirms the, adulterated, or substituted, or invalid drug test result, the employee will be terminated. A confirmation test is automatically conducted on the split sample to confirm a positive test result.

If the split sample testing disputed the initial test results or if the initial test results are designated invalid, the employee will be reinstated.

If the drug test is returned as negative as the result of dilution, then the employee will be required to submit to an observed second drug screen. The results of the second test will be final. The employee will not have to pay for this test.

Upon notification of a confirmed positive test result appropriate discipline will be determined up to and including termination

	112 Staton Road PO Box 856 Greenville, NC 27835
2013: Children in the Workplace	
Approved: 10/15/2007	Revised: 12/15/2021

Balancing work and family issues can present challenges to working parents, particularly when it comes to childcare during work hours. Supervisors should be flexible in responding to the employee's childcare emergencies. Employees are reminded that it is their responsibility to make childcare arrangements that will enable them to meet their work obligations.

As a rule, it is inappropriate for children to be in the workplace on a regular or sporadic basis, such as after school each day, on holidays when day care is not available, or when children are ill. It is important to note that due to some work environments and the duties of the parent, children cannot be permitted in the work area at any time. There are many areas of Coastal AgroBusiness where hazardous materials or equipment are located, or where hazardous operations are conducted. The risk of accident or injury in these areas is increased for those who are unfamiliar with safety requirements. Therefore, children under 18 are not allowed in these areas.

In the rare instance when there are no other alternatives, and an employee must bring a child to the workplace, advanced approval should be obtained from the facility manager and the duration of the child's visit to the workplace must be kept to a minimum. In these cases, it is essential that parents provide close constant supervision of their children and attempt to make other childcare arrangements. If this is not possible then the employee should request vacation or Paid Time Off (PTO) to care for their child.

Safety to our employees and visitors is a major concern to Coastal AgroBusiness. A child in the workplace presents the potential for serious injury that can be avoided by eliminating the problem before it starts.

	112 Staton Road PO Box 856 Greenville, NC 27835
2014: Disability Accommodation	
Approved: 07/07/2008	Revised: 12/15/2021

Coastal AgroBusiness is committed to complying fully with the Americans with Disabilities Act (ADA) and the Persons with Disabilities Civil Rights Act (PDCRA) and ensuring equal opportunity in employment for qualified persons with disabilities. As such, all employment practices and activities are conducted by Coastal AgroBusiness on a non-discriminatory basis.

Hiring procedures have been reviewed to provide persons with disabilities meaningful employment opportunities at Coastal AgroBusiness. Pre-employment inquiries are restricted to only those inquiries regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all qualified individuals with disabilities to assist them to perform the essential functions of the position. If an employee has reason to believe that they may need and be entitled to a reasonable accommodation, such employee should contact Human Resources or the Director of Health, Safety and Environmental Affairs as soon as they become aware of such a need.

Coastal AgroBusiness is also committed to non-discrimination for any qualified employees or applicants because they are related to or associated with a person with a disability. Coastal AgroBusiness will follow any applicable state or local law that provides individuals with disabilities greater protection than the ADA. Employees should direct their questions and/or concerns regarding this policy to Human Resources or the Director of Health, Safety and Environmental Affairs.

	112 Staton Road PO Box 856 Greenville, NC 27835
2015: Weapons in the Workplace Policy	
Approved: 12/15/2021	Revised:

Coastal is not liable for any wrongful or negligent act or omission related to actions of persons or employees who carry a concealed pistol. Unless specific job duties require it, the ability to carry a concealed pistol or other weapon is not within the scope of employment and is not a condition of employment. Nothing in this policy should be interpreted to require or encourage any employee who lawfully possesses a pistol or other weapon to use it in defense of others.

PARKING LOT

Coastal allows employees the right to have firearms in their locked, vehicles while parked on company-owned property. The gun must be locked in the trunk or glove box, or be hidden from view through the vehicle's windows.

KNIVES IN THE WORKPLACE

Coastal recognizes that employees may wish to carry a knife to use in the performance of their job. Nothing in this policy is meant to prevent that use as long as it is a utility knife or a knife with a blade of less than six inches in length.

Knives are important tools that are used in many workplaces as well as for recreation or at home. Knives come in many different forms and each type of knife presents different hazards, although the primary hazard is the sharp blade that can cause deep and severe lacerations. It is important that employees take these hazards seriously and follow safe work practices, including how to safely use, handle, carry, store, sharpen, clean, and maintain the knives they use in the workplace or at home.

PROHIBITED ACTS

Coastal AgroBusiness will not tolerate any inappropriate displaying or use of a firearm or weapon and any such display or use will result in disciplinary action being taken against the employee, up to and including termination. In addition, a violation of any portion of this policy will result in disciplinary action, up to and including termination.

Firearms will not be allowed inside Coastal buildings or warehouses. A firearm maybe lawfully taken into the field after discussion and approval by the employee's supervisor.

	112 Staton Road PO Box 856 Greenville, NC 27835
2016: Cell Phone Policy	
Approved: 12/15/2021	Revised:

Coastal AgroBusiness' Cell Phone Policy has been created to provide guidelines for the use of personal and company-issued cell phones during work hours.

This policy is to help employees understand the appropriate times and uses for cell phones while seeking to minimize the distractions, inefficiencies, accidents and time loss the cell phones can create when used improperly.

This policy is for ALL employees, regardless of position.

The use of a cell phone while driving may be dangerous and employees must exercise caution when using cell phones while operating company vehicles. If an employee must make or receive a telephone call while driving they should pull to the side of the road or use a cell phone that is equipped with a hands-free device and speed dial to place all calls.

If you must use a cell phone, it is recommended that conversations be kept as short as possible and not require you to record anything in writing. If you must record information or search for a document, it is recommended that the vehicle be parked and away from traffic. If necessary, call the person back after you locate an area where you can safely park the vehicle.

Drivers should never use a cell phone in heavy traffic, severe weather or other hazardous conditions. Telephone calls made or received should be kept brief. If it appears the conversation will be prolonged, the employee should either pull to the side of the road, or inform the caller the call will need to be completed when the employee is no longer driving.

Drivers of commercial motor vehicles are prohibited from using cell phones during the operation of the vehicle.

Cell phones should not be used when they pose a security or safety risk. Cell phone should not distract the user or others from their work and responsibilities. In order to achieve the goals of this policy, the following guidelines need to be adhered to by ALL employees:

- If your vehicle is equipped with a Bluetooth or other hands free device your phone MUST be paired to it.

- Do not use a cell phone when you operate potentially dangerous equipment to include forklifts, backhoes, tractors, etc....
- Do not “surf” the web or play games while you are on-the-clock.
- Avoid using your personal cell phone for accomplishing work-related tasks.

The following are appropriate times when a cell phone may be beneficial and may be used.

- To make and receive company-related calls, especially with clients, at the proper time.
- For intra-company communication related to a work project or situation.
- To schedule and be reminded of appointments and meetings.
- For work-related research
- For storing and accessing contacts that are beneficial to the company
- To assist clients/customers with information.

Correction When Needed:

Disciplinary action, up to and including termination, may incur when improper cell phone usage occurs. An employee may have their cell phone privileges suspended if they do not adhere to the Cell Phone Policy.

Termination of employment may occur if an employee downloads, obtains and/or shares offensive, lewd, harassing, and/or objectionable material.

An employee who seeks to circumvent the restrictions on cell phone usage, in particular when they drive or engage in any potentially dangerous behaviors, or who engages in illegal activity with their cell phone will be subject to disciplinary actions, up to and including termination of employment.

	112 Staton Road PO Box 856 Greenville, NC 27835
2017: Social Media Policy	
Approved: 12/15/2021	Revised:

POLICY

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PROCEDURES

The following principles apply to professional use of social media on behalf of Coastal AgroBusiness as well as personal use of social media when referencing Coastal AgroBusiness

- Employees need to know and adhere to the Employee Conduct and Work Rules, the Employee Handbook and other company policies when using social media in reference to Coastal AgroBusiness.
- Employees should be aware of the effect their actions may have on their images, as well as Coastal's image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that Coastal may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Coastal, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or their supervisor.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized Coastal spokespersons.
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.

- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities and Coastal's computer systems are to be used for business purposes only. When using Coastal's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, Coastal blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates Employee Conduct and Work Rules, or any other company policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with Coastal, a disclaimer should be used, such as this: **"The postings on this site are my own and may not represent Coastal AgroBusiness' positions, strategies or opinions."**
- It is highly recommended that employees keep Coastal related social media accounts separate from personal accounts, if practical.

	112 Staton Road PO Box 856 Greenville, NC 27835
4001: Personal Safety Policy	
Approved: 03/27/2006	Revised: 12/15/2021

Coastal AgroBusiness, Inc.'s first concern is for the safety, health, and well-being of its employees. Therefore, this policy has been created to help ensure our employees remain safe and secure in their individual roles. This policy and its related procedures will cover the following topics:

- * Expected employee safe conduct and behavior,
- * General workplace safety,
- * Back safety and proper lifting techniques, and
- * Slips, trips, and fall protection procedures.

EXPECTED EMPLOYEE SAFE CONDUCT AND BEHAVIOR

Coastal AgroBusiness, Inc. expects its employees to behave and conduct themselves in a safe and responsible manner at all times. Employees who engage in activities that are considered unsafe, reckless, or threaten the safety of others will be subject to disciplinary action up to and including termination of employment - depending on the severity of individual incidents.

GENERAL WORKPLACE SAFETY

Coastal AgroBusiness, Inc. believes that the safety of our employees is of utmost importance and will help drive the quality of our service, the productivity of our employees, and the profitability of the company. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee, and the community. Therefore, Coastal AgroBusiness, Inc. will be guided by the following safety principles.

Coastal AgroBusiness, Inc. believes:

- * All injuries and accidents are preventable through the establishment and compliance with safe work procedures.
- * The prevention of bodily (lost time) injury and safeguarding of health are the first considerations in all workplace activities and are the responsibility of every employee at every level.
- * Written safety policies describing the safe work practices and procedures to be followed in all workplace activities are an essential element of the overall workplace safety program. All employees at every level are responsible for knowing and following all Coastal

- AgroBusiness, Inc. safety policies and related procedures.
- * Off the job, all employees should be similarly safe and demonstrate awareness of potential Hazards

STATEMENT OF EMPLOYER RESPONSIBILITIES

Coastal AgroBusiness, Inc. is responsible to provide a safe work environment for all of its employees. It is the policy of the company to provide a place of employment that is reasonably free from hazards that may cause illness, injury, or death to associates.

It is also this company's policy to establish an effective and continuous safety program incorporating educational and monitoring procedures maintained to teach safety, correct deficiencies, and provide a safe, clean working environment.

All Coastal AgroBusiness, Inc. supervisors, managers, directors, and officers are responsible for the enforcement of safety policies and practices. They will ensure that:

- * Their staff members are trained in appropriate safety procedures. Individual safety files are maintained in Personnel for all associates.
- * They notify the responsible safety personnel, and complete the necessary forms if an accident or work-related health problem occurs in their department.
- * Equipment and property within their area of responsibility is maintained in a safe and hazard-free condition.

EMPLOYEE'S RESPONSIBILITIES

Coastal AgroBusiness, Inc. employees are responsible to follow safety rules, policies, and related procedures and work safely at all times.

All Coastal AgroBusiness, Inc. employees have a responsibility to themselves and to the company for their safety and the safety of coworkers. All employees are required to:

- * Comply with all federal, state, and local rules and regulations relevant to their work.
- * Observe all company rules and regulations related to the efficient and safe performance of their work.
- * Integrate safety into each job function and live by this philosophy in the performance of job duties.
- * Report or correct unsafe equipment and practices.
- * Report any accidents that occur while on the job.

SUPERVISOR'S RESPONSIBILITIES

Coastal AgroBusiness, Inc. supervisors are directly responsible for the enforcement of all company safety policies and practices. They must ensure that employees under their direct supervision are trained in appropriate safety practices and procedures, and that they follow safe work practices at all times while performing daily work activities.

If an employee is found to be violating safe work practices or procedures, the supervisor is responsible for disciplining the employee and reinforcing the correct safe behavior or activity. Discipline will depend on the severity of the safety rule infraction and can range anywhere from a verbal reprimand to a written warning to suspension or even dismissal.

THE DIRECTOR OF HEALTH, SAFETY AND ENVIRONMENTAL AFFAIRS RESPONSIBILITIES

The Director of Health, Safety and Environmental Affairs will head up the company's overall safety program and is responsible for:

- * The written hazard communications program, and the general Right to Know Training (the general training, not chemical-specific) for all associates.
- * Developing, completing, and filing all necessary documentation and/or reports to meet local, state, and federal reporting and recordkeeping requirements, and working with local and state agencies as needed.
- * Maintaining the master Safety Data Sheet file and ensuring that SDS are kept up to date.
- * Completing all required employee hazardous material training.

STATEMENT OF INTENT TO COMPLY WITH ALL GOVERNMENT REGULATIONS

Coastal AgroBusiness, Inc. will comply with appropriate safety and security laws and regulations such as those established by:

- * The Occupational Safety and Health Administration (OSHA),
- * The EPA (Environmental Protection Agency),
- * The DOT (Department of Transportation), and
- * All other applicable federal, state, and local safety and health regulations.

BACK SAFETY AND PROPER LIFTING TECHNIQUES

Back safety awareness and safe lifting guidelines are necessary due to the prevalence and severity of back injuries throughout all industries. Backs can be injured by improper lifting, falling, stretching, overextending, and other workplace

mishaps. Of these, using improper lifting techniques (as in hand loading and unloading activities) are the largest single cause of back pain, strain, and injury. To reduce the incidence of back injury, the company has instituted, and all Coastal AgroBusiness, Inc. employees will be trained in, the following proper lifting techniques (procedures) and other back safety measures.

Coastal AgroBusiness, Inc. requires these procedures to be followed to provide a safe working environment and to protect the health of all our employees. The company has implemented these procedures on safe lifting practices to ensure that all employees are trained to protect themselves from the hazards of improper lifting practices.

The effectiveness of the back safety procedure depends on the active support and involvement of all employees. The following points outline safe and proper lifting techniques that will be taught to all employees to minimize their risk of back injury and pain. Lifting remains an important function despite the level of mechanization found in the workplace today, so attention must be directed toward safe lifting practices.

All employees of Coastal AgroBusiness, Inc. will be trained in, and expected to adhere to, the following lifting techniques when they are required to perform any lifting activity as part of their job duties. When required to perform lifting activities, employees are expected to:

- * **Size up the load before lifting** - Test by lifting or pushing a corner of the object. If it's heavy or feels too clumsy, get a mechanical aid or help from another. When in doubt employees are expected to obtain help and to never attempt lifting alone.
- * **Bend the knees** - Bending of the knees is the single most important aspect of any lifting activity. When performing a lift, employees shall:
 - * Place feet close to the object and center themselves over the object.
 - * Get a good firm handhold.
 - * Lift straight up, smoothly and let legs do most of the work.
 - * Avoid overreaching or stretching to pick up or set down an object.
 - * Avoid twisting or turning of the body once the lift has been made.
 - * Make sure beforehand that a clear path is available to carry the object.
 - * Set the object down properly, keeping the back straight at all times.
 - * Always push, not pull, objects when possible.
 - * Change the lifting situation if possible to minimize a lifting hazard.

Additional lifting (loading and unloading) expectations include:

- * If the object is too long or awkward, Coastal AgroBusiness, Inc. employees are required to get help.

- * Splitting the load into several smaller tasks to achieve manageable lifting weight.
- * Avoiding lifts from below the knees or above the shoulders by using mechanical aids.

Other work-related back safety issues include:

Extended Sitting/Standing - Our drivers' role requires long hours of sitting behind the wheel. This condition can create back trouble. When possible, Coastal AgroBusiness, Inc. requests that its drivers stretch frequently in order to reduce lower back strain.

Poor Physical Condition - An employee's physical condition can lead to back pain. Being overweight can cause extra strain on the spine. An estimate is that every extra pound up front puts 10 pounds of strain on the back. Please become aware that being out of shape or overweight increases the chances for chronic back pain. Infrequent exercise is a major factor, too. A sudden strain on generally unused back muscles lead to trouble, particularly when there is a sudden twisting or turning of the back.

Stress factor - Stress can lead to back pain. Tied in with an individual's general physical condition, stress created from work or play can cause muscle spasms that affect the spinal nerve network. Although stress is part of everyone's life, and a certain amount of stress is normal, excessive stress causes backache. Coastal AgroBusiness, Inc. requests its employees strive to achieve a proper life/work balance.

Entering/exiting vehicles - Drivers (and all Coastal AgroBusiness, Inc. personnel) are expected to enter and exit company vehicles using three points of contact at all times. Jumping from any vehicle or other equipment is strictly prohibited.

SLIPS, TRIPS, AND FALL PROTECTION PROCEDURES

Coastal AgroBusiness, Inc. believes most work-related injuries (in particular, work-related injuries related to slips, trips and falls) are preventable if all employees demonstrate a respectful and common-sense attitude towards safety. Consequently, all Coastal AgroBusiness, Inc. employees will be:

- * Trained on the proper methods for entering and exiting vehicles and other company equipment; to include never standing in bed of truck or trailer while in motion.;
- * Instructed on proper footwear and clothing that help prevent these types of injuries;
- * Trained on how to recognize and avoid slip, trip, and fall hazards; and
- * Trained on proper load securement techniques (driver specific).

	112 Staton Road PO Box 856 Greenville, NC 27835
4002: Personal Protective Equipment (PPE)	
Approved: 03/17/2006	Revised: 12/15/2021

This written program documents steps Coastal AgroBusiness, Inc. has taken to minimize injury resulting from various occupational hazards present at our sites by protecting workers through the use of PPE when the hazards cannot be eliminated.

The Director of Health, Safety and Environmental Affairs is the program coordinator, acting as the representative of the facility manager, who has overall responsibility for the program. The Director of Health, Safety and Environmental Affairs will designate appropriate supervisors or managers to assist in monitoring their use of PPE. The Director of Health, Safety and Environmental Affairs will review and update the program as necessary.

We at Coastal AgroBusiness, Inc. believe it is our obligation to provide a hazard free environment to our employees. Any employee encountering hazardous conditions must be protected against the potential hazards. The purpose of protective clothing and equipment (PPE) is to shield or isolate individuals from chemical, physical, biological, or other hazards that may be present in the workplace.

Establishing an overall written PPE program detailing how employees use PPE makes it easier to ensure that they use PPE properly in the workplace and document our PPE efforts in the event of an OSHA inspection. Coastal AgroBusiness, Inc.'s PPE program covers:

PURPOSE

The basic element of any PPE program is an in depth evaluation of the equipment needed to protect against the hazards at the workplace; this is the initial hazard assessment for which written documentation is required. Two basic objectives of any PPE program should be to protect the wearer from incorrect use and/or malfunction of PPE. The purpose of this Personal Protective Equipment (PPE) Program is to document the hazard assessment, protective measures in place, and PPE in use at this company. PPE devices are not to be relied on as the only means to provide protection against hazards, but are used in conjunction with guards, engineering controls, and sound manufacturing practices. If possible, hazards will be abated first through engineering controls, with PPE to provide protection against hazards that cannot reasonably be abated otherwise.

HAZARD ASSESSMENT

In order to assess the need for PPE the following steps are taken:

- 1) The Director of Health, Safety and Environmental Affairs, with other appropriate employees including the facility manager, identifies job classifications where exposures occur or could occur. The Director of Health, Safety and Environmental Affairs or designee examines the following records to identify and rank jobs according to exposure hazards:
 - Injury/illness records
 - First aid logs

- 2) The Director of Health, Safety and Environmental Affairs conducts a walk through survey of workplace areas where hazards exist or may exist to identify sources of hazards to employees. They consider these basic hazard categories:
 - Impact
 - Heat or extreme cold
 - Penetration
 - Harmful dust
 - Compression (roll over)
 - Light (optical) radiation
 - Chemical
 - Electrical

SELECTION GUIDELINES

Once any hazards have been identified and evaluated through hazard assessment, the general procedure for selecting protective equipment is to:

- 1) Become familiar with the potential hazards and the type of protective equipment (PPE) that are available, and what they can do.
- 2) Compare types of equipment to the hazards associated with the environment.
- 3) Select the PPE that ensures a level of protection greater than the minimum required to protect employees from the hazards.
- 4) Fit the user with proper, comfortable, well-fitting protection and instruct employees on care and use of the PPE. It is very important that the users are aware of all warning labels for and limitations of their PPE.

It is the responsibility of the Director of Health, Safety and Environmental Affairs

to reassess the workplace hazard situation as necessary, to identify and evaluate new equipment and processes, to review accident records, and reevaluate the suitability of previously selected PPE. This reassessment will take place as needed, but at least annually.

Elements that should be considered in the reassessment include:

- Adequacy of PPE program
- Accidents and illness experience
- Levels of exposure (this implies appropriate exposure monitoring)
- Adequacy of equipment selection
- Number of person hours that workers wear various protective ensembles
- Adequacy of training/fitting of PPE
- Program costs
- The adequacy of program records
- Recommendation for program improvement and modification
- Coordination with overall safety and health program

EMPLOYEE TRAINING

The Director of Health, Safety and Environmental Affairs /supervisor provides training for each employee who is required to use personal protective equipment. Training includes:

- When PPE is necessary
- What PPE is necessary
- How to wear assigned PPE
- Limitations of PPE
- The proper care, maintenance, useful life, and disposal of assigned PPE

Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they are allowed to perform work requiring the use of the equipment.

Employees are prohibited from performing work without donning appropriate PPE to protect them from the hazards they will encounter in the course of that work.

If the Director of Health, Safety and Environmental Affairs has reason to believe an employee does not have the understanding or skill required, the employer must retrain. Since an employee's supervisor is in the best position to observe any problems with PPE use by individual employees, the Director of Health, Safety and Environmental Affairs will seek this person's input when making this determination. Circumstances where retraining may be required include changes in the workplace or changes in the types of PPE to be used, which would render

previous training obsolete. Also, inadequacies in an affected employee's knowledge or use of the assigned PPE, which indicates that the employee has not retained the necessary understanding or skills, would require retraining.

Because failure to comply with company policy concerning PPE can result in OSHA citations and fines as well as employee injury, an employee who does not comply with this program will be disciplined for noncompliance according to the following schedule:

- Verbal warning for the first offense accompanied by retraining
- Written reprimand for the second offense that goes in the employee's permanent record
- Suspension without pay for a third offense and documentation in the permanent record
- Dismissal as a last resort.

CLEANING AND MAINTENANCE

It is important that all PPE be kept clean and properly maintained by the employee to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE is to be inspected, cleaned, and maintained by employees at regular intervals as part of their normal job duties so that the PPE provides the requisite protection. Supervisors are responsible for ensuring compliance with cleaning responsibilities by employees. If PPE is for general use, the Director of Health, Safety and Environmental Affairs has responsibility for cleaning and maintenance. If a piece of PPE is in need of repair or replacement it is the responsibility of the employee to bring it to the immediate attention of their supervisor or the Director of Health, Safety and Environmental Affairs. It is against work rules to use PPE that is in disrepair or not able to perform its intended function. Contaminated PPE that cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

PPE Specific Information

Eye and face protection -- Goggles and face shields

It is the policy of the company that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear ANSI approved goggles/face shields to help prevent eye and face injuries, including those resulting from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or light radiation, for example. Employees in the hazardous work areas are required to wear goggles/face shields.

Employees from temporary work agencies and contractors are required to wear

goggles/face shields if assigned to work in the designated hazardous work areas.

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy.

All employees who work in designated work areas and/or job assignments are responsible for wearing company provided goggles/face shields to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

All employees required to wear goggles/face shields must routinely inspect and properly care for their goggles/face shields.

Foot Protection-Safety Shoes

It is the policy of the company that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear safety shoes to help prevent foot injuries, ankle injuries, slips, and falls.

Employees in any designated Coastal AgroBusiness work area is required to wear ANSI-approved safety shoes or safety shoes that have been demonstrated to be equally effective.

Employees from temporary work agencies and contractors are required to wear safety shoes if assigned to work in any designated Coastal AgroBusiness work area. It is the responsibility of the agency and/or contractor to ensure the employee reports for a temporary assignment at this company wearing approved safety shoes.

Those employees who work in non-designated areas of the company and vendors and visitors will be allowed to walk through the designated work areas without safety shoes as long as they remain in outlined aisles or walkways.

All employees who work in designated work areas and/or job assignments are responsible for purchasing and wearing safety shoes to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

The Director of Health, Safety and Environmental Affairs is responsible for informing new employees who are assigned to the designated work areas of the safety shoe policy and the procedures for obtaining them. The new employee is responsible for reporting the first day of work wearing approved safety shoes.

Hand Protection -- Gloves

It is the policy of the company that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas

and/or job assignments are required to wear gloves to help prevent hand injuries, including cuts, burns, chemical exposure, for example.

Employees in the appropriate designated work areas are required to wear protective gloves.

Employees from temporary work agencies and contractors are required to wear protective gloves if assigned to work in the designated work areas.

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy.

All employees who work in designated work areas and/or job assignments are responsible for wearing company provided gloves to comply with this policy. Failure to comply will result in disciplinary action up to and including discharge.

All employees required to wear protective gloves must routinely inspect and properly care for their assigned gloves (if the gloves are not disposable).

	112 Staton Road PO Box 856 Greenville, NC 27835
4003: Respiratory Protection	
Approved: 03/17/2006	Revised: 12/15/2021

REFERENCES(s): OSHA - 29 CFR 1910.134

INTRODUCTION

OSHA regulates the use of respiratory protection. The respiratory protection regulation is located in the North Carolina Occupational Safety and Health Standards for General Industry, 29 CFR 1910.134. The standard covers respirator use where respirators are being worn to protect employees from exposure to air contaminants above an exposure limit or are otherwise necessary to protect employee health, where respirators are otherwise required to be worn by the employer, and where respirators are voluntarily worn by employees for comfort or other reasons. Engineering and work practice controls should be the primary means used to reduce employee exposure to toxic chemicals, and respirators should only be used if engineering or work practice controls are infeasible or while they are being implemented. When respirator use is required to protect the health of employees, the employer must establish and maintain a respiratory protection program.

OSHA requirements for an acceptable respiratory protection program include the following:

- Procedures for selecting respirators
- Medical evaluations for users
- Fit-testing procedures for tight-fitting respirators
- Procedures for proper use during routine and emergency situations
- Procedures for cleaning, storing, and disinfecting
- Procedures to ensure adequate air quality and flow for atmosphere-supplying respirators
- Training on respiratory hazards
- Training on proper use, donning and removing respirators
- Procedures for regularly evaluating the effectiveness of the program

The Director of Health, Safety and Environmental Affairs will serve as Program Administrator. The Director will be responsible for selecting appropriate respirators, evaluating work area conditions, and coordinating medical surveillance. The Director will also provide training and fit testing for all affected employees. Any questions regarding this program should be directed to the Program Administrator.

Employees are responsible for using the provided respiratory protection in accordance with the instructions and training they receive. They should immediately report any damaged or improperly functioning equipment to their supervisor or the Program Administrator. Employees must receive a medical evaluation, training and fit testing prior to using a respirator with the exception of voluntary users of dust masks.

Supervisors must ensure the use of respirators when they are required to protect the health of employees. Use of respirators and other personal protective equipment should be incorporated into employee work plans and enforced as any other key responsibility or dimension.

VOLUNTARY USE OF RESPIRATORS

Coastal AgroBusiness may on a case-by-case basis provide respirators at the request of employees or permit employees to use their own respirators; if it is determined that such respirator use will not in itself create a hazard. If it is determined that any voluntary respirator use is permissible, the respirator users will be provided with the information contained in Appendix D of 1910.134. Coastal AgroBusiness must ensure that any employee using a respirator voluntarily is medically able to use that respirator, and that the respirator is cleaned, stored, and maintained so that its use does not present a health hazard to the user.

SURVEILLANCE OF WORK AREA

The work area must be evaluated to determine if respiratory protection is necessary. Monitoring for air contaminants will be performed when there is reason to believe that the exposure level is at or above the action level (or permissible exposure limit when an action level does not exist). Those contaminants without suggested exposure levels will be evaluated on an individual case basis. Employee exposure records will be maintained when monitoring is performed. Employees must be notified of the sampling results within 15 days after receiving results.

MEDICAL SURVEILLANCE

Medical evaluations must be provided to determine each employee's fitness to wear a respirator. The evaluation must be provided before the initial fit-testing and before the respirator is used for the first time. Medical evaluations will consist of the administration of a medical questionnaire, a general physical with emphasis on the pulmonary system, a pulmonary function test and other tests as deemed necessary by the examining physician. These evaluations are required for all respirator users except for employees who voluntarily use dust masks and for the use of escape-only respirators (SCBAs are not considered escape only

respirators). Medical evaluation records must be retained for 30 years beyond the employee's employment.

RESPIRATOR SELECTION

Types of Respirators

There are three main types of respirators: Air-purifying, supplied-air and combination. Air-purifying respirators clean contaminated air through the use of mechanical filters or chemical cartridges. The filters and cartridges are approved for use against contaminants at a certain exposure level. Every filter or cartridge is not effective against all contaminants. It is therefore very important that the appropriate filtration device is selected. The filters and cartridges must be approved for use against the specific level of exposure. Supplied-air respirators use an air system to provide an adequate supply of clean air. A combination respirator is a supplied-air respirator with an air-purifying attachment in the event the air supply fails.

Respirators can also be categorized as either negative pressure or positive pressure. In a negative pressure respirator, air purifying filters or cartridges are attached to a tight-fitting facepiece. Negative pressure created by inhalation draws contaminated air through the purifying device to the worker. During inhalation, contaminated air will follow the path of least resistance. Therefore, a leak proof seal is absolutely necessary for proper protection. A positive pressure respirator supplies enough clean air to the user's breathing zone to maintain a positive pressure inside the mask, hood or helmet. Thus, any leaks that may be present will theoretically be outward which provides extra protection to the employee.

Selection Factors

Respiratory hazard(s) in the workplace will be identified and evaluated. This evaluation shall include a reasonable estimate of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. Where the employee's exposure cannot be identified or reasonably estimated, the atmosphere will be considered IDLH. Respirators will be selected from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user. Only NIOSH approved respirators will be utilized in this program.

USE AND LIMITATIONS

Employees must be familiar with the respirator and its operations. Failure to follow all use and limitation instructions or failure to wear the respirator for the entire exposure period can reduce the effectiveness of the respirator and may result in illness or death. Thus, it is very important that the employee receive

training on the proper use of the respirator prior to use. Use and limitation information for the respirators utilized in this program include the following:

- If dizziness or other distress occur or if the contaminant can be detected (odor, taste, irritation) then the employee must immediately leave the contaminated area.
- If the respirator becomes damaged or breathing becomes difficult, the employee must immediately leave the area.
- Respirators used in this program do not supply oxygen and should not be used in oxygen-deficient atmospheres.
- The manufacturer's operation manual should be referenced for additional use and limitation information.

RESPIRATOR MAINTENANCE

Cleaning

Respirators must be cleaned regularly. The respirator should be completely disassembled prior to cleaning. The facepiece and accessories (except cartridges or filters) should be washed in warm soapy water and then rinsed with clean water. Disinfection is performed by immersing the facepiece in a bleach solution for approximately two minutes. The bleach solution is made by mixing a cap of Clorox with a gallon of water. All parts should air dry in a clean place or be wiped dry with a clean, lint-free cloth. The respirator should then be reassembled.

Inspection

Respirators must be inspected before and after each use to ensure that all parts are present and in operating condition. Inspection should include a check of tightness of connections and condition of the facepiece, headbands, and valves. Rubber or elastic parts should be checked for pliability and signs of deterioration. Respirators must be taken out of service until worn or deteriorated parts are to be replaced.

Storage

Respirators must be stored to protect against dust, sunlight, temperature extremes, excessive moisture, and damaging chemicals. They should not be stored in such places as lockers or tool boxes unless they are in carrying cases or cartons. Respirators should be stored so that the facepiece and valves will rest in a normal position so function will not be impaired by the elastic setting in an abnormal position. Respirators should not be stored by hanging them by the headband.

Special Maintenance Procedures

Filters and cartridges must be changed periodically. Those cartridges with end-of-service life indicators should be changed as the indicator dictates. Those filters and cartridges without an end-of-service life indicator will be changed in accordance with a schedule developed by the Director of Health, Safety and Environmental Affairs. All filters will be properly labeled and color coded with the NIOSH approval label and that label must not be removed, obscured or defaced while in service.

Self-contained breathing apparatus (SCBA) must be inspected monthly. Air and oxygen cylinders must be fully charged according to manufacturer's instructions. It shall be determined that the regulator and warning devices function properly. The use of SCBAs is restricted to authorized employees.

FIT TESTING

Fit testing is required for all employees using negative or positive pressure tight-fitting respirators, where such respirators are required by OSHA or where required by Coastal AgroBusiness. The fit test must be performed before the respirator is used in the workplace. It must be repeated annually and whenever a different respirator facepiece is used or a change in the employee's physical condition could affect respirator fit. Qualitative Fit-Testing will be utilized for this program. Fit test records will be kept until the next test is administered. Fit test records will include employee identification, type of fit test, date last tested, the results of the test, and the make, model and size of the respirator tested.

The employer shall not permit respirators with tight-fitting facepieces to be worn by employees who have:

- Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function
- Any condition that interferes with the face-to-facepiece seal or valve function
- If an employee wears corrective glasses or goggles or other personal protective equipment, the employer shall ensure that such equipment is worn in a manner that does not interfere with the seal of the facepiece to the face of the user

TRAINING

Training will be provided to all affected employees prior to use of respirators. The training must be comprehensive, understandable, and recur annually or more often if necessary.

Employees must be able to demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator
- What the limitations and capabilities of the respirator are
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions
- How to inspect, put on and remove, use, and check the seals of the respirator
- What the procedures are for maintenance and storage of the respirator
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators
- The general requirements of this section

PROGRAM EVALUATION

The program will be evaluated annually by the Director of Health, Safety and Environmental Affairs to determine its effectiveness and to ensure it is being properly implemented. This will be accomplished by observing and consulting employees who participate in the program. Factors to be assessed include, but are not limited to:

- Respirator fit (including the ability to use the respirator without interfering with effective workplace performance)
- Appropriate respirator selection for the hazards to which the employee is exposed
- Proper respirator use under the workplace conditions the employee encounters
- Proper respirator maintenance

	112 Staton Road PO Box 856 Greenville, NC 27835
4004: Hearing Conservation	
Approved: 03/17/2006	Revised: 12/15/2021

REFERENCES: 29 CFR 1910.95, Occupational Noise Exposure
Fundamentals of Industrial Hygiene, 5th Edition, National Safety
Council, 2002
The Noise Manual, 5th Edition, AIHA Press, 2000

POLICY

All employees will be protected against the detrimental effects of excessive noise exposure. Feasible administrative or engineering controls shall be utilized when employees are subjected to sound levels exceeding those listed in Table 1. If such controls fail to reduce sound below the levels of Table 1, personal protective equipment shall be provided and used to reduce exposures to within permissible levels. If the variations in noise level involve maxima at intervals of 1 second or less, the noise is to be considered continuous. In all cases where the noise exposures exceed the values shown herein, a continuing, effective hearing conservation program shall be administered.

DEFINITIONS

Decibel (dB) - A unit used to express sound power level (LW). Sound power is the total acoustic output of a sound source in watts (W). By definition, sound power level, in decibels, is:

$$LW = 10 \log W / W_0$$

Where W is the sound power of the source and W₀ is the reference power.

Action Level - An 8-hour time-weighted average of 85 decibels measured on the A-scale slow response, or equivalently, a dose of fifty percent.

Sound level meter and octave band analyzer - Instruments for measuring sound pressure levels in decibels referenced to 0.0002 microbars. Readings can also be made in specific octave bands, usually beginning at 75 Hz and continuing through 10,000 Hz.

Audiogram - the record of a given individual's hearing sensitivity. An audiogram shows hearing threshold level measured in decibels as a function of frequency measured in hertz.

STS - Standard Threshold Shift - is an average shift in either ear of 10dBA or more at 2000, 3000 and 4000-Hz frequencies.

RESPONSIBILITIES

Supervisor

- 1) Maintains an awareness of the approximate noise levels in work places for which he/she is responsible.
- 2) Requests a survey from the Director of HSE when a change in equipment or procedure may increase employee exposure to noise.
- 3) Ensures that all employees are aware of the requirements for hearing protection in any area that has been identified as having levels which exceed permissible exposure limits.
- 4) Ensures that appropriate protective devices are worn and that any other control measures are observed.

Employee

- 1) Complies with the recommendations of the Director of HSE and supervisor for controlling noise exposure.
- 2) Makes proper use of the hearing protection devices provided.
- 3) Reports any suspected change in noise levels of equipment to the Director of HSE so that a survey can be made.
- 4) Participates in audiometric testing or other hearing conservation programs as required by Institute policy.

Director of Health, Safety and Environmental Affairs

- 1) Performs noise surveys in all areas as required.
- 2) Identifies those areas where hearing protection is required and establishes total daily permissible exposure times.
- 3) Places warning signs in areas where sound levels exceed those in Table 1.
- 4) Approves and issues all hearing protection devices used by employees. Provides instruction on the proper use, care, and maintenance of these devices.
- 5) Recommends, after consultation with the Vice President of Operations, engineering methods for controlling noise levels when such measures are considered feasible.
- 6) Makes arrangements for audiometric tests as required by OSHA regulations and company policy.

Table 1 - Permissible Noise Exposure

Duration Per Day (hours) Sound Level Slow Response (dBA)

8

90

6	92
4	95
3	97
2	100
1-1/2	102
1	105
1/2	110
1/4 or less	115

Note: When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each.

Exposure to impulsive or impact noise should not exceed 140 dBA peak sound pressure level.

Procedures

Monitoring - It is the responsibility of the Director of Health, Safety and Environmental Affairs to monitor noise exposure levels in a manner that will accurately identify employees who are exposed at or above an 8-hour time-weighted average (TWA) of 85 dBA. The exposure measurement will include all noise within an 80 dBA to 130 dBA range. The Director of Health, Safety and Environmental Affairs will remonitor employee's exposures whenever a change in the production process, equipment or controls increase noise exposure enough to require new hearing protectors, or brings additional employees to or above the action level. Each employee will be informed of monitoring results when exposed at or above the action level.

Audiometric Testing - Audiometric testing monitors changes in employee hearing acuity over time. The audiometric testing program includes baseline audiograms, annual audiograms, training and follow-up procedures. Audiometric testing shall be made available to all employees who have 8-hour time weighted average exposure levels of 85 dBA or higher. All audiometric tests shall be conducted following procedures established by the Occupational Safety and Health Administration.

- 1) Baseline audiograms are the reference audiograms against which future audiograms are compared. These audiograms shall be completed within six months after an employee's first exposure at the action level, or within one year if van service monitoring is used. Hearing protectors shall also be used to maintain the required quiet period before baseline audiograms are taken.
- 2) Annual audiograms shall be taken for comparison against baseline audiograms to determine if an employee has lost a sufficient

- amount of hearing ability to trigger follow-up procedures (i.e., to determine if a standard threshold shift (STS) has occurred).
- 3) Training shall be provided at least annually for employees exposed to time-weighted averages of 85 dBA and above. It will focus on the effects of noise; the purpose, advantages, disadvantages, and attenuation of various types of hearing protectors; the selection, fitting and care of protection; and the purpose and procedures of audiometric testing.

Recordkeeping - Noise exposure measurement records shall be kept for two years and audiometric test results for the duration of a worker's employment. They shall include the employee's name and job classification and their most recent noise exposure measurement, and date and the examiner's name, the date of acoustic or exhaustive calibration, measurements of the background sound pressure levels in audiometric test rooms, and the employee's most recent noise exposure measurement.

Hearing Protectors - Hearing protectors shall be made available to all employees exposed at or above the action level. These protectors shall be capable of attenuating noise levels to at least a time-weighted average of 90 dBA for all employees and 85 dBA for employees who have experienced a standard threshold shift (STS).

	112 Staton Road PO Box 856 Greenville, NC 27835
4005: Blood Borne Pathogens	
Approved: 09/25/2015	Revised: 12/15/2021

PURPOSE

Coastal AgroBusiness is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our company in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure;
- Implementation of various methods of exposure control, including:
 - Universal precautions,
 - Engineering and work practice controls,
 - Personal protective equipment, and
 - Housekeeping
- Hepatitis B vaccination;
- Post-exposure evaluation and follow-up;
- Communication of hazards to employees and training;
- Recordkeeping; and

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

ADMINISTRATIVE DUTIES

The Director of HSE is responsible for the implementation of the ECP. The Director of HSE will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Those employees who are determined to have occupational exposure to blood or other potentially infectious materials must comply with the procedures and work practices outlined in this ECP.

The Director of HSE will maintain and provide all necessary personal protective equipment (PPE), engineering controls, labels, and red bio-hazard bags as required by the standard. The Director of HSE will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

The Director of HSE will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained.

The Director of HSE will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives.

EMPLOYEE EXPOSURE DETERMINATION

There is no reasonable expectation that an employee of Coastal AgroBusiness Inc. will be exposed to bloodborne pathogens while at work. Also, due to the nonspecific nature of job categories at Coastal, not all individuals with a given job title are exposed to the same hazards. The individual's need for coverage for BBP purposes is determined using the actual risk in the individual's particular assignment, not on the job class per se.

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions: All employees will utilize universal precautions which means assume that everyone potentially carries a bloodborne pathogen and treat all blood and bodily fluids the same.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed during their biennial (every two years) refresher training. All employees have an opportunity to review this plan at any time during their work shift. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The Director of HSE is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

The review and update of such plans must also:

- Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
- Document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure. The Director of HSE documents all devices considered.

Engineering and Work Practice Controls

Engineering and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. Blood and bodily fluids will only be handled after an employee dons their PPE.

Coastal identifies the need for changes in engineering control and work practices through review of OSHA records, employee interviews and incident investigations. The Director of HSE will ensure effective implementation of these recommendations.

Personal Protective Equipment (PPE)

The first thing to do in any situation where you may be exposed to bloodborne pathogens is to ensure you are wearing the appropriate personal protective equipment (PPE). For example, you may have noticed that emergency medical personnel, doctors, nurses, dentists, dental assistants, and other health care professionals always wear latex or protective gloves. This is a simple precaution they take in order to prevent blood or potentially infectious body fluids from coming in contact with their skin. **To protect yourself, it is essential to have a barrier between you and the potentially infectious material. When handling blood always wear gloves.**

Rules to follow:

- Always wear personal protective equipment in exposure situations.
- Remove PPE that is torn or punctured or has lost its ability to function as a barrier to bloodborne pathogens.
- Replace PPE that is torn or punctured.
- Remove PPE before leaving the work area.
- Dispose of contaminated materials properly in bio-hazard bags

PPE, with the exception of steel toed shoes, is provided to each of our employees, at no cost. Training is provided by The Director of HSE in the use of the appropriate PPE for the tasks or procedures employees will perform. PPE is discussed in more detail by *Policy 4001: Personal Protective Equipment*.

Hygiene Practices

Hand washing is one of the most important (and easiest) practices used to prevent transmission of bloodborne pathogens. Hands or other exposed skin should be thoroughly washed as soon as possible following an exposure incident. Use soft, antibacterial soap, if possible. Avoid harsh, abrasive soaps, as these may open fragile scabs or other sores.

Hands should also be washed immediately (or as soon as feasible) after removal of gloves or other personal protective equipment.

Because hand washing is so important, you should familiarize yourself with the location of the hand washing facilities nearest to you. Laboratory sinks, public restrooms, janitor closets, and so forth may be used for hand washing if they are normally supplied with soap. If you are working in an area without access to such facilities, you may use an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternative methods are used, hands should be washed with soap and running water as soon as possible.

Housekeeping

All surfaces, tools, equipment and other objects that come in contact with blood or potentially infectious materials must be decontaminated and sterilized as soon as possible. **Equipment and tools must be cleaned and decontaminated before servicing or being put back to use.**

Decontamination should be accomplished by using

- A solution of 5.25% sodium hypochlorite (household bleach diluted between 1 part bleach and 10 parts water. The standard recommendation is to use at least a quarter cup of bleach per one gallon of water.
- Lysol or some other EPA-registered tuberculocidal disinfectant. Check the label of all disinfectants to make sure they meet this requirement.
-

If you are cleaning up a spill of blood, you can carefully cover the spill with paper towels or rags, then gently pour the 10% solution of bleach over the towels or rags, and leave it for *at least 10 minutes*. This will help ensure that any bloodborne pathogens are killed before you actually begin cleaning or wiping the material up. By covering the spill with paper towels or rags, you decrease the chances of causing a splash when you pour the bleach on it.

If you are decontaminating equipment or other objects (be it broken glass, saw blades, tweezers, mechanical equipment upon which someone has been cut, first aid boxes, or whatever) you should leave the disinfectant in place for *at least 10 minutes* before continuing the cleaning process.

Of course, any materials you use to clean up a spill of blood or potentially infectious materials must be decontaminated immediately, as well. This would include mops, sponges, re-usable gloves, buckets, pails, etc.

Sharps

Far too frequently, housekeepers, custodians and others are punctured or cut by improperly disposed needles and broken glass. This, of course, exposes them to whatever infectious material may have been on the glass or needle. For

this reason, it is especially important to handle and dispose of all sharps carefully in order to protect yourself as well as others.

Needles

- Needles should never be recapped.
- Needles should be moved only by using a mechanical device or tool such as forceps, pliers, or broom and dust pan.
- Never break or shear needles.
- **Needles shall be disposed of in labeled sharps containers only.**
- Sharps containers shall be closable, puncture-resistant, leak-proof on sides and bottom, and must be labeled or color-coded.
- When sharps containers are being moved from the area of use, the containers should be closed immediately before removal or replacement to prevent spillage or protrusion of contents during handling or transport.

Broken Glassware

- Broken glassware that has been visibly contaminated with blood must be sterilized with an approved disinfectant solution before it is disturbed or cleaned up.
- Glassware that has been decontaminated may be disposed of in an appropriate sharps container: ie. closable, puncture-resistant, leak-proof on sides and bottom, with appropriate labels.
- Broken glassware will not be picked up directly with the hands. Sweep or brush the material into a dustpan.
- Uncontaminated broken glassware may be disposed of in a closable, puncture resistant container such as a cardboard box or coffee can.

Hepatitis B Vaccination

The Director of HSE will determine which, if any, employee's exposure level requires the hepatitis B vaccination. Training will be provided to those employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan. Vaccination is encouraged unless:

1. Documentation exists that the employee has previously received the series,
2. Antibody testing reveals that the employee is immune, or
3. Medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the

vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at in the employee's medical file at Corporate Headquarters.

Vaccination will be provided by local health care provider in each location's area or the local Health Department.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

Post-exposure Evaluation and Follow-Up

Should an exposure incident occur, contact The Director of HSE immediately. An immediately available confidential medical evaluation and follow-up will be conducted by local health care provider. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

Administration of Post-Exposure Evaluation and Follow-up

The Director of HSE ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The Director of HSE ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant employee medical records, including vaccination status

The Director of HSE will provide the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

The Director of HSE will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident (warehouse, farmer's location, etc.)
- procedure being performed when the incident occurred
- employee's training

If it is determined that revisions need to be made, The Director of HSE will ensure that appropriate changes are made to this ECP.

Employee Training

Each employee who has occupational exposure to bloodborne pathogens receives training conducted after the initial determination by the Director of HSE.

Each employee who has occupational exposure to bloodborne pathogens receives training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the OSHA bloodborne pathogen standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and other potentially infectious materials, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE

- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at Corporate Headquarters.

Recordkeeping

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years. The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Director of HSE.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

The Director of HSE is responsible for maintenance of the required medical records. These confidential records are kept for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Director of HSE

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Director of HSE.

Sharps Injury Log

The Director of HSE establishes and maintains a sharps injury log to record percutaneous injuries from contaminated sharps. The information in the sharps injury log is recorded and maintained: at Corporate Headquarters. This protects the confidentiality of the injured employee. Our sharps injury log contains:

- date of the injury
- type and brand of the device involved (syringe, suture needle)
- department or work area where the incident occurred
- explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

	112 Staton Road PO Box 856 Greenville, NC 27835
5001: Housekeeping	
Approved: 04/27/2006	Revised: 08/13/2007

Good housekeeping is a necessary requirement for maintaining safety. Clean and tidy work sites hold fewer hazards for all employees. Accidents and injuries are avoided and productivity improved where good housekeeping is a daily occurrence. This document informs interested persons, including employees that our company is complying with OSHA's housekeeping requirements, including:

- * 29 CFR 1926.25 - Housekeeping, and
- * 29 CFR 1926.151 - Fire Prevention.

Many other regulations also lead to housekeeping procedures. Common sense and safety concerns encourage standardization of housekeeping measures in the workplace. Coastal AgroBusiness, Inc. has developed a set of written housekeeping procedures. In this way we have standardized housekeeping measures and are providing clear expectations and procedures for housekeeping at our company.

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that a company displays on a day-to-day basis. Orderliness in our workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc. In fact, we have nine good reasons for housekeeping:

- * Prevents accidents
- * Prevents fire
- * Saves time
- * Gives control to our workers
- * Increases production
- * Gives our workers the freedom to move
- * Gives our workers pride
- * Protects our products and equipment
- * Reduces our waste.

WALK-AROUND ASSESSMENT

Every month, facility managers and/or supervisors walk(s) around the facility for an assessment to identify main housekeeping issues. These persons look for a lack of order, un-removed spills or obstructions, or other hazards due to poor organization or poor housekeeping. They ask employees working in each area

to identify and recommend corrective actions for their area. They also walk around the grounds to see if there is refuse or an untidy appearance due to storing materials haphazardly. In addition, they check the Log of Work-Related Injuries and Illnesses records (which are located at corporate office among the OSHA files) to see if one or more incidents such as slips, trips, falls, or other types of accidents were related in some way to poor housekeeping.

HOUSEKEEPING PROCEDURES

It is the intent of this company to standardize housekeeping measures, meet OSHA requirements, and encourage safety. The procedures listed below cover many locations in our facility.

Storage and Scrap Areas

Our facility has designated storage areas. Our workers in the storage area physically or mechanically load and move materials. This method of storage and materials handling requires the following housekeeping measures:

- * During the course of construction, alteration, or repairs, form and scrap lumber with protruding nails, and all other debris, must be kept cleared from work areas, passageways, and stairs, in and around buildings or other structures.
- * Combustible scrap and debris must be removed at regular intervals during the course of construction.
- * Garbage and other waste must be disposed of at frequent and regular intervals.

Our facility controls any vegetation problems outside the facility in the following manner:

- * Our facility maintains the yard and ground work by contracting through an outside agency. Employees maintain areas outside of storage areas.

Our facility securely stores product on pallets or arranging it in an orderly manner. Our housekeeping procedures are to keep storage areas free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.

Open yard storage housekeeping procedures include:

- * Combustible materials must be piled with due regard to the stability of piles and in no case higher than 20 feet.
- * Driveways between and around combustible storage piles must be at least 15 feet wide and maintained free from accumulation of rubbish, equipment, or other articles or materials. Driveways must be so spaced that a maximum grid system unit of 50 feet by 150 feet is produced.

- * The entire storage site must be kept free from accumulation of unnecessary combustible materials. Weeds and grass must be kept down and a regular procedure provided for the periodic cleanup of the entire area.
- * When there is a danger of an underground fire, that land must not be used for combustible or flammable storage.
- * Method of piling must be solid wherever possible and in orderly and regular piles. No combustible material may be stored outdoors within 10 feet of a building or structure.

Indoor storage housekeeping measures INCLUDE:

- * Storage may not obstruct, or adversely affect, means of exit.
- * All materials must be stored, handled, and piled with due regard to their fire characteristics.
- * Non-compatible materials, which may create a fire hazard, must be segregated by a barrier having a fire resistance of at least 1 hour.
- * Material must be piled to minimize the spread of fire internally and to permit convenient access for firefighting. Stable piling shall be maintained at all times. Aisle space shall be maintained to safely accommodate the widest vehicle that may be used within the building for firefighting purposes.
- * Clearance of at least 36 inches must be maintained between the top level of the stored material and the sprinkler deflectors.
- * Clearance must be maintained around lights and heating units to prevent ignition of combustible materials.
- * A clearance of 24 inches must be maintained around the path of travel of fire doors unless a barricade is provided, in which case no clearance is needed. Materials must not be stored within 36 inches of a fire door opening.

Machinery and Equipment

Our housekeeping procedures for machinery and stationary equipment are:

- * We keep all machinery and stationary equipment serviced and in good condition.

Our housekeeping procedures for tools and movable equipment are:

- * We keep all tools and moveable equipment serviced and in good condition.

Aisles, Walkways, and Floor

Our facility does the following things to keep aisles, walkways and floors clean and open:

- * Provide sufficient safe clearances and access to any and all work stations and work areas, fire aisles, fire extinguishers, fire blankets, electrical disconnects,

- safety showers, other emergency aids, doors, and access to stairways.
- * Clearly mark to distinguish walkways from areas not for pedestrian traffic.
 - * Keep aisles and walkways free of physical obstructions that would prevent access, including path-blocking objects, liquid or solid spills, and other obstructions.
 - * Keep aisles at least 3 feet wide where necessary for reasons of access to doors, windows, or standpipe connections.
 - * Keep stairs clean, dry, and free of waste, well-lit, and provided with adequate hand rails and treads that are in good condition.
 - * Keep floors clean; dry (dry as possible); slip-resistant; and free of waste, unnecessary material, oil and grease, protruding nails, splinters, holes, or loose boards.
 - * Provide an adequate number of waste receptacles at accessible locations throughout all work areas.

Our housekeeping procedures for our production areas include:

- * Maintain adequate lighting systems in a clean and efficient manner and replace bulbs as soon as possible after failure.
- * Properly maintain walls.
- * Keep windows clean by washing them regularly.
- * Properly maintain doors and windows in a good working order and repair any damage to doors and windows as soon as possible.
- * Provide adequate ventilation to all work areas to keep air free of dust and other contaminants.

Distribution Center

Our housekeeping procedures for our distribution center are:

- * Keep all loading dock areas free of unnecessary materials accumulation.
- * Have emergency spill kits and other spill clean-up equipment and materials available in the loading dock area.
- * Clean up spills as soon as they occur.
- * Keep all overhead doors clean and free of rust or dirt at hinges.

Office Areas

We have personal office spaces as part of our office space. Our housekeeping procedures for these areas include:

- * Each employee manages their areas by picking up after themselves.

Outside the Facility

Our housekeeping procedures for keeping our grounds and building faces/sides

neat and orderly include:

- * Keep the parts of buildings that are visible to public roads cleaned by washing them at regular intervals.
- * Keep the other parts of buildings cleaned at regular intervals.
- * Keep all doors and loading docks completely free of debris, shrubs, or other obstructions.
- * Maintain visibility through all windows by washing at regular intervals.
- * Keep doors and windows properly maintained in good working order.
- * Repair any damage to doors and windows at regular intervals.
- * Provide any stairs or platforms adjacent to or leading into the building(s) with adequate rails, adequate treads to climb, and an area clean and free of materials.
- * Keep grounds neat and orderly, free of refuse and unnecessary materials.
- * Store materials outdoors only in designated areas of the grounds.
- * Provide designated walkways through grounds, preferably paved and kept clear of snow, ice, materials, or any other physical hazards.
- * Provide a lighting system that is adequate to allow employees to navigate around the grounds as necessary at dusk and after dark.
- * Maintain a neat landscaping appearance--trim lawn, trees and shrubs in such a way as to minimize any possible safety hazards.
- * Trim grass short enough to prevent trip hazards to employees.
- * Prevent trees and shrubs from obstructing doors and windows.

TRAINING

All of our employees, including maintenance and contractor employees, need to fully understand the safety and health hazards of poor housekeeping and improper chemical storage to protect themselves, their fellow employees, and the citizens of nearby communities. While training in Hazard Communication will help employees to be more knowledgeable about the chemicals they work with as well as familiarize them with reading and understanding SDSs, we will also train them as part of our Housekeeping Program, covering housekeeping procedures and safe work practices, hazard reporting, and other areas pertinent to housekeeping.

The Director of Health, Safety and Environmental Affairs trains employees on housekeeping procedures. When a new procedure is introduced, the employees affected are retrained by meeting and hands- on instruction. The Director of Health, Safety and Environmental Affairs retrain all employees and keeps track of their training.

Employees sign certificates upon completion of their training. All training and re-training records contain the identity of the employee, the date of training, and the means used to verify that they understood their training. These certificates are located at corporate office.

DISCIPLINE

Our company imposes and enforces the following disciplinary measures for employees who fail to abide by the housekeeping procedures. A verbal warning, written warning, suspension without pay, if the problems continues, the employee may be terminated.

EMPLOYEE PARTICIPATION

Our employees are a significant ally in implementing and maintaining an effective housekeeping program for the facilities. Coastal AgroBusiness, Inc. strongly encourages employees to participate in:

- * Conducting and developing the housekeeping program elements and hazard assessments as well as incident investigation findings.
- * Obtaining access to the housekeeping program including any hazard analyses.

Our facilities implement employee participation by:

- * Employees are shown consequences of housekeeping hazards. These consequences may affect them indirectly by means of pay or benefits. Employees are asked to be involved in identifying, reporting, and eliminating housekeeping hazards like: Slips, trips, and fall hazards, spill hazards and chemical exposure hazards.

	112 Staton Road PO Box 856 Greenville, NC 27835
5002: Hot Work Permit	
Approved: 08/02/2007	Revised:

REFERENCES(s): OSHA - 29 CFR 1910.252 (OSHA's Hot Work Standard)
NFPA 51B, Standard for Fire Prevention During Welding, Cutting and Other Hot Work.

The Hot Work Permit Policy has been established to prevent unintended ignition of combustible and flammable materials. The use of portable hot work equipment must be controlled to prevent fires. Outside contractors performing repair and alteration work are of particular concern since they are not familiar with our facilities or processes and may not be supervised closely. Hot work done outside of a fixed facility should comply with NFPA 51B, Standard for Fire Prevention During Welding, Cutting and Other Hot Work, and require the use of a Hot Work Permit.

Coastal AgroBusiness, Inc. will ensure that the welding, cutting and other hot work needs within our facility are evaluated, and that information concerning the hazards is transmitted to all employees. This standard practice instruction is intended to address comprehensively the issues of evaluating the potential hazards of hot work, communicating information concerning these hazards, and establishing appropriate protective measures for all employees.

RESPONSIBILITY

The Director of Health, Safety and Environmental Affairs is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Director will develop written detailed instructions covering each of the basic elements in this program, and is the sole person authorized to amend these instructions. This company has expressly authorized the Director to halt any operation of the company where there is danger of serious personal injury.

Organizational Assignments/Responsibilities:

This policy applies to all Coastal AgroBusiness locations and vendors/contractors who perform welding, cutting and other hot work on Coastal properties. The manager of the facility performing welding, cutting and other hot work tasks shall review hot work procedures for each *form 5002.01 Hot Work Permit* submitted and sign the Hot Work Permit as applicable.

Facility Managers shall review welding, cutting and other hot work and locations proposed by vendors and contractors for applicability of this policy. Facility Managers are responsible for advising contractors/vendors about the Hot Work Permit procedures for the purpose of recognizing, evaluating and controlling hot work hazards at their location. A representative of the contractor or vendor must complete the Hot Work Permit and submit as described above.

Each individual performing welding or cutting and any hot work activity defined below shall ensure precautions have been taken as prescribed in the Hot Work Permit form prior to commencing any work. *The Hot Work Permit form shall be submitted to the corporate office **at least 24 hours** prior to commencing any hot work in areas not approved for hot work.*

COMPLIANCE

Hot Work is any activity that could produce flames, sparks, slag, or other hot fragments that might act as an ignition source to flammable materials in the area. Hot Work also includes any activity that could generate sufficient smoke or heat to activate a fire alarm detection system. It includes, but is not limited to: welding, cutting, torch soldering, brazing, heat treating, pipe thawing, and grinding. Too often, persons who use, hire, or supervise these processes do not fully appreciate that improper use and lack of fire safeguards can result in loss of life and property by fire and explosion. Cutting and certain arc welding processes produce thousands of ignition sources in the form of sparks and hot slag. These globules of molten metal have scattered horizontally as far as 35 feet, setting fire to all kinds of combustible materials.

Permissible Areas

Cutting, welding and other hot work shall be permitted only in areas that are or have been made fire safe. Assuming hot work is necessary (See *Alternatives to Hot Work*), the first step is to determine if the work can be done in a designated or approved hot work area. A designated area is a specific area designed or approved for hot work.

Approved Hot Work Areas - Areas that are not subject to a Hot Work Permit include:

- Machine shops, welding and cutting Shops; and
- Detached outdoor areas that are free of flammable and combustible materials (i.e., dry brush, grass, leaves) and is suitably separated from adjacent areas.

Prohibited Hot Work Areas

If hot work cannot be accomplished in an approved hot work area, there is a need to determine whether hot work is prohibited altogether. Sometimes an area simply cannot be made safe for cutting, welding or any other hot work and shall not be permitted. Some examples of prohibited hot work situations are as follows:

- Where processes involving flammable liquids, gases and dusts cannot be shut down and made safe;
- Where lint conditions are severe beyond correction;
- On partitions, walls, ceilings, or roofs with combustible coverings (e.g., expanded plastic insulation);
- On pipe or other metals that can conduct enough heat to ignite nearby combustibles;
- In the presence of explosive atmospheres (e.g., mixtures of flammable gases, vapors, liquids, or dusts with air);
- In sprinklered buildings while such protection is impaired;
- In areas near the storage of large quantities of exposed, readily ignitable materials such as bulk sulfur, rolled paper, or cotton; and
- In areas not authorized by management.

Fire Watch

A fire watcher's job is to monitor the area and watch for fires from the hot work operation and to make sure that persons not involved in the hot work operation do not come into or move combustible or flammable materials in to the work zone during the hot work operation.

Fire watchers shall be required by the individual responsible for authorizing the hot work wherever hot work is performed in locations that a minor fire might develop, or where:

- Appreciable combustible materials in building construction or contents are closer than 35 ft. (11 m) to the point of operation;
- Appreciable combustibles are more than 35 ft. (11 m) away but are easily ignited by sparks;
- Wall or floor openings within a 35 ft. (11 m) radius expose combustible material in adjacent areas, including concealed spaces in walls or floors;
- Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to be ignited by heat conduction or radiation.

Fire watchers shall have a fully charged and operable fire extinguisher or other extinguishing method available. In either case, the fire watcher will be trained to use the fire extinguishing equipment.

Fire watchers shall be familiar with facilities and procedures for sounding an alarm in the event of a fire.

Fire watchers shall watch for fires in all exposed areas, and try to extinguish them first only when obviously within the capacity of the equipment available, or otherwise sound the alarm immediately.

A fire watch shall be maintained for at least one hour after completion of cutting, welding and other hot work operations to detect and extinguish smoldering fires. Hot work area will be monitored for three hours after the job is finished.

If the individual conducting the fire watch must leave the area momentarily (to use the restroom, retrieve parts or tools from a service vehicle, etc.), they must arrange to have someone else take over the fire watch responsibility during the time they are away.

Alternatives to Hot Work

- Manual sawing versus cutting;
- Manual filing, versus mechanical grinding; and
- Using a threaded, bolted, or clamped connection versus a soldered or welded connection.

Precautions

Precautions required include but are not limited to:

- Valves, regulators, hoses, and torches shall be checked regularly;
- Welding or cutting on vessels that contain combustible or flammable material is prohibited unless completely purged and residue removed;
- Gas cutting and welding equipment shall be secured to avoid damage and disturbance;
- Welding curtains should be used to prevent hot slag from scattering and to protect the vision of persons in close proximity to the hot work.
- Personnel performing hot work shall ensure that the atmosphere is free of flammable or combustible vapors. Should doubt arise, consult the Director of HSE to determine if the work should continue;
- Ensure adequate ventilation is provided;
- Segregate combustible material at least 35 feet from work area;
- Provide guarding in the form of shielding and covering if combustibles cannot be removed or segregated;
- Remove combustibles from common surfaces when welding on metal walls, partitions, or ceilings is to be completed;
- Special attention to welding or cutting pipes in contact with walls made with combustible materials; and

- Post a fire watch in areas where combustibles cannot be safely segregated from work, where sparks may impact lower levels in cases of elevated work, or where a fire alarm has been partly or completely disable in order to perform the work.

Contractors and Vendors

Coastal AgroBusiness shall evaluate hot work activities to be conducted by contractors or vendors for adherence to the Hot Work Permit policy prior to the start of work. Coastal AgroBusiness employees, contractors and vendors are required to complete the Hot Work Permit form at least 24 hours prior to the start of work unless precluded by an emergency situation.

	112 Staton Road PO Box 856 Greenville, NC 27835
5003: Forklift Operation	
Approved: 08/29/2007	Revised:

PURPOSE

This written Forklift Operation Plan establishes guidelines to be followed whenever any of our operators work with powered industrial trucks at Coastal AgroBusiness. The rules established are to be followed to:

- * Provide a safe work environment,
- * Govern operator use of powered industrial trucks, and
- * Ensure proper care and maintenance of powered industrial trucks.

The procedures here establish uniform requirements designed to ensure that powered industrial truck safety training, operation, and maintenance practices are communicated to and understood by the affected operators. These requirements are also designed to ensure that procedures are in place to safeguard the health and safety of all employees.

REGULATORY BASIS

It is our intent to comply with the requirements of OSHA’s 29 CFR 1910.176 and 1910.178. These regulations have detailed requirements for powered industrial truck operator training and powered industrial truck operations.

TRAINING

Initial Training

During an operator’s initial training, the instructor(s) will combine both classroom instruction and practical training. Classroom instruction includes: lecture, discussion, and videos. Classroom instruction covers all aspects regarding the safe operation of forklifts.

Practical training includes demonstrations performed by the trainer and practical exercises by the trainee. All powered industrial truck operators are trained and tested on the equipment they will be driving before they begin their job.

During training, Coastal AgroBusiness covers the operations hazards of our powered industrial trucks, including but not limited to the following:

- * General hazards that apply to the operation of all or most powered industrial trucks;
- * Hazards associated with the particular make and model of the truck;
- * Hazards of the workplace in general; and
- * Hazards of the particular workplace where the vehicle is operated.

If each potential operator has received training in any of the elements of the training program, and is evaluated to be competent, they need not be retrained in those elements before initial assignment in our workplace. The training must be specific for the types of trucks that the operator will be authorized to operate and for the type of workplace in which the trucks will be operated.

Training Certification

After an operator has completed the training program, the instructor will determine whether the potential driver can safely perform the job. At this point, the trainee will take a performance test or practical exercise through which the instructor(s) will decide if the training has been adequate. All powered industrial truck trainees are tested on the equipment they will be driving.

The Director of Health, Safety and Environmental Affairs will keep records certifying that each employee operator has successfully completed operator training and testing. Each certificate includes the name of the driver, the date(s) of the training, and the name of the person who did the training and evaluation.

Performance Evaluation

Each certified powered industrial truck operator shall be evaluated at least once every 3 years to verify that the operator has retained and uses the knowledge and skills needed to drive safely. The Director of Health, Safety and Environmental Affairs or designee does this evaluation. If the evaluation shows that the operator is lacking the appropriate skills and knowledge, the operator is retrained by our instructor(s).

Refresher Training

Refresher training is triggered by any of the following situations:

- * If the operator is involved in an accident or a near-miss incident.
- * If the operator has been observed driving the vehicle in an unsafe manner.
- * When the operator is assigned to a different type of truck.
- * If it has been determined during an evaluation that the operator needs additional training.
- * When there are changes in the workplace that could affect safe operation of the truck. This could include a different type of paving,

reconfiguration of the storage racks, new construction leading to narrower aisles, or restricted visibility.

Certified Operators

Employees will not operate a powered industrial truck until they have successfully completed a powered industrial truck training program. Regardless of claimed previous experience, all new operators must at least undergo a performance evaluation.

INSPECTIONS

Coastal AgroBusiness requires operators to perform daily pre-operational equipment checks on powered industrial trucks to ensure the safe operating condition of the vehicle. The powered industrial truck check list will include, but may not be limited to the following items: tire condition, head/tail lights, warning lights, seat belts, forks, mirrors, overhead guard, gauges, clutch, steering, service brake, parking brake, hydraulic controls, hose reel, engine oil, mast, horn, cleanliness of vehicle, water level and hoses, physical damage to body, forks, mast or other items, missing or loose parts or bolts.

OPERATING PROCEDURES

Driving

Driving a powered industrial truck is fundamentally different than driving a car or other trucks. In fact, powered industrial trucks:

- * Are usually steered by the rear wheels,
- * Steer more easily loaded than empty,
- * Are driven in reverse as often as forward,
- * Are often steered with one hand, and
- * Have a center of gravity toward the rear, shifting to the front as forks are raised.

Unlike cars, some powered industrial trucks have a greater chance of tipping over when suddenly turned. Because of the design of powered industrial trucks, they have a very short rear wheel swing. This means that, at high speeds, sudden turns can tip them and could result in serious injury and damage. Speed can cause the center of gravity to shift dramatically. Similarly, speeding over rough surfaces can cause tipping. Although structurally different than cars, powered industrial trucks, like cars, can collide with property and people. Therefore it is our policy for all operators to follow these driving procedures:

- * Proceed with utmost caution.
- * Maintain a safe speed.

- * Avoid sharp turns.
- * When possible avoid rough or uneven surfaces (if unavoidable, reduce vehicle speed).
- * Maintain a clear view of the direction of travel.
- * Always allow pedestrians the right of way.

Load Lifting and Carrying

Powered industrial trucks can lift only so much. Each truck has its own load capacity, which is indicated on the rating plate. Powered industrial trucks also have three-point suspension that forms an imaginary triangle from the left front wheel to the right front wheel to the point between the two back wheels. The center of gravity for a powered industrial truck must lie somewhere within this triangle or else the truck will tip over. The load and its position on the forks, as well as traveling speed and slopes, all affect the center of gravity. Loads, themselves, have gravity with which to contend. Loads need special care so that they do not fall.

Pedestrians

Because powered industrial trucks may be used near pedestrians, we require powered industrial truck operators to watch out for pedestrians.

Maintenance

Investing time and effort into the proper upkeep of our equipment results in day-to-day reliability. Keeping up with the manufacturer's recommended maintenance and lubrication schedules will increase our trucks' longevity.

GENERAL OPERATING TIPS

Although structurally different than cars, powered industrial trucks, like cars, can collide with property and people. Therefore it is our policy for all operators to follow these driving procedures:

- * Use only powered industrial trucks approved for the location of use.
- * No riders are allowed on the powered industrial trucks.
- * Use of seat belt required if powered industrial truck is manufactured with one.
- * Yield the right-of-way to pedestrians and emergency vehicles.
- * Maintain safe distances from other powered industrial trucks ahead (typically three truck lengths).
- * Travel at speeds that will permit vehicles to stop safely at all times, under all road and weather conditions.
- * Avoid quick starts/changes of direction.

- * Turns must be negotiated by reducing speed and turning the steering wheel with a smooth, sweeping motion.
- * Maintain forks in proper position.
- * Drive properly in reverse.
- * Do not engage in stunt driving and horseplay. (Horseplay may cost you your job.)
- * Drive slowly over wet or slippery surfaces.
- * When the forks are empty, travel with the forks at a negative pitch as low to the floor as practical.
- * When the operating terrain warrants, adjust the height of the forks to a safe level.
- * Do not run over loose objects on roadway surfaces.
- * Slow down and sound the horn and look at intersections, corners, and other locations where vision is obstructed.
- * Maintain a clear view of the direction of travel at all times. Look in direction of travel.
- * Keep all body parts within truck.
- * Do not allow anyone to place their arms or legs between the uprights of the mast or outside the running lines of the truck.
- * Do not drive trucks up to anyone standing in front of a bench or other fixed object.
- * A vehicle is considered “unattended” when an operator is 25 feet or more away from a vehicle or it is not in view.
- * Unattended trucks must be secured by: Fully lowering forks or other attachments (when unloaded, tilt the forks forward first and then lower them to the ground until the tips of the forks come in contact with the ground); neutralizing controls; power shut off; and setting brakes.
- * Secure trucks when dismounted operators are within 25 feet of a vehicle still in view by: Fully lowering the load; neutralizing controls; and setting brakes.
- * Be aware of headroom under overhead installations, lights, pipes, door beams, and sprinkler systems.
- * Do not block access to fire or emergency exits, stairways, fire equipment, or electrical panels.
- * Sound the horn or other audible warning device at all intersections and corners to warn pedestrians.
- * Maintain safe distances from the edges of ramps or platforms while on any elevated dock, platform, or freight car.
- * Dock boards and bridge plates must be secured before vehicles cross over them. Be sure they do not exceed rated weight limits.
- * When ascending or descending a grade or incline: Make sure the load is always uphill; proceed slowly and with caution; tilt or raise the forks and attachments only as far as necessary to clear the road surface; and sound the horn before ascending or descending.
- * Do not park on inclines, ramps, or dock plates. If you must park on an incline, block the wheels.

- * Do not use powered industrial trucks for any purpose other than what they were designed.
- * Clean up all fluid leaks (oil, hydraulic, transmission, etc.) from the floor.
- * If the warning device (like a warning lamp or sound-producing device) comes on, stop the truck as soon as possible.
- * Follow manufacturer's recommended emergency procedures for fire or tip over and be familiar with manufacturer's emergency equipment.
- * Do not modify a powered industrial truck.
- * Report all powered industrial truck accidents involving employees, building structures, and equipment to department management.
- * Do not drive forklifts onto the tailgate of a pickup truck
- * When loading a pickup truck do not push items into the headboard of truck
- * Do not overload pickup trucks

	112 Staton Road PO Box 856 Greenville, NC 27835
5004: Lockout/Tagout	
Approved: 08/10/2007	Revised:

The purpose of this policy is to reduce the risk of fatalities and injuries related to the inadvertent release of energy by machines and other equipment. Inadvertent releases of energy may occur when an individual does not fully de-energize equipment while attempting to perform a maintenance test or when equipment is de-energized and is re-energized while maintenance is being performed.

GUIDELINES

- 1) Unauthorized work of any kind is strictly prohibited.
- 2) Employees must be qualified to perform any type of repair, service, installation, maintenance, or cleanout on equipment.
- 3) Employees must be trained in the hazards associated with any type of service to operational equipment.
- 4) A lockout is a method of keeping equipment from being set in motion and endangering workers. In lockouts:
 - A disconnect switch, circuit breaker, valve or other energy-isolating mechanism is put in the safe or off position.
 - A device is often placed over the energy-isolating mechanism to hold it in the safe position.
 - A lock is attached so that the equipment can't be energized.
- 5) In a tagout, the energy-isolating device is placed in the safe position and a written warning is attached to it. All lockout and tagout materials are supplied by the employer. Each device must be:
 - Durable, to withstand wear.
 - Substantial, so it won't come off easily.
 - Capable of identifying the person who applied it.
- 6) Lockout/tagout is necessary whenever you are performing service or maintenance around any machine where you could be injured by:
 - Unexpected start-up of the equipment.
 - Release of stored energy.
- 7) Two situations are most likely to need lockout/tagout:
 - When you must remove or bypass a guard or other safety device.

- When you must place any part of your body where you could be caught by moving machinery.
- 8) Locks and tags by themselves do not de-energize equipment. Attach them only after the machinery has been isolated from its energy source.
 - 9) All personnel qualified to do maintenance, service, repair, installation, or cleanout must be issued a personal lockout device (padlock) which is coded for their personal use. Personnel receiving these lockout devices are responsible for keeping up with their own lock and key.
 - 10) Use of other personnel's locks for lockouts is strictly prohibited.
 - 11) Safety lockout hasps must be installed on all electrical boxes and switches.
 - 12) All qualified personnel performing service must add their personal lock to the lockout system.
 - 13) The project supervisor is to lockout first before any work is initiated.
 - 14) If service is required on a machine or piece of equipment, then the machine or piece of equipment must be locked out. If service is required on a system, then the entire system must be locked out.
 - 15) If service is required on a machine or piece of equipment which is tied into a system, and can be affected in any manner, shape or form by operation of another machine or piece of equipment within the system, then the entire system must be locked out.
 - 16) Controls are to remain inoperable until all locks are removed. Tampering with lockout device is strictly prohibited
 - 17) If installation, repair, maintenance or service involves the change of control of the system or equipment to alternate electrical energy sources, then a total lockout will be initiated.
 - 18) Before removing personal locks, employees are to have fully completed their task. This includes removing all tools and supplies which were needed and inspection of the job by the supervisor in charge of the project.
 - 19) Before restoring power, the project supervisor must inspect all work.
 - 20) The project supervisor must be the last person to remove their lock.

	112 Staton Road PO Box 856 Greenville, NC 27835
5005: Confined Space	
Approved: 03/17/2006	Revised: 01/15/2008

The purpose of this policy is to establish guidelines for entry into confined spaces. Employees of Coastal AgroBusiness must follow these established guidelines if they are to enter a confined space.

GENERAL PRACTICE

As a general practice, Coastal AgroBusiness does not allow its employees to enter areas that are considered confined spaces. Any work in a confined space must be made from the outside through hatches or mancovers using equipment with extended reach capabilities.

DEFINITION OF CONFINED SPACE

Confined spaces are usually areas that are hard to get into and to get out of. Poor ventilation and other hazards in confined spaces can threaten human life. Examples of confined spaces are: tank cars, process vessels, crawl spaces, silos, bins, boilers, storage tanks, tunnels, pipelines, wells, manholes, sewers, vaults, or any underground areas. An employee may enter a confined space for inspection, testing, repair, maintenance, or equipment clean-out purposes.

There are four (4) major hazards associated with confined spaces:

- Oxygen Deficiency
- Toxicity
- Combustibility
- Physical Hazards

GUIDELINES

- 1) An entry permit or permission must be obtained from the Director of Health, Safety & Environmental Affairs before entering a confined space. Unauthorized entry into a confined space is prohibited.
- 2) When an entry permit is required, the permit must be posted visibly to warn others that employee or other authorized personnel are inside.
- 3) Substances previously kept in confined spaces and their hazards must be known before entering.

- 4) Prescribed personal protective equipment must be worn at all times while working in a confined space.
- 5) Confined spaces must be cleaned to the extent possible before entering.
- 6) Confined spaces must be ventilated for at least 30 minutes before entry is allowed. Only approved ventilation and equipment will be used.
- 7) Steam, water, or any heat or fume causing agents such as gas or power lines that are coming into the confined space are to be cut off according to established procedures prior to entry.
- 8) Lockouts are to be used to protect against the accidental startup of any equipment while personnel are in a confined space. This will be done according to established procedure. Prevent all possible physical hazards.
- 9) Careful preparation is essential before entering a confined space. Employees must check out and follow the required procedures for doing the job in the confined space. Personnel are to know what is to be accomplished and are to have all essential tools and equipment readily available. Employees should finish the job as quickly and as safely as possible - and then get out.
- 10) The air in a confined space must be tested before entering a confined space. The air must be tested for oxygen deficiency. Under no circumstances will an employee enter a confined space containing an atmosphere of less than 19.5% Oxygen. Air is to be tested for combustibility and toxicity if previous conditions warrant this action.
- 11) Under no circumstances will employee or other personnel enter a confined space without another person outside. The "buddy system" shall be in effect for the duration of entry. A second person must always be present.
- 12) If the distance between the person entering the confined space and the outside personnel is greater than reaching distance, a lifeline or harness must be attached to the entry personnel.
- 13) Anytime dizziness or difficulty in breathing develops, all entry personnel must leave the area immediately. The problem must be reported to the supervisor.
- 14) Know the risks and follow all established safety procedures.

	112 Staton Road PO Box 856 Greenville, NC 27835
5006: Machine/Equipment Safety & Guarding	
Approved: 06/21/2006	Revised: 08/13/2007

Purpose

It is the policy of this company to permit only trained and authorized employees to operate machinery, tools, or equipment at any time. This policy is applicable to:

- * daily operators of machinery, tools, and equipment; and
- * those who only occasionally have cause to use machinery, tools, or equipment.

This written Machine/Equipment Safety and Guarding Plan describes methods and practices for care and use of machines, equipment, and tools that can be read and understood by all managers, supervisors, and employees at Coastal AgroBusiness, Inc. This written plan is intended to be used to:

- * create an awareness of the hazards among our workforce,
- * standardize procedures for use and care of the equipment,
- * provide a consistent format for training employees on the proper procedures to be used,
- * minimize the possibility of injury or harm to our employees, and
- * demonstrate Coastal AgroBusiness, Inc. 's compliance with machine safety and equipment usage requirements for general industry in Subpart O and P of 29 CFR 1910.

Administrative Duties

We encourage all suggestions because we are committed to creating a safe workplace for all our employees, and a safe and effective machine/equipment safety and guarding program is an important component of our overall safety plan. We strive for clear understanding, safe work practices, and involvement in the program from every level of the company.

Department Machinery, Tools, or Equipment Present

Pre-Operational Procedures

Hand tools must be inspected prior to use to ensure that:

- * For tools with jaws, jaws are not sprung to the point of slippage.

- * For impact tools, they are free of mushroom heads.
- * For tools with wooden handles, the handles are free of splinters or cracks and are tight in the tool.
- * The tool is otherwise safe for use.

Any machine or power-operated tool, function, or process which may cause injury will be guarded. All permanent guards are securely attached in good working order and all removable guards are in place on the machine or equipment before starting use. Guards meet these minimum general requirements:

- * Prevent contact - The guards prevent hands, arms, or any part of an employee's body or clothing from making contact with dangerous moving parts.
- * Secure - Guards are not easy to remove or alter. Guards and safety devices are made of durable material that will withstand the conditions of normal use. They are firmly secured to the machine.
- * Protect from falling objects - The guards ensure that no objects can fall into moving parts.
- * Create no new hazards - If a guard creates a hazard of its own such as shear point, a jagged edge, or an unfinished surface which can cause a laceration, then employees must not use the piece of machinery or equipment.

If a guard is defective, damaged, or in any way does not meet the requirements of these procedures, employees may not use the machine, and must immediately notify the Facility Manager.

Where the operation of a machine or accidental contact with it can injure employees in the vicinity, the hazard is either controlled or eliminated.

Employees must locate and put on necessary and appropriate personal protective equipment (PPE) for use with the machinery or equipment before beginning use. PPE can be obtained from the parts department.

Employees must make sure that work areas are well-lit, dry, and clean before beginning work. Sawdust, paper and oily rags are a fire hazard and can damage machinery and equipment.

Employees must change clothing or take off jewelry that could become entangled in the machinery or equipment they are to use.

Only qualified personnel may install or repair equipment. Employees must notify the Facility Manager if machinery or equipment is in need of any type of repair.

If a lock or tag is in place on a piece of machinery or equipment, it may not be

removed and the machinery or equipment may not be used.

Operating Procedures

- 1) Employees may not remove a guard for any reason while operating any piece of machinery or equipment.
- 2) All necessary personal protective equipment (PPE) is worn while the machinery or equipment is running.
- 3) If an employee is distracted or unable to focus on the work with the machinery or equipment, they must stop work with that machinery or equipment.
- 4) Upon finishing with a piece of equipment, tool, or machine, basic maintenance must be performed. It should be kept sharp, oiled, and stored properly, as appropriate.
- 5) Problem equipment must be immediately reported to facility manager so it can be repaired or replaced.
- 6) Employees must always use the proper piece of machinery or equipment for the job.
- 7) Electric cables and cords are kept clean and free from kinks. Equipment may never be carried by its cord.

Training

Under no circumstances will an employee operate a piece of machinery or equipment until they have been properly trained on the equipment. This includes all new operators or users of machinery and equipment, regardless of claimed previous experience.

Operational training consists of:

- * Pre-operational procedures.
- * Basic maintenance for machinery and equipment.
- * Operational review of each piece of machinery, tool, or equipment the employee is expected to operate.

New Equipment Start-up Inspection Procedures

The procedures in this section are required at the following times:

- * during and after the installation of new equipment,

- * during and after the rearrangement of existing equipment into a new layout, and
- * during the relocation of existing equipment.

While work is in progress on installation of new equipment, the Facility Manager and the Director of Health, Safety and Environmental Affairs, must be involved from the beginning to the end of the installation process.

Corrections that need implementation during the installation should be done as needed. Before operation of the equipment in the workplace, the Facility Manager and the Director of Health, Safety and Environmental Affairs must signify that the equipment meets all expectations in their area of concern.

The Facility Manager is accountable for all phases of installation and for making sure equipment is safe and efficient to run before letting employees operate it. Once the Facility Manager has verified completion, the equipment can be put into service.

Inspections

Machinery, tools, and equipment will be inspected regularly to ensure safety and serviceability. Facility Managers shall insure that all machinery, equipment, cords and accessories are inspected monthly.

	112 Staton road PO Box 856 Greenville, NC 27835
5007: Hopper Car Operations	
Approved: 04/26/2006	Revised: 08/17/2007

PURPOSE

To set forth standard procedures for the operation of hopper cars. Procedures include receiving, inspection, unloading and release of cars. These procedures must be followed at all times. Specifics per material are appended to this procedure.

PROCEDURES

Documentation

Hopper car procedures are to be strictly followed. Procedural reports must be completed by personnel in charge of operation. Documentation on hopper cars must be checked during monthly facility inspections.

Receiving and Inspection of Hopper Car

- 1) Spot the car. Supervisor must be present during the spotting operation. The car should be spotted so that material can be unloaded onto the slider (unloading) belt or into unloading pit.
- 2) Set the brake and chock the wheels. Attach the grounding clamp.
- 3) Perform general inspection noting car type, car number and placarding (if applicable). If car is placarded incorrectly, notify your supervisor immediately. Incorrect placarding must be documented and corrected.
- 4) Check hopper for signs of leaks. Check hopper seals for signs of tampering. Leakage and signs of tampering must be reported to your supervisor.
- 5) Open hatches on top of hopper car and inspect material for fitness, foreign matter, signs of leakage or contamination or signs of moisture (water) accumulation and for fullness of hopper.
- 6) Material must be verified before unloading. This includes the name and type of material, the car number, the supplier and point of origin. Check

with your supervisor to make sure that the material is the correct material and to arrange for unloading (i.e., holding bin destination, timing, etc.).

- 7) If car passes inspection and material appears to be satisfactory, then with supervisor's approval unloading procedures may begin.

Unloading of Hopper Car

- 1) Position the unloading belt under the hopper gate so that the material will free fall onto the center line of the belt when gate is opened. This may require moving the railcar slightly. To move the railcar, release the brake and remove the wheel chocks. Use the levered railcar mover to position the railcar. When the car is correctly positioned, set the brake and chock the wheels.
- 2) Consult with your supervisor before you start to unload. Make sure that all devices and equipment are correctly set and are capable of handling the unloading procedure.
- 3) With supervisor's approval, start the unloading equipment beginning with the equipment closest to the unload destination and working your way back to the hopper car. Break the seal on the hopper to be unloaded. With hopper lever, carefully open the hopper gate until material begins to flow. Adjust the gate opening to achieve a steady flow of material onto the center line of the unloading belt or into the unloading pit. **DO NOT OVERLOAD THE BELT OR AUGER.**
- 4) Surveillance must be maintained throughout the unloading procedure. As hopper empties, railcar and belt positions may need to be adjusted. Follow procedures in 1) above. All spilled material (from belts, car or elevator) should be shoveled back into the system unless it becomes wet or otherwise contaminated.
- 5) Once a hopper is emptied, verify this by visually inspecting the hopper. If the hopper is completely emptied, close the top hatch and hopper gate.
- 6) Repeat steps 1) through 5) for remaining hoppers.

Inspection and Release of Hopper Car

- 1) When railcar is emptied and ready for release, inspect all hopper gates and hatches to make sure they are securely closed and latched. Attach a seal to return
- 2) Unloading area should be cleaned at this point.

- 3) Report to supervisor for inspection and release of hopper car.
- 4) Remove Car Connected sign move wheel chocks.
- 5) Complete procedural report.
- 6) Notify carrier that car is ready for release.

GUIDELINES

- 1) Procedures must be followed at all times.
- 2) Surveillance must be maintained at all times during unloading operations. Unloading operations are never to be left unattended.
- 3) Unloading area must be kept clean using sound housekeeping practices. Under no circumstances should anyone leave the unloading area without cleaning the area.
- 4) All required personal protective equipment must be worn while unloading materials. Requirements are listed with specifics per material as appended to this procedure.
- 5) Under no circumstances should unloading material take place without the supervisor's approval and consent from the Facility Manager.
- 6) All relevant safety procedures must be strictly followed.
- 7) Any time that a railcar is not being moved, the brake must be set and wheels chocked.
- 8) Before moving a car, personnel are to check the area around the railcar for other personnel or objects in the line of travel. Under no circumstances is a car to be moved when personnel or other objects are in the path of the railcar.
- 9) Always consult with your supervisor before performing any railcar operation. Unauthorized work is strictly prohibited.

	112 Staton Road PO Box 856 Greenville, NC 27835
5008: Tank Car Operations	
Approved: 04/26/2006	Revised: 08/17/2007

PURPOSE

To set forth standard procedures for the operation of tank cars. Procedures include receiving, inspection, connection, transfer, and disconnection of tank car. The procedures must be followed at all times. Specifics per material are appended to this procedure.

PROCEDURES

Documentation

Tank car procedures are to be strictly followed. Procedural reports must be completed by the supervisor in charge or operation. Documentation on tank cars must be checked during monthly facility inspection.

Receiving and Inspection of Tank Car

- 1) Spot the car. Supervisor should be present during the spotting operation. The railroad may spot car when no one is available.
- 2) Set the brake and chock the wheels. Attach the grounding clamp.
- 3) Perform general inspection noting tank car type and placarding. If car is placarded incorrectly, notify your supervisor immediately. Incorrect placarding must be documented and corrected.
- 4) Inspect all valves and fittings thoroughly for any signs of leaking. If any fitting or valve shows signs of leaking, do not attempt to hook up the car. Notify your supervisor immediately. Report the condition to the Vice President of Operations.
- 5) Place the spill and leak containment basin under the car. Make sure that it is properly located to contain leaks and spills should they occur. Check to make sure that the containment basin is intact and ready for use (able to hold material safely without leaks or spills onto the ground).
- 6) If car passes inspection and appears to be satisfactory, continue with hook up procedures.

- 7) Complete receiving and inspection portion of tank car procedural report.

Tank Car Hookup (Top Discharge Tank Cars)

- 1) All personal protective equipment must be worn during hook up operations. Specific protective equipment is designated and appended to this procedure for materials received in tank cars.
- 2) Check all valves to make sure they are closed. (Gate or globe valves close clockwise, Lever valves are closed when lever is directed toward the outside of the manway dome). Valves must be closed before proceeding to the next step.
- 3) Inspect and clean hook up lines. Apply Teflon tape to all pipe connections.
- 4) Remove the valve caps and/or plugs only on the vent line(s) and discharge (product) line(s) that are to be used.
- 5) Connect transfer line to discharge (product) line of tank car. Make sure that the connection is tight. The discharge line is color coded red. The valve should be tagged "unloading line". If the discharge line and valve is not properly coded or tagged, it may be identified by its position within the manway dome. Vent lines are located closest to the sides of the tank car.
- 6) Connect pressurization (nitrogen) line to the tank car vent line. Make sure that the connection is tight. The vent line is color coded blue. The valve should be tagged "vent line". If the vent line and valve is not properly coded or tagged, it may be identified by its position within the manway dome. Vent lines are located closest to the sides of the tank car.
- 7) Tank car is now connected. Place "TANK CAR CONNECTED" flag on the tank car.
- 8) Complete hook up portion of tank car procedural report. Tank car is now ready for transfer of material.

Tank Car Hookup (Bottom Discharge Tank Cars)

- 1) All personal protective equipment must be worn during hook up operations. Specific protective equipment is designated and appended to this procedure for materials received in tank cars.
- 2) Check all valves to make sure they are closed.

- 3) Inspect and clean hook up lines. Apply Teflon tape to all pipe connections.
- 4) Remove the valve cap and/or plug on the discharge (product) line that is to be used.
- 5) Connect transfer line to discharge (bottom) line of tank car. Make sure that the connection is tight.
- 6) Open the vent valve on top of the tank car.
- 7) Tank car is now connected. Place "TANK CAR CONNECTED" flag on the tank car.
- 8) Complete hook up portion of tank car procedural report. Tank car is now ready for transfer of material.

Tank Car Material Transfer

- 1) Place a clean containment bucket under each transfer line connection.
- 2) Regulate pressure (nitrogen) to tank car at predetermined pressure (usually 5 psig). This is accomplished by opening valve on pressure supply line. Check the pressure gauge to see that it reads the correct pressure (5 psig). Adjust regulator valve so that pressure gauge reads correct pressure. Some tanks cars have no rupture disc so be certain that the pressure is carefully controlled. **DO NOT OPEN VENT LINE ON THE CAR AT THIS TIME.**
- 3) Check directional valves on transfer line to make sure that material is directed to the proper location.
- 4) Open the in-line transfer valve. (In-line shut-off)
- 5) Venting of the tank car is done when material is needed for transfer. Open valve on charge pot (feed vessel).
- 6) Open the transfer (product) valve and vent valve simultaneously. The tank car is now open and vented to the atmosphere. Pressure on the tank car is now regulated and both the tank car and transfer lines are under pressure.
- 7) Inspect all tank car fittings and all transfer line connections for leaks. If any leaks are found, **DO NOT** attempt to transfer any material. Try to tighten connections. If leaks cannot be stopped, proceed to Disconnection Section of this procedure.

- 8) If no leaks are detected, transfer of tank car contents can proceed and containment buckets can be removed. Transfer of contents can now be controlled by opening and closing valve at the charge pot or feed vessel.

Daily Shut Down

- 1) All transfer (product) lines must be purged for five minutes before shut down.
- 2) Once lines are purged, close the in-line (shut-off) valve.
- 3) Close both the transfer (product) valve and vent valve on the tank car simultaneously.
- 4) Inspect for leaks. Close the manway dome lid.

Daily Start Up

* Same as Tank Car Material Transfer procedure.

Disconnection of Tank Car

- 1) Do not proceed with disconnection procedures until it has been verified that the tank car is empty.
- 2) Open feed vessel valve and purge the transfer line for five minutes.
- 3) At the end of this time, close the vent line valve on the tank car.
- 4) Close the valve on the pressure supply line.
- 5) Immediately disconnect the pressure (vent) line and close the transfer (product) line valve on the tank car. This will leave the tank car at atmospheric pressure blanketed with the pressurizing gas (nitrogen).
- 6) Close spray pot (feed vessel) and the in-line (shut-off) valve.
- 7) Put the containment bucket under the transfer line connection and disconnect transfer line from the tank car. Be extremely careful at this point because some material may still be in the line.
- 8) After disconnecting transfer line, put the plug(s) and/or cap(s) back on the transfer and vent lines.
- 9) Check valves to see that they are securely closed.
- 10) Remove containment basin from under the tank car.

- 11) Remove "Tank Car Connected" flag from the car.
- 12) Complete the tank car procedural report.

GUIDELINES

- 1) Procedures must be followed at all times.
- 2) Only trained and authorized personnel are to perform tank car operating procedures.
- 3) All required personal protective equipment must be worn during hook up and disconnection.
- 4) All spill containment equipment must be in place before tank car hook up and transfer.
- 5) Under no circumstances should hook up, transfer, or disconnection of tank cars be performed without the supervisor's approval and consent from the Vice President of Operations. Never work alone.
- 6) All safety procedures must be strictly followed.
- 7) Any time that a tank car is not being moved, the brakes must be set and the wheels must be chocked.
- 8) "TANK CAR CONNECTED" flag must be in place at all times when the car is connected.
- 9) Defacement of warnings (signs, placards, etc.) is prohibited.
- 10) All safety devices must be maintained in working order. Tampering with safety devices or tank car equipment is strictly prohibited.
- 11) Daily inspections and startup/shutdown procedures must be performed.

	112 Staton Road PO Box 856 Greenville, NC 27835
5009: Pesticides	
Approved: 08/16/2007	Revised:

PURPOSE

This written program contains Coastal AgroBusiness' standard practices and procedures designed to reduce the risks of illness or injury resulting from occupational exposures to pesticides used in the performance of our business, and the accidental exposure of workers and other persons to such pesticides.

This plan documents what our company has done relative to providing employee training about the hazards of the pesticides they may be exposed to, and the actions we have taken to protect our employees, the public, and the environment.

ADMINISTRATIVE DUTIES

The Director of Health, Safety and Environmental Affairs is responsible for our written Pesticide program. It is a company policy to make our plan available to our employees. Copies of our written plan may be obtained from the Corporate Office.

HAZARD ASSESSMENT

Our pesticide inventory is a list of pesticides known to be present in our workplace. Anyone who comes into contact with the pesticides on the list needs to know what those chemicals are and how to protect themselves. The pesticides on the list can cover a variety of physical forms including liquids, solids, and mists.

The Director of Health, Safety and Environmental Affairs updates the pesticide inventory list as necessary. The chemical inventory list, along with related work practices used at our facilities, is located on the Reference Server where it is accessible during work hours.

After the pesticide inventory is compiled, it serves as a list of every pesticide for which a safety data sheet (SDS) must be maintained. The SDSs we use are fact sheets for chemicals that pose a physical or health hazard in the workplace. SDSs provide our employees with specific information on the pesticides they use.

The Director of Health, Safety and Environmental Affairs is responsible for obtaining and maintaining the SDSs at our facility. The Director will contact the

pesticide manufacturer or vendor if additional research is necessary. If the SDS is not received at time of first shipment of a pesticide, then The Director of Health, Safety and Environmental Affairs will acquire one from the manufacturer.

All new pesticide procurements for the company must be cleared by the Vice President of Operations.

The SDSs are kept at each facility and on the Reference Server. Employees can contact their supervisor to obtain access to them.

MEASURES

Personal Protective Equipment

Coastal AgroBusiness requires any employee who performs tasks using pesticides to use the personal protective equipment (PPE) specified on the product label. PPE is a device or clothing item that is worn to protect the body from contact with pesticides or pesticide residues, including, but not limited to, coveralls, chemical-resistant suits, chemical-resistant gloves, chemical-resistant footwear, respiratory protection devices, chemical-resistant aprons, chemical-resistant headgear, and protective eyewear. Employees can obtain necessary PPE from their supervisor.

When PPE is specified by the pesticide label for any handling activity, our company provides the appropriate PPE in clean and operating condition to the employee. We assure that PPE is used correctly for its intended purpose and is used according to the manufacturer's instructions.

Our company assures that all personal protective equipment is cleaned according to the manufacturer's instructions or pesticide product labeling instructions before each day of reuse. In the absence of any such instructions, it is washed thoroughly in detergent and hot water.

At our company, employees have a clean place(s) away from pesticide storage and pesticide use areas where they may:

- * Store personal clothing not in use.
- * Put on personal protective equipment at the start of any exposure period.
- * Remove personal protective equipment at the end of any exposure period.

We do not allow or direct any employee to wear home or to take home PPE contaminated with pesticides.

Container Label Requirements

We require that all pesticides be stored, handled, repacked, used, etc. by our employees in a manner consistent with the pesticide label. The label must remain securely attached to the immediate container of the pesticide product during the foreseeable conditions and period of use.

Our company assures that, before an employee performs any handling activity, the employee either has read the product labeling or has been informed in a manner the employee can understand of all labeling requirements related to safe use of the pesticide, such as:

- * Signal words,
- * Human hazard precautions,
- * Personal protective equipment requirements,
- * First aid instructions,
- * Environmental precautions, and
- * Any additional precautions pertaining to the handling activity to be performed.

We assure that the employee has access to the pesticide labeling information during handling activities.

Storage

Pesticides are stored in controlled areas at each facility. Access to the storage area is restricted to employees who have received pesticide training.

Entry Restrictions

During the application of any pesticide on company property, we do not allow any person, other than the appropriately trained and equipped employee applying the pesticide, to enter or to remain in the treated area.

After the application of any pesticide, we do not allow any employee or the general public to enter or to remain in the treated area for at least twelve (12) hours. **Exception: If the product is soil-injected or soil-incorporated, the Worker Protection Standard, under certain circumstances, may allow worker to enter the treated area if there will be contact with anything that has been treated. Do not enter treated areas without protective clothing until sprays have dried.**

Posting of Treated Areas/Warning Signs

When pesticides will be used at our locations, warning signs are posted at the perimeter of the area that will be treated three hours before the scheduled application of the pesticide. The signs remain posted throughout the application

and are removed within three (3) days after the end of the application.

Emergency Assistance

If there is reason to believe that a person who is or has performed tasks related to the use of pesticides has been injured or poisoned by the pesticides used, including, but not limited to exposures from application, splash, spill, drift, or pesticide residues, our company:

- * Makes available to that person prompt transportation to an appropriate emergency medical facility, and
- * Provides to that person or to treating medical personnel, promptly upon request, any obtainable information on:
 - Product name, EPA registration number, and active ingredients of any product to which that person might have been exposed;
 - Antidote, first aid, and other medical information from the product labeling;
 - The circumstances of application or use of the pesticide; and
 - The circumstances of exposure of that person to the pesticide.

Disposal

At our company, we manage waste pesticides in a way that prevents the release of any pesticide waste to the environment. We comply with EPA requirements for waste management, labeling and marking, accumulation time limits, employee training, response to releases, and shipping of hazardous pesticide waste. All empty containers are to be rinsed, have a hole punched in them (or rendered unusable), and the label removed before disposal.

Employee Training

Employees who are required to use pesticides as part of their job duties are trained prior to performing those duties. Pesticide safety information is presented to workers in a manner that the workers can understand. At a minimum, the following information is provided:

- * Pesticides may be on or in plants, soil, irrigation water, or drifting from nearby applications. Prevent pesticides from entering your body by:
- * Following directions and/or signs about keeping out of treated or restricted areas;
- * Washing before eating, drinking, using chewing gum or tobacco, or using the toilet;
- * Wearing work clothing that protects the body from pesticide residues;
- * Washing/showering with soap and water, shampoo hair, and put on clean clothes after work with pesticides;

- * Washing work clothes separately from other clothes before wearing them again; and
- * Washing immediately in the nearest clean water if pesticides are spilled or sprayed on the body. As soon as possible, shower, shampoo, and change into clean clothes

Employees working with pesticides are also trained in the proper spill response procedures according to applicable Occupational Safety and Health Administration (OSHA) and EPA requirements.

	112 Staton Road PO Box 856 Greenville, NC 27835
5010: Bulk Storage	
Approved: 08/20/2007	Revised:

PURPOSE

This policy provides accepted standards and practices for bulk storage so as to minimize the associated risks to human health and the environment.

Facility Structural Recommendations

Bulk storage areas should be structurally separated from office spaces, water supply sources and food, feed or seed storage areas. Pesticide storage areas should have separate entries if possible.

The bulk storage area of a facility should have security and access control provisions, the least of which should be a perimeter fence with locked gate.

The floor of the bulk storage area should be free of cracks and composed of an impermeable surface material. All joints should be sealed. The building should have a containment system, either a bermed floor which will contain at least 25% of the total stored liquid volume or a sloped floor with sump containment which can hold the same volume.

The building should have a ventilation system sufficient to prevent accumulation of vapors. Building temperatures should be kept under 95 degrees Fahrenheit and above pesticide freezing points.

All electrical fixtures and appliances should be non-sparking units approved for use in facilities storing flammable and combustible liquids.

Storage Tank Specifications

- 1) Only storage tanks which are unadulterated, leak proof, and capable of being sealed shall be filled with bulk materials.
- 2) All storage tanks shall have a drain plug or drain basin designed in such a manner as to facilitate complete drainage of tanks.
- 3) All storage tanks of 1000 gallons or less shall have a filler or access port at least 10 inches in diameter and tanks greater than 1000 gallons at least

- 15 inches in diameter. These minimum sizes are required to facilitate proper cleanup or decontamination of drained tanks.
- 4) Outlets, filler and access ports shall be locked at all times when not in use. Keys to the outlet, filler and access ports shall be kept on separate distinguishable key rings. Only the key to one lock at a time may be removed from the key storage.
 - 5) Tanks should be routinely inspected and tested, to ensure that system is functioning properly.

Labeling Requirements

- 1) All storage tanks shall be properly labeled. A copy of the label or labeling, including all directions for use, shall be securely attached to the container in the immediate vicinity of the discharge control valve.
- 2) In addition, the appropriate signal words as shown on the label shall be shown on all four sides of the storage tanks or those sides exposed to view. The words shall be either stenciled directly on the containers or storage tanks or placed on a sign of durable construction which is firmly attached to the storage tanks. All letters of said words shall be a minimum of four inches in height and one inch in width, and shall be printed in contrasting colors to the containers and storage tanks which are readily visible.
- 3) All entrances or premises on which bulk pesticides are stored shall be posted at a reasonable distance from the containers and storage tanks with a durable sign (at least an 8" x 10") warning of hazardous pesticides in the area.
- 4) A warning sign shall be posted beside all entrances to pesticide storage areas stating "PESTICIDE STORAGE," "AUTHORIZED PERSONNEL ONLY," "IN CASE OF EMERGENCY CALL _____" with the phone number of the facility manager in place of the blank.

Maintenance

Any pesticide spills or leaks must be promptly recovered and used according to label directions. If a fertilizer is spilled, use the recovered material according to best management practices. Keep a shovel and absorbent materials on hand to recover spills and keep the dike and load pad free of trash and accumulated liquid, including rainwater. Keeping the diked area clean, monitoring content levels in the tanks, and preventing leaks keep accumulated rainwater free of contamination.

Every component of the facility must be maintained. Examine the dike wall closely for cracks. Cracked concrete doesn't protect the environment from possible contamination. Inspections should be conducted regularly: before receiving chemicals and at the end of the season, at a minimum.

Rinse Stations

Each facility should maintain a tank within its bulk storage area for the containment of runoff or rinse recovery. Rinse water should be kept to a minimum and when possible used as makeup water for filling tanks. Material recovered in the rinse stations should be disposed of properly. All rinsing of tanks and containers should be conducted on a pad with a sump pump drain to facilitate recovery into the rinse storage tank.

Facilities are encouraged to provide rinse water to customers. This may be accomplished by educating the customer on its use, the savings gained from not having to pay for water or chemicals, and by selling the rinse water at a greatly reduced cost. The costs of disposal of rinse water can be greatly offset by this practice.

	112 Staton Road PO Box 856 Greenville, NC 27835
5011: Material Handling	
Approved: 09/25/2015	Revised:

PURPOSE

The purpose of this safety policy is to establish guidelines to ensure the prevention of injuries when materials are handled and stored, either manually or while using material handling equipment.

Scope and Applicability

Materials handling injuries originate from poor planning, scheduling, storage, housekeeping, and training, as well as from poor work location, design, work performance, and equipment selection and use. This safety policy provides guidelines for the elimination or reduction of injuries due to manual or equipment assisted materials handling. This safety policy includes training provisions, manual materials handling guidelines, and materials handling equipment and materials storage.

Reference

This safety policy is established in accordance with Occupational Safety and Health Standards for General Industry (29 CFR 1910.176) and Occupational Safety and Health Standards for the Construction Industry (29 CFR 1926.250).

POLICY

It is the policy of Coastal AgroBusiness to provide a place of employment that is free from recognized hazards to its employees and the general public by utilizing a proactive approach to safety. Therefore, materials must always be handled such that incidents and injuries are eliminated or minimized.

When material handling hazards cannot be eliminated, then engineering practices, administrative practices, safe work practices, Personal Protective Equipment (PPE), and proper training regarding Materials Handling will be implemented. These measures will be implemented to minimize hazards and to ensure the safety of employees and the public.

GENERAL RESPONSIBILITIES

It is the responsibility of each location manager, supervisor, and employee to ensure implementation of Coastal's Materials Handling safety policy. It is also the responsibility of each Coastal AgroBusiness employee to immediately report any unsafe act or condition to his or her supervisor immediately.

TRAINING

Training shall be required for each employee that manually handles or moves material and for employees who move items using material handling equipment. This training shall be provided to employees prior to them performing any job requiring manual handling or equipment assisted handling tasks. The initial training content should be based on the equipment to be used and supplemented with refresher training. Applicable training will include instruction in:

- Proper lifting techniques for manual materials handling,
- Available equipment types for equipment assisted materials handling,
- Equipment operations for applicable materials handling equipment,
- Any special rules or guidelines that may cover specific types of materials handling equipment,
- Powered Industrial Trucks (forklift) training also includes the operator training requirements in OSHA §1910.178(l).

MANUAL MATERIALS HANDLING

Manual materials handling involves the handling, moving, lifting, and carrying of materials without the use of mechanical equipment. Minimizing injuries from materials handling requires forethought about these tasks. Some basic material handling methods include:

- Inspecting materials for splinters, jagged edges, burrs, rough or slippery surfaces
- Getting a firm grip on the object
- Keeping fingers away from pinch points, especially when setting down materials
- Keeping hands away from ends of lumber, pipe, or other long objects, to prevent them from being pinched
- Wiping off greasy, wet, slippery, or dirty objects before trying to handle them
- Keeping hands free from oil and grease

In most cases, gloves, hand leathers, or other hand protectors must be used to prevent hand injuries. Employees should be physically suited to perform jobs requiring heavy and/or frequent lifting. If a load is thought to be more than one person can handle, two employees should be assigned to the operation, or materials handling equipment should be provided.

All employees who lift materials will be trained in the proper methods to use when picking up and putting down heavy, bulky or long objects. Every attempt should be made to reduce manual lifting through the use of mechanical equipment or by rearranging the storage manner of the materials.

Materials Handling Equipment

When there is excessive manual handling of materials over 50 pounds, then additional tools and equipment may be required for materials handling. A variety

of tools and equipment is available to assist in the handling of materials. These tools and equipment fall into the following categories:

- Manual Materials Handling Equipment
- Powered Industrial Trucks (rider-operated (e.g., forklift) and walker-operated)
- Hoists
- Rigging

Manual materials handling equipment is used at Coastal for a wide variety of tasks. Each of these items should be used only for its designed task and kept in good condition. Selected manual materials handling equipment at Coastal include:

- Hooks
- Dollies
- Handtrucks
- Rollers
- Jacks

Powered industrial trucks (covered under *Policy 5003: Forklift Operations*) come in two general classifications:

- Rider-operated (mostly forklifts)
- Walker-operated (motorized hand trucks)

Powered industrial trucks are versatile and efficient materials handling equipment, which have eliminated many high risk manual handling tasks. However, inherent in their physical and operational design are potential hazards which can lead to accidents. Occupational injuries involving forklifts or lift trucks are commonplace. Major reasons for forklift accidents include:

- Improper ventilation and battery charging
- Instability caused by shift in the center of gravity
- Limited visibility
- Poor communication among employees in the work area
- Inadequate vehicle maintenance
- Using trucks for unsuited tasks

Hoists are used to raise, lower, and transport heavy loads for short distances. They usually range from 1/4 to 2 tons in capacity. Major factors affecting the safe use of hoists are design and operating conditions, operator skills and knowledge, and proper rigging practices. Accidents generally associated with hoists are:

- Failure of attachment devices during a lift, resulting in dropped loads
- Collision with persons or objects as a consequence of uncontrolled movement of the hoist or load
- Contacts to personnel in the work area while loads are being attached
- Failure of structural or mechanical parts of hoists during the lifting or moving of loads.
- Lift loads greater than the rated capacity of hoists

Rigging is also used to raise, lower, and transport loads. The rigging of loads must be accomplished with relative precision by trained, experienced personnel. To ensure that safe practices are followed, competent supervision must see that:

- Rigging equipment has the capacity for the job
- Rigging equipment is in safe working condition
- Loads are rigged properly
- Rigging crew and other affected personnel maintain safety practices

STORAGE

Planning for materials storage reduces the handling required to move materials and articles for processing, use, or shipment. Material movement is facilitated by adequate storage space at receiving, processing, and shipping areas. Long and short term storage should be considered to reduce hazards and to facilitate the placement and removal of materials. Storage equipment (racks, bins, pallets, etc.) should match the materials to be temporarily held or stocked. Bags, bundles, and other containers should be properly stacked, blocked, interlocked, and limited in height. For open pits, tanks, vats, etc., covers and guardrails must be provided to reduce contact and fall hazards. Special precautions are required for the storage of hazardous and flammable materials.

HOUSEKEEPING

Storage areas will be free from excess materials that create hazards that result in fire, explosion, slips, trips, or infestation by insects or rodents. Weeds and other vegetation must be controlled by cutting or using herbicides when necessary.

AISLES AND PASSAGEWAYS

Where mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made. Aisles and passageways shall be kept clear, unobstructed and in good repair, with no obstruction across or in aisles that could create a hazard. Permanent aisles and passageways shall be appropriately marked. Additionally, clearance signs and warning of clearance limits shall be posted. Equipment will be marked indicating the working load it will safely support.

SPECIFIC RESPONSIBILITIES

Location Managers

Location Managers are responsible for identifying the employees affected by this safety policy and procedure. Location Managers will obtain and coordinate the required training for the affected employees.

Location Managers will not allow any employee who has not received the required training to perform any of the tasks or activities associated with this safety policy.

Employees

Employees shall comply with all applicable guidelines contained in this safety policy. Employees are responsible for requesting/selecting the appropriate materials handling equipment for the task to be performed. Employees will report all defective equipment to their supervisors. Employees are responsible for performing daily pre-shift checks to ensure the safe operation of materials handling equipment. Employees must report any observed unsafe act or condition relating to materials storage and handling to their immediate supervisor. Employees will attend training on the proper way to handle and store materials specific to their operation. This may also include mechanical equipment training. Employees will place materials only in the area designated for such storage.

Manual Handling Equipment Guidelines

Gates/Bars- Remember to latch any protective gates/bars and to position your body behind them to avoid materials which may slip or fall.

Dollies- Load materials evenly on dollies to prevent tipping and view obstruction. Push rather than pull dollies, unless specially designed to be pulled.

Hooks- Hooks should be used in a manner so as not to glance off hard objects. Store hooks in a safe place and maintain them in a ready to use condition.

Jacks- Use a jack properly rated for the load. Place the jack on a level, stable, and clean surface. Avoid metal-to-metal contact (jack to surface being lifted) by using wooden shims. Block the load after the jack lift.

Rollers- Keep hands and feet away from pinch points and make sure that rollers extend beyond the load.

Two wheel trucks- Select trucks with widely spaced wheels to prevent overloading. Use knuckle guards to protect hands from contact. Make sure that hand trucks are in a vertical position when not in use.

Eye Contact- Persons either operating or assisting in the handling of materials are to maintain eye contact with each other at all times, or when unable to do so remain in an area clear of the materials being handled. Never assume the lift truck driver knows that you are there. Make yourself known.

Pinch Points- At no time will persons place their hands, feet, or other body parts between, underneath, or near materials being handled, pallets, or equipment being used to move materials.

Stay Clear- Keep a safe distance from the lift truck and pay attention. Watch out for the tail swing when a lift truck turns. Stay clear of the fall zone. This is a full circle around the lift truck equal to twice the height of the carried load. Never walk under the raised forks of a lift truck. Even when empty, the forks could fall without warning.

	112 Staton Road PO Box 856 Greenville, NC 27835
5012: All-Terrain Vehicle (ATV) Policy	
Approved: 12/15/2021	Revised:

PURPOSE

The purpose of this safety policy is to establish guidelines to ensure the prevention of injuries when operating an all-terrain vehicle (ATV).

POLICY GUIDELINES

- A DOT approved helmet is required to be worn at all times while operating an ATV.
- Wear PPE including sturdy boots, long pants, long-sleeved shirt, gloves, and safety glasses when operating in brush. Chemical PPE would be needed for spraying. Shorts will NEVER be worn when operating an ATV.
- Participate in hands-on training in the safe handling and operation of an ATV
- Conduct a pre-ride inspection of tires, brakes, headlights, etc., and follow employer’s maintenance polices for upkeep of the ATV
- Understand how implements and attachments may affect the stability and handling of the ATV
- Never exceed the manufacturer’s specified hauling and towing capacity or weight limits and ensure cargo is balanced, secured, and loaded on provided racks
- Be aware of potential hazards such as trees, ruts, rocks, streams and gullies, and follow posted hazard warnings
- Drive at speeds safe for weather and terrain and never operate ATVs on surfaces not designed for ATVs such as paved roads and highways
- Never permit passengers on the ATV.
- Never operate an ATV while under the influence of drugs or alcohol
- Careless and reckless driving, such as popping wheelies or doing donuts, is prohibited.

Don’t hesitate to caution other operators if you observe unsafe practices. Encourage them to do the same for you.

Pre-ride inspection Before starting the ATV

- Check engine oil level and look for any signs of oil or gas leaks.
- Check each tire for condition and proper inflation.
- Check for loose hardware or missing parts.
- Make sure headlights, brake lights, and emergency lights are working properly.

After starting the ATV

- Make sure the throttle, brake, and shifter controls work smoothly and are free from dirt and debris.
- Bounce up and down to test the suspension and make sure it is working properly.
- Set and release the parking brake to make sure it holds properly.
- Go forward slowly. Test the steering. Try the brakes. You should come to a smooth stop, with no grabbing or pulling to one side.

ATV operators are to promptly report any damage or mechanical failures so that repairs can be made. If there are potential safety issues, stop using the ATV and tag it “Out of Service.”

RIDER SAFETY TIPS

While riding keep your

- Feet on the footrests and lean forward, ready to stand up and shift your weight
- Knees in toward the gas tank
- Hands on the handlebars
- Attention in the direction of travel

Be aware of terrain

- Look for steep slopes, drop-offs, holes, or ruts.
- Stay clear of obstacles such as low hanging limbs or cables strung across roadways.

Choose proper speeds

- Look ahead and choose a speed that is proper for the terrain, conditions, and your experience.

ATV design requires you to shift your body weight to assist balance and control.

- Lean forward when riding uphill.
- Lean back when riding downhill.
- When turning, lean forward and to the inside of the turn.
- When traversing a slope, lean uphill.
- Avoid ruts that can catch your downhill tire and cause a rollover.
- Keep the ATV from rolling backward down a hill. However, if this happens, lean forward and use the front brake to stop. Using the rear brake could cause the ATV to roll over backwards.
- If an emergency stop is needed, center your body weight over the ATV and apply both brakes evenly.

Carrying a load

- Stay below the stated load capacity. Properly distribute and securely attach cargo and allow greater distance for braking.

- Consider the cargo you are carrying. For example, liquid cargo in a spray tank will shift the ATV's center of gravity on uneven terrain.

Parking ATVs

- Park the ATV on level ground or across the slope. If parking the ATV facing downhill is unavoidable, put the ATV in reverse and set the parking brake.

Transporting ATVs

- Driving ATVs up and down loading ramps is hazardous. Using trailers is recommended, because trailers are usually closer to the ground than pickup beds, significantly decreasing the loading angle.
- If a pickup bed is the only option, use high traction metal ramps secured to the tailgate with two tie-down straps or fasteners to prevent the ramps from falling during loading.
- When possible, reduce the ramp angle by using a berm, ridge, or loading wall.
- Use a winch for loading and unloading an ATV that is damaged or carrying a heavy load.
- Put the transmission in gear and set the parking brake. Be sure tie-down hardware is strong enough for the load.

Utility Task vehicles (UTVS)

Utility Task Vehicles/side by sides will observe the same rules and regulations of ATVs with one exception. If the UTV is equipped with seatbelts then they must be worn. If the UTV is not equipped with seatbelts then a DOT approved helmet must be worn.

	112 Staton Road PO Box 856 Greenville, NC 27835
6001: Hazard Communications	
Approved: 09/25/2015	Revised: 12/15/2021

The purpose of this program is to set forth guidelines and procedures for implementation, maintenance and evaluation of hazard communication within Coastal AgroBusiness, Inc. as required by the OSHA Hazard Communication Standard (29 CFR §1910.1200). This policy describes the transfer of vital information concerning hazardous materials to affected employees. The goal of this program is to ensure that all employees of Coastal are effectively informed concerning the safety and health hazard, especially those related to hazardous chemicals, to which the employee may be exposed in their respective work areas. This program applies to all work operations within Coastal where exposure to hazardous substances is possible.

Under this program, employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from the hazards associated with chemicals. Employees will also be informed of the hazards associated with non-routine tasks such as the cleaning of tanks and mixing vessels. Transfer of hazard information shall be accomplished through use of Safety Data Sheets, labels, hazardous materials lists and training

All company employees are covered by this program. A copy of this program is available upon request to employees, official representatives of the Occupational Safety and Health Administration and the National Institute for Occupational Safety and Health. The master program will be maintained in the office of the Director of Health, Safety and Environmental Affairs.

Inventory and Hazardous Material List

The Hazardous Materials List is an essential part of the Hazard Communication Program.

It is an inventory list of those materials which are considered to be hazardous. Chemicals considered to be hazardous are those:

- Regulated by OSHA in 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances;
- Included in the American Conference of Governmental Industrial Hygienists (ACGIH) latest edition of Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment;
- Found to be suspected or confirmed carcinogens by the National Toxicology Program in the latest edition of the Annual Report on

Carcinogens, or by the International Agency for Research on Cancer (IARC) in the latest edition of their IARC monographs.

The responsibility for determining whether a chemical is hazardous lies with the chemical manufacturer. As a user, reseller and formulator of chemicals, Coastal shall rely on the evaluation received from its suppliers through labels and safety data sheets. The Hazardous materials list is an inventory of everything for which safety data sheet must be obtained. The list is available on the company's computer server.

An inventory list shall be maintained for all hazardous materials distributed, used, or formulated by Coastal. This list will be for all materials present at the facility. It will include hazard ratings which are determined from information provided by the supplier in agreement with the Hazardous Material Identification System adopted by Coastal. (See Section on Hazardous Material Identification System)

The Director of Health, Safety and Environmental Affairs shall be responsible for maintenance of the Hazardous Materials List. The responsibility of hazard determination for a material is that of the supplier. Coastal will rely upon its suppliers for this information. If neither an SDS nor assurance that one is not needed is furnished with any material received from the supplier, that material will not be placed into use until such documentation is available. The Director of Health, Safety and Environmental Affairs shall be informed of any new material to be used, distributed or formulated so that he may keep the list updated.

The hazardous materials list shall be reviewed and/or updated upon receipt of any hazardous material not previously listed. Anytime new materials or new suppliers are used, the material must go through the hazard assessment process. This will be done by the Director of Health, Safety and Environmental Affairs. Information provided by the supplier will be used in this process along with any other reliable published literature on the material. If the material is assessed as hazardous, the list shall be amended.

The master list of hazardous materials will be maintained in the office of the Director of Health, Safety and Environmental Affairs and will be available for employees upon request. Although a copy of the master list will be placed on the shared drive (Egnyte), all data pertaining to hazard assessment will be kept in the office of the Director of Health, Safety and Environmental Affairs. If subordinate lists containing only those materials in use in a particular work area is deemed necessary, it will be maintained and kept in the same manner as the master list.

The file shall be included and maintained on the corporate computer system and shall be utilized to transmit hazard information. The corporate

computer system maintains an inventory listing for most materials handled by Coastal. Hazard information is stored and listed on the computer. Coastal locations are encouraged to utilize this information

Safety Data Sheets (SDS)

Safety Data Sheets are a vital link in transmitting safety information about chemicals. The Safety Data Sheet (SDS) is a detailed information bulletin prepared by the manufacturer or distributor of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first aid procedures, and control measures. Information contained on an SDS helps prepare employers and employees to respond effectively to daily exposure situations as well as to emergency situations.

OSHA specifies information to be included on an SDS. An exact or precise format for SDSs does not exist. However, the following information is prescribed and must be contained on the SDS:

- Chemical Identity
- Hazardous Ingredients
- Physical and Chemical Characteristics
- Fire and Explosion Data
- Reactivity Data
- Health Hazards
- Precautions for safe handling and Use
- Control Measures

Coastal shall obtain a SDS for each chemical product purchased for use or distribution. At the time of order, the Purchasing Agent shall request an SDS for the material being purchased. SDSs should be requested for the exact product, including all extensions to the product name (i.e., ASANA XL instead of just ASANA). This must be done as a matter of course. When new chemicals are purchased or new suppliers of chemicals are used, the purchasing department must notify the Director of Health, Safety and Environmental Affairs or other responsible person(s) so that all necessary SDSs can be obtained. All SDSs shall be routed to the Director of Health, Safety and Environmental Affairs.

Coastal shall obtain a SDS for each material used in contract manufacturing. At time of contract, SDSs shall be requested for all product components and for the final formulated product. It is the responsibility of the parent company for whom the manufacturing is being done to provide SDSs for components used in their formulations. SDSs should be received and forwarded to the Director of Health, Safety and Environmental Affairs before manufacturing begins. The information in the SDSs obtained for contract manufacturing shall be utilized in training of affected employees.

Coastal shall develop and maintain SDSs for each of its labeled products.

In order to develop and maintain SDSs for Coastal formulated products, SDSs for each component must be obtained from the supplier. Anytime a change is made in formulation, the Director of Health, Safety and Environmental Affairs must be made notified of the change. Component SDSs must be forwarded to the Director of Health, Safety and Environmental Affairs and/or person(s) responsible for the development of the product SDS. SDSs shall be updated within three months of component changes or when new and significant information becomes available concerning a product's hazards or ways to protect against the associated hazards. Coastal SDSs shall be reviewed at least annually.

SDSs shall be made available to affected downstream persons in the distribution chain. A SDS will be forwarded to dealers and retailers on or before initial shipment. The SDS for a product must follow the product as closely as possible (preferably at time of shipment). SDSs not sent with shipment shall be mailed on the day the order is processed. A multiple copy file of all SDSs shall be maintained by the Director of Health, Safety and Environmental Affairs in the computer area at the home office to facilitate the flow of information to its proper destination. Distribution SDSs shall also be maintained and tracked on the corporate computer by the Director of Health, Safety and Environmental Affairs. Notation of SDS shipment shall be made on the sales ticket in a column captioned "SDS Sent" for documentation purposes.

SDSs shall be made available to all employees upon request. A master file of SDSs shall be maintained by the Director of Health, Safety and Environmental Affairs in the shared drive (Egnyte) and may be reviewed by employees during any business hours. All requests by employees for SDSs should be directed to their supervisor and if the supervisor is not available, the Director of Health, Safety and Environmental Affairs. Employees shall be trained on how to read and use the information contained on a SDS. Supervisors are to utilize SDSs for their work areas.

Salesmen and others with customer contact shall make the buyer aware of the availability of SDSs for the products which they are handling. Coastal shall make every effort to quickly relay information concerning the safe handling of products. Special requests for information should be directed to the Director of Health, Safety and Environmental Affairs.

SDSs will be made readily available to emergency personnel and federal, state, and local authorities. Coastal will make every effort to cooperate with the emergency personnel and federal, state, and local authorities in the relay of information contained on SDSs for all materials "on-site".

Labels

Labels and Other Forms of Warning: Labels are also vital information in hazard communication. It is the responsibility of the chemical manufacturer, importer or distributor to ensure that each container of chemicals being shipped is labeled, tagged, or marked with the following information:

- Identity of the material
- Appropriate hazard warnings
- Name and address of the chemical manufacturer, importer, or other
- responsible party

Product labels must be developed in accordance with EPA standards and guidelines. A label is a valuable tool for identifying the hazards and pinpointing specific first aid treatments if an exposure occurs. The following information is included on product labels:

1) Brand Name

The brand name is the name used to identify a particular manufacturer's product. The brand name shows up plainly on the front panel of the label and is the most identifiable name for the product.

2) Common Name

Many pesticides have complex chemical names. Some have been given a common name to make them easier to identify. A chemical made by more than one company may be sold under several brand names, but the same common name should be found on all labels for that material.

3) Ingredient Statement

Every pesticide label must list what is in the product, written so that the active ingredients can be quickly identified. Active ingredients are the chemicals in a product that control the pest. Other ingredients may be added to make products convenient to handle and safe, easy, and accurate to apply. These are the inert ingredients.

4) Name and Address

The law requires the manufacturer of a product to put the name and address of the company on the label.

5) Registration and Establishment Numbers

A registration number must be on every pesticide label showing that the product has been registered with the Federal Government. It is found on the front panel of the label and will be written as "EPA Reg. No. #####".

The establishment number tells what facility made or formulated the chemical. This number does not have to be on the label but must be somewhere on the container.

6) Signal Words and Symbols

To do their job, most pesticides must control a target pest. By their nature, they are toxic and must be handled with caution. One can tell the toxicity of a product by reading the signal word and looking at the symbol on the

label. The hazard categories have been determined by considering the acutely toxic effects of the pesticides of chemical when they are swallowed, inhaled, or spilled on the skin. Effects on the eyes and external injury to the skin are also considered.

7) Precautionary Statement

A) Hazard To Humans (And Domestic Animals)

This section explains the ways in which the product may be poisonous to man and animals. It also tells of special precautions to take to avoid poisoning, such as protective equipment. For example, the precautionary statement may direct you to use rubber gloves, and approved respirator, or goggles when handling a particular chemical.

B) Environmental Hazards

Chemicals are useful tools, but wrong or careless use can cause serious environmental harm. To help avoid this, the label contains environmental precautions to read and follow. For example: "This product is highly toxic to bees exposed to direct treatment or to residues on crops." "Do not contaminate water when cleaning equipment or when disposing of wastes." "Do not apply where runoff is likely to occur."

Labels may contain broader warnings against harming birds, fish, and wildlife.

C) Physical and Chemical Hazards

This section tells of any special fire, explosion, or chemical hazards that the product may create.

8) First Aid and Note To Physician

The label tells emergency first aid measures for swallowing, inhaling or contact with the eyes or skin. It also tells which types of exposure require medical attention. The pesticide label (and SDS) are the most important information to take to the physician when someone has been poisoned.

9) Statement Of Use Classification

Every pesticide label must show whether the contents are for "General Use" or "Restricted Use". EPA puts every product use into one of these two classes. The classification is based on the hazard of poisoning and its effects on the environment.

A) General Use

If a pesticide will harm the applicator or the environment very little or not at all when used exactly as directed, it will be labeled a General Use Pesticide, and the label says: "General Classification".

B) Restricted Use

A restricted use pesticide is one that could cause some human injury or environmental damage even when used as directed on the label. The label on these products says: "Restricted Use Pesticide

For Retail Sale To And Application Only By Certified Applicators Or Persons Under Their Supervision".

The restricted use statement must be at the top of the front panel of the label

Coastal will ensure that all products coming "on-site" are properly identified through labeling. Most products received are properly labeled. However, visual inspection must be made of all products to determine if they are labeled properly before accepting any material. This inspection is the primary responsibility of the shipping and receiving department. Any abnormalities detected in the labeling of products must be reported to the Director of Health, Safety and Environmental Affairs immediately.

Coastal will ensure that all products leaving the facility are properly labeled. Visual inspection of all products being loaded for transport must be made. It is the responsibility of the shipment loader to make sure that all materials are labeled properly. It is the responsibility of the driver to ensure that all trucks are properly placarded before leaving the facility. Visual inspection of the truck for appropriate placarding will be made by the driver prior to the truck exiting the facility.

Coastal will ensure that all hazardous materials "on-site" are properly identified. All materials stored on-site must be properly labeled to relay pertinent information on the hazards posed by the material. Labeling will be done in accordance with OSHA requirements. Any unlabeled material must be treated as extremely dangerous until identification is made. All unlabeled materials must be reported to the Director of Health, Safety and Environmental Affairs.

All temporary containers will be properly labeled. When transferring materials to a new container, the old container will be triple rinsed, punctured, and discarded in accordance with Federal, State, and Local regulations. The new container will be properly labeled in a way that reflects the labeling used on the old container. If a container is for temporary use by an employee and is intended only for the immediate use of the employee who performs the transfer, then no labeling is required. However, it is recommended that some type of identification be put on even the temporary containers.

All recovery material from formulation of products will be properly labeled. Any material recovered from formulations or equipment cleanout, must be packaged and properly identified through labeling. The label will include the name of material, the name of the carrier material and the name of any possible contaminants. The label must also contain the collection date and the beginning and ending production dates. Appropriate hazard warnings must also be placed on the containers in accordance with Coastal's Hazardous Material Identification System.

Labels, placards, signs or other forms of warning will be placed anywhere there is a hazard or a potential for hazard or injury. The facility must be properly posted to highlight areas where there is a potential for injury. This must be done in compliance with OSHA specifications and regulations.

Coastal Hazardous Material Identification System

The following labeling system is not intended to replace the manufacturer's product or material labels. It is a system for identifying those materials used or generated by Coastal that are not properly labeled with manufacturer's information. This system will warn employees of potential hazards of the material and will also designate proper personal protective equipment for handling the material. This system is adapted from the recommended standard of the U.S. Department of Health, Education, and Welfare Public Health Service Center for Disease Control, The National Institute for Occupational Safety and Health in conjunction with the National Paint & Coating Association's Hazardous Materials Identification System.

The labels involved in Coastal's Hazardous Material Identification System consist of a minimum three parts:

- Name or Description of Material
- Hazard Ratings
- Personal Protection

Name or Description of the Material

Chemical identity is conveyed by chemical or common names, code numbers or other descriptive terms which clearly identify the material. This section should properly identify the material. It should include the materials common name or product name. If a mixture is involved, each component should be identified individually.

Hazard Rating

Hazard ratings are used to relay relative information to employees, contractors, and emergency personnel about inherent hazards of a material and the order of severity of these hazards. The hazard ratings are divided into three categories, namely, "HEALTH", "FLAMMABILITY", and "REACTIVITY". The order of severity of these hazards are represented numerically by five divisions ranging from four (4) for severe hazard to zero (0) for no specific hazard.

The following criteria will be used to assign the hazard ratings:

HEALTH

The HEALTH HAZARD RATING is based on the acute toxicity of the material. Acute oral, dermal, and inhalation toxicity are rated on a five-tiered scale (0-4) with a tenfold difference between the levels. Skin and eye irritation are rated on a scale of 0-3. The number assigned to the HEALTH HAZARD RATING reflects the most severe hazard represented by any of the acute toxic effects.

0	MINIMAL HAZARD	No significant risk to health
1	SLIGHT HAZARD	Irritation or minor reversible injury possible
2	MODERATE HAZARD	Temporary or minor injury may occur
3	SERIOUS HAZARD	Major injury likely unless prompt action is taken and medical treatment is given
4	SEVERE HAZARD	Life-threatening, major or permanent damage may result from single or repeated exposure

(An asterisk (*) may be used in conjunction with the assigned rating to indicate that chronic health effects may be present. The SDS should be consulted for this information)

FLAMMABILITY

The criteria for assigning FLAMMABILITY RATINGS are taken from definitions developed by the National Fire Protection Association (NFPA) 704 System. The rating numbers assigned are based on physical constants (such as flash point) which have been determined by the supplier.

0	MINIMAL HAZARD	Materials that are normally stable and will not burn unless heated
1	SLIGHT HAZARD	Materials which must be preheated before ignition will occur
2	MODERATE HAZARD	Materials that must be moderately heated before ignition will occur
3	SERIOUS HAZARD	Materials capable of ignition under almost all normal temperature conditions
4	SEVERE HAZARD	Very flammable gases or volatile flammable liquids

REACTIVITY

The criteria for assigning the reactivity rating are also taken from NFPA 704. The reactivity rating will be determined by evaluating the potential for harm and the relative reactivity of the material or mixture of materials as a whole. Materials considered reactive in this category may be self-reactive by polymerization,

decomposition, or condensation, and/or reactive with other materials commonly encountered in the workplace. Reactivity in this category often involves the rapid release of energy in the form of heat and pressure, and/or the release of highly hazardous products. The assessment of relative reactivity requires specific knowledge of what materials may be encountered in the workplace.

0	MINIMAL HAZARD	Normally stable even under fire conditions; not reactive
1	SLIGHT HAZARD	May become unstable under heat or pressure
2	MODERATE HAZARD	Normally unstable and readily undergoes violent chemical change, but not capable of detonation. Also includes water reactive materials.
3	SERIOUS HAZARD	Capable of detonation or explosive reaction if there is a strong ignition source or high temperature.
4	SEVERE HAZARD	Capable of detonation or explosive reaction at normal temperatures and pressures

Personal Protective Equipment

This section of the label will designate what types of protective equipment will be needed to safely handle the material. Information provided by the supplier will be used by Coastal to determine the proper personal protective equipment. To communicate protective equipment information to the employees, the Hazardous Material Identification System uses letter designations keyed to specific combinations of protective equipment. The following table summarizes the letter designations of personal protective equipment:

LETTER DESIGNATIONS OF PERSONAL PROTECTIVE EQUIPMENT

- A. . . Safety Glasses
- B. . . Safety Glasses, Gloves
- C. . . Safety Glasses, Gloves, Synthetic Apron
- D. . . Face Shield, Gloves, Synthetic Apron
- E. . . Safety Glasses, Gloves, Dust Respirator
- F. . . Safety Glasses, Gloves, Synthetic Apron, Dust Respirator
- G. . . Safety Glasses, Gloves, Vapor Respirator
- H. . . Splash Goggles, Gloves, Synthetic Apron, Vapor Respirator
- I. . . Safety Glasses, Gloves, Combination Dust and Vapor Respirator
- J. . . Splash Goggles, Gloves, Synthetic Apron, Combination Dust and Vapor Respirator
- K. . . Airline Hood or Mask, Gloves, Full Protective Suit, Boots
- X. . . Situations Requiring Specialized Handling*

* The letter "X" is used for a material for which special precautionary measures must be taken and will be accompanied by a complete description of the personal protective equipment and other necessary precautions.

As part of the hazard assessment process Coastal is responsible for determining the appropriate protective equipment that employees are to wear when handling chemicals in the workplace. When assigning the protective equipment designations, the following will be considered:

- Direct employee contact with the chemical is possible.
- The chemical is used routinely; the equipment is not for spills, emergencies or misuse situations.
- Normal routes of entry into the body are via ingestion, inhalation and skin absorption effects caused by contact with the skin, eyes must also be considered.

Hazard ratings for the HMIS will be obtained or developed by the Director of Health, Safety and Environmental Affairs. It is the responsibility of the Director of Health, Safety and Environmental Affairs to obtain hazard ratings for all materials imported to Coastal. These ratings are sometimes provided on shipment or are included on the SDS for a material. When ratings are not supplied, then they must be developed in accordance with the Coastal Hazardous Materials Identification System during hazard assessment. These ratings will be included on the chemical inventory list.

Areas of permanent chemical storage must be posted accordingly. Areas in which the same materials are always stored must be properly posted with placards/labels and the appropriate hazard ratings. These areas include sections within the warehouse where formulation and recovery materials are stored.

Bulk storage tanks will be numbered for identification and will be posted with hazard ratings for the materials which they contain. All tanks must be properly labeled. It is the responsibility of the Facility Manager to make sure that all posted information on tank contents is kept accurate and up-to-date. A schematic and content form will be updated whenever a different material is introduced into the bulk operation. A copy of this information will be kept with the contingency plan.

All mix tanks and process piping will be labeled consistently with labeling requirements for the material which they contain. All process vessels will have pockets with transparent windows affixed to their outer surface at locations that can be seen readily by employees working with the equipment, and temporary labels consistent with those on the original container(s) shall be inserted in those pockets. Process piping shall be labeled consistently with labeling requirements for other containers. The labels used for this purpose shall be inserted into transparent protective pockets which shall be attached to or hung

from the pipe within three feet of each valve, union joint, or other access fitting. It is the responsibility of the Shift Supervisor to ensure that all mix tanks and process lines are properly labeled.

The Designated Safety Officer will check at least monthly to assure that all containers are properly labeled. A safety officer will be designated by the Facility Managers. It is this person's responsibility to inspect the facility for compliance with all labeling requirements. Noncompliance will be reported to the Director of Health, Safety and Environmental Affairs for correction. Defacement of labels is strictly prohibited. Anyone caught defacing existing labels will be turned over to the Facility Manager for immediate and severe disciplinary action.

Employee Information and Training

This section is essential in a successful Hazard Communication Program. Training is the core of the entire compliance effort. It is the best answer to the question of how to protect employees and their families from the tragic results that may occur from exposure to toxic substances in the workplace. An effective training program requires extensive planning and preparation. Safety and health training is not a simple process. Desired results will not be achieved by simply giving employees a number of facts about their rights and hazardous materials. The goal of the training process is for employees to understand what to do with the information, such as how to safely handle the hazardous materials with which they work. Employee training is a tool to be used by employees.

Documentation and the record-keeping process are NOT activity traps. They are a very important process in the Hazard Communication Program because of regulatory requirements and/or product and employee liability concerns.

Employee training will emphasize the following elements:

- Identity of hazardous materials in the work area
- Means of identifying hazardous materials
- Physical and health hazards associated with the materials
- Symptoms of overexposure to hazardous materials
- Procedures to protect against hazards under normal use conditions
- Procedures to protect against hazards in emergency conditions
- First Aid procedures where appropriate
- Procedures in case of spill or leak of hazardous materials

Each employee who works with or may be exposed to hazardous materials will be informed of the provisions of the Hazard Communication Standard.

This guideline is required by the Standard. It includes the location and availability of the hazardous material lists, inventory list, the SDS files, and the written Hazard Communication Program. Every employee will be given the information

concerning this Standard as a core requisite to employment and at any time when review is deemed necessary.

Essential features of the Hazard Communication Program will be posted on the bulletin board in the employee breakroom. This guideline facilitates the transfer of essential information concerning hazard communication to all employees. Included will be the specific location(s) of SDSs, the Extremely Hazardous Chemical List, the list of Employee Rights under the standard, the "Right-To-Know" poster, and any other vital information pertaining to training activities and hazard communication.

Each employee who works with or may be exposed to hazardous materials will receive training on the hazardous properties and safe use of those materials. Recipients of this training will include employees who occasionally may be exposed as well as those who are regularly exposed. Training will be given whenever an employee is assigned a new task that involves hazardous materials for which training has not yet been received. Additional training will be provided for employees whenever a new hazard is introduced into their work areas.

Hazardous material training is to be conducted by the Director of Health, Safety and Environmental Affairs or other informed personnel. The trainer must have a full understanding and working knowledge of the elements involved in conducting hazard training. The Director of Health, Safety and Environmental Affairs is responsible for the information used in training and should therefore be the most qualified for conducting the training. However, other supervisory personnel may conduct hazard training if they have full understanding and a working knowledge of the information to be presented. Other supervisory personnel must be briefed on the objectives and course content by the Director of Health, Safety and Environmental Affairs before beginning the training.

The Director of Health, Safety and Environmental Affairs, in cooperation with the Facility Manager, will maintain records of training received by all employees and will schedule training activities. Records of training will be kept in the employees' permanent record. Employee test materials will also be kept in the permanent records. Training will be scheduled on initial assignment, when new hazards are introduced and whenever functions change.

Information obtained in connection with monitoring individual employees who are exposed to hazardous materials will be provided to that individual on request. This guideline includes any information obtained through monitoring of work areas, work environment, or other health and safety surveillance screens. Requests will be documented and filed with the employee's permanent record.

Non-routine Tasks

Non-routine tasks are those not relating to, or being in accordance with established procedure. This includes maintenance and cleaning of equipment, confined space entry and emergency procedures such as cleanup of spills and leaks.

The Facility Manager will monitor all work orders for maintenance and other non-routine tasks. It is the responsibility of the facility manager to be informed on all aspects of facility operation and to see that appropriate training is given for all phases of operations within Coastal. In coordination with the supervisor responsible for the task and the Director of Health, Safety and Environmental Affairs, the facility manager will schedule and oversee appropriate training in hazard recognition and avoidance for the workers to be assigned the task. All training in this area will be done according to established training procedures.

An emergency response team will be selected by the Facility Manager. This team will consist of qualified and experienced personnel. The team will be well represented by members from each aspect of operation within Coastal. This team will be responsible for cleaning up spills and, along with the Director of Health, Safety and Environmental Affairs and Facility Manager, for coordinating efforts of outside agencies (e.g., medical, fire, and police department) in the event of a major emergency.

All non-routine tasks must be performed in compliance with Coastal's established safety procedures. Non-routine tasks must be planned and evaluated before being executed. All safety guidelines must be followed including the communication to the employees of hazards involved in the task. **NOTE: Unauthorized work is strictly prohibited.**

Employees involved in non-routine tasks will be given detailed training on the hazards involved. This specialized training will include the hazards present and procedures to protect the employees and others from undesirable effects of those hazards.

Hazard Communication for Outside Contractor's Employees

The Facility Manager and the Director of Health, Safety and Environmental Affairs will be advised of all contracted work to be done by outside firms and shall coordinate hazard training and information with the contractors or their representatives. Outside contractors shall each be:

- Given copies of this written program
- Shown where the SDSs are kept
- Provided a summary of material hazards present in the areas in which their employees will be working in the course of fulfilling the contracts.

In addition, contractors will be requested to review with the appropriate supervisor(s) at Coastal all information regarding material hazards to be introduced by the activities of the contractor. Such supervisor(s) will then be responsible for transmitting such hazard information to employees who work in the affected area(s) and might be exposed to the hazards.

	112 Staton Road PO Box 856 Greenville, NC 27835
6002: Hazard Assessment	
Approved: 03/17/2006	Revised: 12/15/2021

Many different regulations require that a hazard assessment be done. Some regulations call it a "hazard analysis," some call it a hazard assessment. This written plan contains detailed hazard information that may be a part of several different regulatory compliance programs.

Administrative Duties

Coastal AgroBusiness, Inc. performs regular hazard assessments. It is the best way to review the hazards in the workplace, and protect employees from those hazards. Hazards can change with every process change. Therefore, we perform a hazard assessment of our facility every year.

When safety deficiencies are discovered, the procedure is to get the deficiencies fixed right away.

General Conditions at the Worksite

1. The floors are clean, dry, and clear of obstacles.
2. Any trash, damaged equipment, or empty containers are disposed of or repaired.
3. There are no materials on the floor that could trip a worker.
4. The lighting is adequate for the work being performed.
5. Fire protection equipment is readily accessible and employees have been trained to use it.
6. Emergency exits are clearly marked.
7. Trucks and/or motorized vehicles are properly equipped with brakes, overhead guards, backup signals, horns, steering gear and identification, as necessary.
8. All employees operating vehicles and equipment are properly trained and authorized.
9. All employees are wearing proper personal protective equipment for the jobs they are performing.

Employee Exposures to Chemicals

Our hazard assessment looks at the workers' exposures to the chemicals they handle. Physical symptoms may indicate overexposure, so they are carefully recorded. Our review shows that the following complaints are present in the workplace:

- * headaches
- * breathing problems
- * dizziness
- * strong odors

The ventilation in our facility is adequate, even in confined spaces.

Process Hazard Analysis Records

Under the Process Safety Management regulations, 29 CFR 1910.119, it is necessary to perform a specific hazard analysis. The Facility Managers, other supervisors, and the Director of Health, Safety and Environmental Affairs are the qualified team members who perform the process hazard analysis. The hazard summary form is a useful tool for our locations to evaluate and/or spot a potential hazard.

Conclusion

It is important in the safety picture to perform a complete hazard assessment of the facility. We have done that at our facilities. Then we take the next step. We utilize the information that results from the assessment to correct problems or potential problems to ensure a safe environment for our employees and the surrounding community.

	112 Staton Road PO Box 856 Greenville, NC 27835	
6003: HazMat Security		
Approved: 06/21/2006	Revised: 01/15/2008	Reviewed: 12/1/2021

Coastal AgroBusiness is committed to the safe and secure handling and transporting of hazardous materials products. Coastal AgroBusiness is also committed to ensuring the physical safety of all hazmat employees and to reduce or prevent hazardous materials cargo theft opportunities.

The objective of this plan is to ensure the safety of our hazardous materials employees and the security and integrity of hazardous materials products from point of origin to final destination.

RISK ASSESSMENT

We have completed our Hazmat Transportation Risk Assessment as required. A copy of the assessment is available for viewing at the corporate office.

PERSONNEL SECURITY

Security Training

Coastal AgroBusiness will ensure that all employees are provided with security training. All employees will be trained in, and are expected to be familiar with, the company's security plans and procedures. At a minimum, this training will include detailed instruction regarding our:

- Overall security objectives;
- Individual employee security responsibilities;
- Specific security procedures; and
- The organization's security structure.

Top management is responsible for establishing and communicating the overall security goals of the organization.

Managers and supervisors are responsible for being fully knowledgeable of the security issues and concerns of their area(s), departments, and employees. In addition, they are responsible for providing detailed information on system operations including daily work processes, activities, and identifying potential security vulnerabilities. Once identified, managers and supervisors are responsible for:

- Selecting, prioritizing, developing, and implementing strategies and procedures to meet established security goals;
- Measuring and monitoring the effectiveness of the security strategies and procedures; and
- Reviewing and, when necessary, adjusting the strategies and procedures. If deficiencies or other vulnerabilities are discovered in the security process, appropriate corrective action or adjustments will be made.

Employees are responsible for adhering and conforming to all security-related work activities, processes, and procedures. In addition, employees are encouraged to provide feedback and suggestions on ways to improve the organization's security program.

Suspicious Activity

All employees are expected to understand and adhere to the following corporate suspicious activity reporting procedures. They are intended for all employees to follow in the event any unusual or suspicious activity that poses a threat to the safety of our employees and the security of our equipment, facilities, or hazardous materials cargo, is observed.

Employer responsibility statement - Coastal AgroBusiness will provide a work environment that is reasonably free of hazards and threats of violence which may cause damage to property or harm to people. It is also our policy to establish an effective and continuous safety and security program that incorporates educational and monitoring procedures. All supervisors and managers are responsible for ensuring that their employees are trained in appropriate security and suspicious activity reporting procedures.

Employee responsibility statement - All employees have a responsibility to themselves and to Coastal AgroBusiness to observe and report any suspicious or unusual activity that threatens safety or security.

Reporting procedures - Employees are expected to use common sense and good judgment when assessing the threat potential of any suspicious activity. Depending on the given situation, employees will be expected to report any observed suspicious activity to their immediate supervisor, next level manager, the Director of Health Safety, and Environmental Affairs, or the local law enforcement official or fire department.

Coastal AgroBusiness defines suspicious activity to include (but not limited to) any of the following situations:

- Unidentified person(s) attempting to gain access to property, equipment, or facilities.

- Unidentified person(s) in any area of the company, office, yard, or parking lot.
- An employee, unescorted vendor, or supplier visiting a part of the office for no known reason.
- Any unescorted or unaccompanied visitor anywhere in the building or wandering around the yard or parking lot.
- Any person (employee or otherwise) who appears to be hiding something or is acting nervous, anxious, or secretive.
- Any employee or visitor making unusual or repeated requests for sensitive or important company documents or information.
- Any person asking an employee to make any unauthorized movement (pick-up and delivery) for cash (motor carrier specific).
- Any person or group loitering outside a company facility or premises.
- Any person claiming to be a representative of a utility (gas, water, electric) but cannot produce valid company identification.
- Any person carrying a gun.
- After hours, any vehicle driving by a company facility with the lights off.
- Any occupied vehicle parked outside a company facility - especially if the vehicle has been sitting for a long period or after normal work hours.
- An unfamiliar vehicle that appears to be abandoned near a company building or parking lot.

The above list is not all inclusive. It is meant to provide possible examples of suspicious activities. Once, and if, a suspicious activity is identified, the next step is to act. Employees not only need to be able to identify suspicious activity, they also need to know what to do about it.

Employee/Management Security Information Sharing

A security component shall be included in every employee/management meeting. Issues to be discussed include:

- New and current security measures and procedures;
- General security awareness; and
- An update on our security efforts and results.

Managers and supervisors are responsible to communicate all relevant corporate security-related information, news, facts, and trends to their employees in a timely and accurate manner. This information can be made using a variety of company communication options including meetings, notices, bulletin board posts, e-mail, etc.

Hazmat Personnel Screening

All applicants applying for any position involving access to, handling, storing, preparing for transport, and/or transport of hazardous materials for Coastal

AgroBusiness shall submit an accurate, complete, signed and dated application for employment. The hiring/screening process shall not continue until all information on the application has been verified as true and accurate.

An inquiry into the previous employment history shall be made for every hazmat employee applicant. Hazmat employee applicants shall provide accurate and complete previous and current employer information upon request, including but not limited to:

- Names and addresses of previous employers;
- Names and titles of previous supervisors;
- Phone numbers or other contact information for both of the above.

The employee hiring process shall not continue until previous employer information has been verified as true and accurate.

All hazmat employee applicants applying for positions with Coastal AgroBusiness shall be given an in-person interview by responsible company personnel. In-person interviews are used to determine fit for both the applicant and the company. In addition, the in-person interview should be used to verify any gap(s) in employment, reason(s) for job or career changes, or any other important or unexplained behavior or history.

Criminal Background Investigations: A criminal background check shall be made on all applicants applying for any position involving the handling, storing, preparing for transport, and/or transport of hazardous materials. The criminal background check shall be made with regard to convictions of misdemeanors and felonies only. Personnel who are being considered for positions with Coastal AgroBusiness will be required to complete a form *2001.06 Background Investigation Release*. This form, form *2001.05 Consent to Drug Test*, and a copy of form *2001.01 Application for Employment (or resume)*, must be sent to the Director of Health, Safety, and Environmental Affairs who will conduct the background investigation.

Proof of Citizenship & Right to Work: All applicants applying for any position involving the handling, storing, preparing for transport, and/or transport of hazardous materials for Coastal AgroBusiness shall be required to provide either proof of U.S. citizenship or proof of their legal right to work in the United States.

Driving Qualifications and Hiring Standards (See *10002: Driver Qualification*)

Coastal AgroBusiness' driver qualification and hiring procedures shall be in compliance with all applicable state and federal regulations, and meet the organization's security standards.

Applicants shall not be considered for employment as drivers by this company

unless they meet the following minimum requirements. Persons applying for the position of driver must:

- Must be at least 21 years of age.
- Have a driving record that is in line with Coastal AgroBusiness ' safety standards with regard to preventable motor vehicle accidents and violations of motor vehicle laws (all past driving information provided by applicants shall be verified).
- Be able to read and speak English sufficiently as required by §391.11(b)(2).
- Be physically qualified to drive a company vehicle.
- Possess a current and valid commercial driver's license of the correct type and with the proper endorsements.
- Not be disqualified to drive a commercial motor vehicle under the rules set forth in §391.15.

All applicants applying for the position of driver with Coastal AgroBusiness shall submit an accurate, complete, signed and dated application for employment. The driver qualification and hiring process **shall not** continue until all information on the application has been verified as true and accurate.

An inquiry into the driving record during the preceding 3 years shall be made for every driver applicant. The inquiry shall be made to the appropriate agency of every state in which the applicant held a motor vehicle operator's license or permit. The driver qualification and hiring process **shall not** continue until all driving record information for the preceding 3 years (7 years for positions requiring a CDL) has been verified as true and accurate.

An investigation into the employment record during the preceding 3 years (7 years for positions requiring a CDL) shall be made for every driver applicant. Driver applicants shall provide accurate and complete previous and current employer information upon request, including but not limited to:

- Names and addresses of previous employers;
- Names and titles of previous supervisors and dispatchers;
- Phone numbers or other contact information for both of the above.

The driver qualification and hiring process **shall not** continue until all previous employer information for the preceding 3 years (7 years for positions requiring a CDL) has been verified as true and accurate.

All applicants applying for the position of driver with Coastal AgroBusiness shall be given an in-person interview by responsible company personnel. In-person interviews are used to determine fit for both the applicant and the company. In addition, the in-person interview should be used to verify any gap(s) in employment, reason(s) for job or career changes, or any other important or

unexplained behavior or history.

All applicants applying for the position of CDL driver with Coastal AgroBusiness shall submit to a pre-employment drug screen as required by §382.301, and no driver applicant shall perform any work or activity for the company until a verified negative test result has been obtained for the applicant.

All applicants applying for the position of driver with Coastal AgroBusiness shall be medically examined and certified as physically qualified to operate a commercial motor vehicle by a licensed medical examiner of our choosing.

Criminal Background Investigations: A criminal background check shall be made on all applicants for the position of driver. The criminal background check shall be made with regard to convictions of misdemeanors and felonies only.

UNAUTHORIZED ACCESS

External Partnerships - Coastal AgroBusiness will establish a partnership and professional working relationship with local law enforcement officials, emergency responders, and other public safety and security agencies. These partnerships will include the sharing of Coastal AgroBusiness ' operation, work processes, and hazardous materials stored on site or transported. We shall provide basic information regarding its hazmat operation, locations, and potential threats.

Local law enforcement officials, emergency responders, and other public safety and security agencies will be periodically invited on-site to discuss and evaluate potential security risks, vulnerabilities, and to assist in the development or enhancement of our current security program.

All suspicious activities or apparent criminal acts affecting the safety or security of Coastal AgroBusiness ' interests shall be reported immediately to the proper law enforcement agencies and appropriate company officials. In addition, a detailed written report shall be made of any security-related incident.

A complete listing of emergency telephone numbers shall be provided to all dispatchers, supervisors, and managers. This list shall include the numbers for local police and fire departments, in addition to all company managers and executives.

Coastal AgroBusiness shall request an increase in off-hours law enforcement patrols to coincide with increases in national security threat/risk levels.

Information Security - All information (electronic and hard copy) relating to the storage and/or transporting of hazardous material shall be restricted to employees on a need-to-know basis. All hazmat- related paperwork and other documentation shall be maintained and retained in a secure area with limited and controlled access.

Dispatch security procedures (motor carrier specific): All Bills of Lading/tickets (hard copy and/or electronic) involving the transportation of hazardous materials shall be numbered and maintained in a secure location. Access to hazardous materials load information shall be limited to operations personnel only, including dispatchers, the Facility Manager, and other designated employees.

In the event a trailer containing hazardous material(s) needs to be staged (for any length of time) in a terminal yard or other company facility, all load-related paperwork shall be brought into the office and maintained there until the driver is scheduled to complete the run. Drivers are prohibited from leaving load-related paperwork with any loaded trailer. Drivers failing to abide by this procedure are subject to disciplinary action.

Security Inspections

Coastal AgroBusiness is committed to providing its employees a safe and secure work environment. We shall provide adequate security measures to ensure the safety of our employees, equipment, facilities, hazardous materials, and the general public. The following security guidelines cover safety and security issues related to external and internal security inspection procedures.

External Premises Security Inspections

Fences, Gates, and Exterior Doors: At facilities where perimeter fencing is in place, Facility Managers will be responsible for establishing and following a written schedule for regular inspection of the fence and associated gate(s). Inspections will be conducted at a rate of not less than once per week. All necessary repairs shall be performed as needed.

At a minimum, all perimeter fencing shall meet the following specifications:

- Fencing shall be at least six feet high, and securely anchored.
- Chain-link fence shall be at least nine-gauge or heavier, with openings no larger than two inches. A barbed wire section angled outward at a 45-degree angle is suggested.
- The barrier should be hard to climb over or penetrate, and all fencing shall be installed in such a way so that no gaps are left between the fencing and areas where it butts up against a building.
- An adequate clearing on both sides of the barrier shall be maintained. Eliminate unnecessary gates or doors in the fencing, or secure them tightly.
- Broken fences, walls, and other barriers shall be repaired immediately. Safety or maintenance personnel will be responsible for developing and implementing regular schedule of inspection.
- Possible entrances that go under the perimeter and could allow an unauthorized person to enter, such as culverts that pass under the

perimeter, utility tunnels, or manholes leading into the facility shall be sealed.

- A fencing/barrier layout that prevents more than one vehicle from entering or leaving at the same time shall be created. The physical barriers (fences, concrete barriers, etc.) shall be strong enough to help prevent vehicle theft.
- When necessary a guard shall be posted at the entry/exit points to screen all incoming and outgoing vehicles. This can be a significant deterrent, and can successfully stop intruders.
- Don't store any ladders or long objects in plain view. They could be used to scale a fence or enter a building.

Any unusual or suspicious damage to fencing or gates shall be reported to the Facility Manager immediately.

Facilities maintenance personnel will be responsible for ensuring areas adjacent to both sides (inside and outside) of the fence are properly maintained and remain completely clear of trash, debris, and all plant life (weeds, shrubs, and bushes).

Fence lines shall be kept free of debris or other objects (such as trees, pallets, or skids) that could be used to allow entry over the fence.

All exterior doors of any company building that open to the outside of the fenced perimeter shall remain locked at all times, including evening hours, weekends, and holidays. In all cases, such doors are not to be used as main entrances or exits, and should be marked accordingly.

Terminal Security Signs: A security/warning sign shall be posted on all exterior doors and entryway gates. All signs used for safety or security purposes shall be conspicuously posted, clearly readable, and easily understood.

Signs posted at gate(s) of fenced terminal areas should read as follows:

**NOTICE
AUTHORIZED PERSONNEL ONLY**

Signs posted on fencing shall be placed at intervals of not less than 200 feet, and shall read as follows:

NO TRESPASSING

Signs posted at the entrance of unfenced terminals should read as follows:

**PRIVATE PROPERTY
NO TRESPASSING**

Signs posted on building and terminal exterior doors shall read as follows:

**Restricted Area
Authorized Personnel Only**

Exterior inspection procedures: Safety, operations, or maintenance personnel will be responsible for regular exterior premises security inspections. Exterior inspections will be conducted daily. Each yard check contains the following information:

Every vehicle shall be accounted for. Any vehicle discovered during an exterior inspection that cannot be identified shall be physically checked, investigated, and identified.

Any unauthorized persons discovered during the course of any exterior security inspection shall be investigated, reported to the local police and appropriate company official, and/or escorted off the premises.

Loaded trailers containing hazardous materials cargo shall be sealed with a lock at all times while staged at any company facility.

Exterior security lighting: Facility exteriors, grounds, and parking lots shall be well lighted by automatic security lighting devices which may include:

- Dusk-to-dawn mercury lighting;
- Motion sensing/detecting floodlights; and/or
- Automatic timer activated exterior lighting.

Exterior security lighting shall be directed downward and away from buildings. This will help prevent glare and will ensure the grounds are visible from inside the terminal. In addition:

- Perimeter lighting shall be installed so that the cones of illumination overlap. This will help eliminate areas of darkness and shadow.
- Exterior security lighting shall be controlled by an automatic photoelectric cell. This will prevent human error and will ensure that the lighting is activated every time.
- All exterior lighting shall be secured in vandal/weather resistant housing.

Exterior security lighting shall be so sufficient as to illuminate the entire building exterior and surrounding grounds (including all areas of possible concealment), and to permit easy detection of any unauthorized intruder or trespasser. Exterior security lighting shall be inspected at a rate of not less than once per month.

Doors, Windows, and Entryways: Exterior doors, windows, and other entryways shall be inspected and maintained according to the following procedures.

- All exterior doors shall be secured with heavy duty locks.
- All exterior doors shall be equipped with handle-key locks that must be opened and closed with a key, and shall remain locked at all times to prevent easy access by unauthorized persons.
- All keys to door locks shall be maintained in the terminal key control file. This file shall be controlled by responsible facility personnel. Issuance of exterior door keys shall be restricted to designated personnel, and a list of issuances is maintained.
- All exterior windows shall be secured with locking devices that can withstand efforts to pry or force the window open.
- All exterior doors and windows shall be inspected at a rate of not less than once every month.

Hazardous Materials Storage Security: All hazardous materials are stored in a locked and secured area with limited and controlled access. Authorized employees only shall be allowed access to hazardous materials storage areas.

Periodic inventories of all hazardous materials on site will be conducted. Any shortages or discrepancies discovered shall be investigated and/or reconciled immediately.

Visitor, Vendors, and Suppliers Security

All visitors, customers, vendors, and suppliers visiting Coastal AgroBusiness shall be directed to park their vehicles in the area of the employee parking lot designated as "Visitor Parking."

Vendors and suppliers needing to make deliveries or pick ups shall be escorted to the appropriate pick up/delivery area by the responsible receiving/shipping personnel. Once the pick up or delivery has been completed, the vendor/supplier shall be escorted off company grounds. At no time shall any vendor or supplier to this company be left unaccompanied.

Main entrance guidelines: A single point of entry shall be designated for all general visitors and customers to the facility.

All general visitors and customers shall be escorted with the on-duty receptionist or other on-duty company employee upon arriving. Under no circumstances will a visitor to Coastal AgroBusiness be allowed access without being accompanied by an employee.

General visitor guidelines on-premise procedures

Depending on the reason for the visit, the visitor shall be either:

- Escorted to the appropriate area of Coastal AgroBusiness by the responsible company employee (a copier repairperson being escorted to

- the broken copier in operations for example); or
- Met by the company employee who arranged the visit in the reception area, and escorted to their office or workstation.

Once the work/visit has been completed, the visitor shall be escorted off company grounds.

Employee and Visitor Parking

Employees and visitors shall park only in areas specifically designated Employee/Visitor Parking. Unauthorized parking near or in a loading/unloading dock or platform is strictly prohibited.

Coastal AgroBusiness shall be responsible to ensure employee parking areas are adequately lighted, safe, and secure.

Loitering on Company Property

Coastal AgroBusiness has adopted a no loitering policy. Loitering in company buildings/terminals and on company grounds by any person(s), including employees, is prohibited.

Managers and supervisors shall be instructed to confront and question any person(s) observed loitering on company property. This policy applies to unauthorized or unknown person(s) as well as off-duty employees.

Employees (such as drivers waiting for dispatch or other employees on break) may congregate in designated areas only. See your supervisor for locations of break/lunch room facilities.

Third-Party Guard Service

In some cases (company facilities located in high-crime areas for instance) managers shall have the responsibility for the employment of adequate security guard service protection (when deemed necessary).

Where a third-party guard service is used (guard stationed at a facility's gate or entranceway), a detailed list of security instructions, procedures, and responsibilities shall be furnished by the facility manager or responsible company representative.

EN ROUTE SECURITY

En Route Security (shipper specific)

Qualifying Motor Carriers

Before Coastal AgroBusiness uses any motor carrier for the purposes of transporting hazardous materials, each carrier shall be qualified as follows:

The carrier's current safety rating (SafeStat score) shall be considered, including a detailed review of all relevant safety-related data as found in the carrier's detailed profile summary report, including:

- The carrier's current safety rating (carriers must maintain a SATISFACTORY rating);
- Recent compliance review/audit data; and
- A review of all data found in all four Safety Evaluation Areas (SEAs).

All carriers may be asked to submit information regarding their driver/employee hiring, screening, and review process. Carriers will be responsible for ensuring their drivers remain qualified through a process of **annual review**, and may be asked to provide verification documentation of same. At a minimum, carriers must demonstrate they have in place an appropriate and thorough background investigation process for all drivers that, at a minimum, includes:

- Previous employer inquiries;
- Driving records review; and
- Criminal conviction investigations.

Before loading any hazardous material, the identity of the driver and motor carrier may be verified. Each load delivered is scheduled by a Coastal AgroBusiness employee and expected upon arrival. Drivers may be asked to produce photo identification and current operators or commercial driver's license (CDL), and the carrier may be contacted to verify the:

- Driver's name and license number;
- Tractor/truck number; and
- Trailer number.

En Route Security (motor carrier specific)

Company Assigned Equipment

Each commercial vehicle shall be assigned a heavy-duty padlock. The padlock is to be used for every assigned load involving hazardous materials.

Drivers are responsible for and are expected to use their padlocks. Drivers should ensure that the assigned lock and keys are with the vehicle before leaving their location and traveling to another location for a pick-up of materials.

Point-of-Origin Driver Security Procedures

Upon arrival at the hazmat load's point of origin, all drivers shall check in with the responsible shipping personnel to notify them of arrival and to provide picture proof of identity. Drivers may also be expected to produce their current operator's or commercial driver's license (CDL). While at the shipper, drivers shall follow the loading instructions and obey all safety and security rules and procedures.

At the designated loading location (assigned dock door), the driver shall secure the vehicle. No company vehicle will be left unattended until the driver is confident the vehicle is secured from moving.

Shipper Load & Count

In the event a driver is scheduled to pick up a trailer pre-loaded with hazardous material(s), the driver shall verify:

- The load's shipping papers;
- Seal numbers; and
- Trailer number.

Under no circumstances shall a driver be allowed or permitted to break a seal on a pre-loaded trailer or a trailer moving under a shipper's load and count provision. These guidelines apply to outbound loads as well as loads being picked up and returned to a terminal or spotting/staging area.

In the event of a live load, drivers are expected to supervise the entire loading process. Drivers are responsible to make sure no unauthorized or unscheduled cargo is loaded on any trailer.

When all loading activity has been completed, drivers are responsible for making sure the cargo is secure and to check the bill of lading or the delivery manifest to ensure cargo count is accurate. Once drivers are satisfied that the cargo matches the shipping papers, they shall:

- Close the trailer doors and witness the shipper sealing or locking of the trailer;
- Record the seal number(s) on the shipping papers; and
- Have the shipping papers signed by the responsible shipping personnel before leaving.
- Contact their supervisor/dispatch to verify all pertinent load-related information and the loading process has been completed.

If a discrepancy is found between the cargo and bill of lading or shipping manifest, drivers shall contact their supervisor immediately for instructions.

In the event the shipper fails to supply a seal, drivers are required to use a company-issued lock. Drivers are required to use their padlocks to provide additional cargo security for all loads containing hazardous materials. However, if using a padlock would cause any damage to the trailer door seal, attempts to use the padlock should not be made.

Before leaving any shipper, drivers shall make a thorough visual observation of their immediate surroundings and report any unusual or suspicious activity to their supervisor immediately.

Hazmat En Route Standard Security Operating Procedures

Drivers, together with their supervisor/dispatcher, shall prepare and execute trip plans for all hazardous materials movements that include:

- Routing schedules that avoid highly populated areas, bridges, and tunnels when possible;
- Fueling and break locations (including approximate dates and times for same);
- Dates and times of daily/routine check calls; and
- Estimated times of arrival to stop offs and final destination.

These trip plans shall also include potential alternate routes and acceptable deviations.

For all hazardous materials movements, drivers shall minimize stops en route. Proper execution of trip plans will help reduce the need for unnecessary or unplanned stops.

In the event a load containing hazardous materials need to be staged at a company terminal or facility while en route, it shall be stored in a secured (fenced in) location with limited and controlled access.

When deemed necessary (for high hazard materials), Coastal AgroBusiness will consider either the use of a team driver operation, or a security guard or escort service.

En Route Driver Security Guidelines & Procedures

Facility Managers shall make every effort, such as working with consignees, to arrange hazardous materials delivery schedules that minimize in-transit down time. In most cases, this means that they will schedule loads for delivery as early as possible based on drivers' available hours and the consignee's receiving hours of operation.

While in transit, drivers are **prohibited** from discussing information related to

their load, route, or delivery schedule with any person(s) other than authorized company officials. Drivers failing to abide by this policy are subject to disciplinary action up to and including termination of employment. Drivers are to report any suspicious activity (including load-related inquiries from strangers) to their supervisors immediately.

Drivers are expected to take all reasonable and responsible precautions to prevent damage to company vehicles and theft of hazardous material(s) cargo while in transit.

For personal protection and safety, and the security of the cargo, drivers are expected to park in safe, well lit, designated truck parking locations only (such as reputable truck stops or high-traffic, major rest areas). When possible, trailers loaded with hazardous materials should be parked against a wall, fence, or other stationary/fixed object to enhance cargo security.

In all cases, drivers are required to inspect their vehicle and trailer for evidence of tampering after each stop.

Drivers shall lock their vehicles and have all windows in the closed position at all times while in transit - especially during all time spent in urban areas, and parked at truck stops and rest areas.

When possible, dispatch shall contact receivers for the purpose of arranging secure overnight or after hours parking for drivers who can safely and legally arrive at their destinations ahead of schedule.

Drivers are **prohibited** from taking their equipment (loaded or empty) to or through home, or parking in any unsecured area. Drivers failing to abide by this policy are subject to disciplinary action up to and including termination of employment.

Drivers are expected to maintain regular communications with Coastal AgroBusiness while in transit. Any incident of drivers failing to check in when required shall be assumed by the company to be suspicious and highly irregular. Immediate action shall be taken in such situations. Drivers are expected to fully understand this procedure and make every effort to maintain regular contact and communication with their facility.

Personal Safety and Security Procedures (driver specific)

Drivers are often an easy target for theft while out on the road. The driver, alone and in unfamiliar territory, is often the favorite victim of thieves and hijackers. Coastal AgroBusiness, Inc. drivers are expected to exercise extreme care and caution with regard to their personal safety and well-being. All drivers for Coastal AgroBusiness, Inc. shall use the following guidelines to reduce the risk of

becoming a victim while out on the road.

At the Shipper – Drivers are expected to:

- * Always secure the trailer doors with a heavy-duty padlock and/or trailer door seal.
- * Keep vehicle doors locked and keep windows rolled up at all times until out on a major road or highway.
- * Keep a watchful eye out when leaving a shipper. The vast majority of cargo thefts and hijackings occur within a few miles of a load's origin (highway on- and off-ramps are particularly dangerous).
- * When possible, drive directly to the load's destination without stopping. But at the very least, plan all trips to include as few stops as possible.

In Transit – drivers are expected to:

- * Maintain regular contact with the company.
- * Report any unusual or suspicious activity immediately.
- * Plan breaks and stops at reputable and established truck stops or rest areas where other trucks are present.
- * When possible, vary routes and schedules (if on dedicated assignments). This means not stopping at the same truck stop or rest area on the same day or at the same time.
- * Never stop or park on dark roads, alleys, or other deserted areas while waiting to make a pick-up or delivery.
- * Never discuss the contents of cargo with anyone outside of the company. And be extremely suspicious of strangers asking about load contents or destinations. Drivers are to immediately report this type of incident to the company (immediate supervisor) as soon as possible.
- * Be conscious of following vehicles (especially right after pick-up).
- * Be suspicious of individuals signaling drivers to stop because of a traffic accident in which they claim our driver was involved. This is a common tactic used by hijackers to get the vehicle to stop (If this happens and Coastal AgroBusiness, Inc. drivers are unsure that an accident has actually occurred, drive to a well-lit intersection or nearest police station).

Worst case scenario – Drivers are instructed to:

- * Cooperate and do as instructed in the event of an actual hijacking situation. The personal safety of our employees is our first priority.
- * Notify police immediately following the incident then notify Coastal AgroBusiness, Inc.

Hijack or Cargo Theft Driver Guidelines

Drivers who fall victim to vehicle hijackers or cargo thieves are instructed to notify local police as soon as possible. Once the proper authorities have been notified, drivers are required to contact an appropriate company official and follow all subsequent instructions.

Drivers are prohibited from picking up and transporting any unauthorized person. In the event of an attempted vehicle hijacking or cargo theft situation while the vehicle is in motion, Coastal AgroBusiness has adopted a NO STOP policy. Drivers who believe a vehicle hijacking is, or may be, in progress, are instructed to keep the vehicle moving as safely and responsibly as possible until the attempt has ceased and/or the authorities have been notified. However, in any hijack situation, drivers should use their own good judgment (whether to stop or keep moving) based on the degree to which they feel their personal safety is at risk. Nothing our drivers do is worth risking their life for.

Stop Off/Destination Driver Security Procedures

Upon arrival at the destination or stop off, drivers shall check in with the responsible receiving person(s) to notify them of arrival and receive unloading instructions. Drivers shall follow receiver's unloading instructions, and obey all customer plant safety and security rules and procedures.

Once permission to unload has been given, the driver shall proceed to the unloading location (assigned receiving dock door) and secure the vehicle. No company vehicle shall be left unattended until the driver is satisfied that the vehicle is secure from moving.

The driver, along with a responsible receiving employee, shall verify delivery, inspect the trailer seal(s), match the seal number(s) with those on the shipping papers, break the seal(s), open and secure the trailer doors, and inspect the cargo. Once both the driver and receiver are satisfied, the driver shall back the trailer and secure the vehicle.

Drivers shall supervise the unloading process. In the event of cargo damage, overage, shortage, or any other discrepancy, drivers shall contact their supervisor immediately for instructions and to report the cargo claim incident.

After the unloading process has been completed, the driver shall get the appropriate paperwork signed by the responsible receiving employee, and contact dispatch for the next assignment or instructions.

En Route Security (Rail Operations)

Standard procedures are set forth for the operation of rail tank cars.

Receiving Rail Shipments

Before Coastal AgroBusiness receives hazardous materials from a rail service, the materials must be verified as the commodity expected to be received. Employees perform general inspection noting tank car type and placarding. The cars must be inspected for the proper company issued sealed from the sender, to ensure the cars have not being tampered with. The proper shipping papers must be received for the material being delivered.

On Premise

Coastal AgroBusiness employees must follow all security and safety rules and procedures when a rail car containing hazardous material is on site. Employees must inspect the rail car, including all valves and fittings for any signs of leaking.

Release of Rail Car

Coastal AgroBusiness will give notification to the receiver, prior to sending back the rail car. The proper shipping papers must be sent with the release of the rail car. The rail car is returned with a security seal. Empty rail cars do not pose a significant security risk in transportation. A log is made of all cars received and/or released on the premise.

	112 Staton Road PO Box 856 Greenville, NC 27835
7001: Fire Prevention and Protection	
Approved: 12/07/1998	Revised: 08/17/2007

Purpose

A fire in a company facility can endanger the lives of hundreds of people and destroy thousands of dollars worth of property. The purpose of this policy is to promote the safety of our facilities, prevent damage to company property, and to comply with the Occupational Safety and Health Administration (OSHA) Fire Prevention Plan regulation (29 CFR 1910.39).

Procedures

Every employee of Coastal AgroBusiness has a responsibility to help prevent fires. Employees should be aware of potential fire hazards and know proper emergency procedures and phone numbers.

The company has developed this policy, to promote fire safety and awareness, and aimed at reducing the risk of fire-related incidents and injuries. The policy provides proper handling and storage procedures for potential fire hazards, procedures for regular maintenance of heat-producing equipment, contact information for employees charged with fire prevention and protection, and employee training information.

Prevention is the most effective tool against fires at our facilities. Employees should be aware of common fire hazards in their respective places of work and residence. The leading fire hazards in company facilities include smoking materials, open flames, combustible decorations, flammable liquids, furniture, and trash.

In order to prevent accidental ignition of these combustible materials, regular maintenance of heat-producing equipment must be performed. Heat producing equipment such as hot water heaters, burners, heat exchangers, and boilers, must be properly maintained and kept clean of flammable residues. In addition, flammables must not be stored in close proximity to heat producing equipment.

In pursuit of effective fire protection and evacuation procedures, fire alarm and detection systems (such as smoke and heat detectors, manually-activated pull stations, sprinkler systems, standpipe systems, fire extinguishers, etc.) are widely used in the company's buildings.

Fire safety training will be provided to employees charged with fire prevention and protection. Employee's responsibility will be discussed during this training.

GUIDELINES

- 1) Each employee will be trained on prevention of fires and measures to take in case of a fire.
- 2) Employees are responsible for their work areas and keeping them neat and clean.
- 3) Dispose of trash regularly to prevent the accumulation of materials which pose a significant fire threat, will generate dense smoke or are easily ignited.
- 4) Keep exits clear, ready accessible, and well marked.
- 5) Fire extinguishers will be marked appropriately and no more than 75 feet apart.
- 6) Fire extinguishers and other safety equipment will be inspected on a monthly basis. These inspections will be noted on a tag attached to the fire extinguisher or equipment. These inspections will be performed by the Facility Manager or designated employee.
- 7) Coastal will ensure that the proper type of extinguishing system is installed for potential types of fires.
- 8) No smoking rules will be observed in posted areas
- 9) Report all hazards immediately and take appropriate action to eliminate or reduce the hazard.
- 10) Protect yourself and fellow employees.

	112 Staton Road PO Box 856 Greenville, NC 27835
7002: Fire System Impairment	
Approved: 08/02/2007	Revised:

REFERENCE: NFPA 25, Standard for Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems

BASIS

Protection system impairment occurs when fire or explosion protection systems, such as sprinklers, water spray, carbon dioxide or other extinguishing gases, fire pumps, fire alarms or supervisory equipment are shut off or otherwise taken out of service completely or in part. When this happens, the dollars invested in these protective systems cannot provide the intended protection. While it is recognized that impairments are necessary during maintenance, renovation, new construction or because of equipment failure, it must be understood that a facility is in jeopardy during an impairment.

Many large losses in protected properties might otherwise have been small had it not been for an impaired fire or explosion protection system. When an impairment is planned or occurs accidentally, precautions must be taken to provide temporary protection, reduce hazards and ensure prompt restoration. When a system is impaired and no precautions are taken or supervision provided to ensure restoration, a false sense of security will prevail.

GENERAL

Coastal AgroBusiness, Inc. will ensure that fire system impairments within our facility are evaluated, and that information concerning the impairment is transmitted to all employees. This standard practice instruction is intended to address comprehensively the issues of evaluating the fire system impairment, communicating information concerning these impairments, and establishing appropriate protective measures for all employees.

RESPONSIBILITY

The Director of Health, Safety and Environmental Affairs is responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Director will develop written detailed instructions covering each of the basic elements in this program, and is the sole person authorized to amend these instructions. This company has expressly

authorized the Director to halt any operation of the company where there is danger of serious personal injury.

BACKGROUND

There are three (3) types of impairments:

- 1) **An Emergency Impairment** occurs when an unforeseen incident or accident partially or totally impairs the effectiveness of a protection system. A system shutdown to repair a sudden break in the piping is an example.
- 2) **A Planned Impairment** occurs when it is necessary to shut down a fire or explosion protection system for maintenance or modification. Shutting down a sprinkler system to add sprinkler heads is an example. In fact, Planned Impairments that are improperly handled greatly increase the extent of loss that occurs while the system is impaired.
- 3) **A Hidden Impairment** is one that is not known to exist and is, therefore, the most serious type. A system shut down and inadvertently left out of service upon completion of work, a system shut down without proper notification, and a system maliciously shut down are all examples. Proper impairment notification and handling procedures can reduce the chance of experiencing this type of impairment. A good inspection program can reveal the Hidden Impairment, thus allowing prompt restoration of protective equipment.

GUIDELINES

- 1) Assign Impairment Coordinator

To maintain the integrity of the fire protection systems, an impairment handling program should be implemented to control situations when the fire protection system must be shut down. A responsible person shall be assigned to make sure the fire protection system is in service at all times and handle the situation when the system must be shut down. The facility manager or a designated relief person at each work site shall have this responsibility.

The coordinator's responsibilities shall be:

- a. Notify the Director of Health, Safety and Environmental Affairs of the impairment.
- b. Inform supervisors that fire protection systems will be shut off. Areas affected by the impairment should have a roving fire watch and any hazardous operations should be curtailed until protection is restored.

- c. Relocate combustible materials from impaired area to an area that has protection, if possible.
 - d. Enforce no smoking regulations throughout the affected area.
 - e. Provide additional manual protection in the impaired area with portable extinguishers.
 - f. Have everything ready before shutting off protection system. Have all necessary parts available before initiating repairs.
 - g. Work continually until repairs are completed and protection is restored.
 - h. Physically check the valve or control panel after reopening.
 - i. Attach the Fire Protection System Impairment Tag to the system control valve or switch or control panel.
- 3) Use Impairment Tag

The Fire Protection System Impairment tag shall be used to monitor all impairments and to document records of the event.

4) Steps for Handling an Impairment

When the need arises and a fire protection system must be shut down, the following steps shall be taken:

- a. Notify the alarm company.
- b. Notify the fire department and or dispatch center indicating where protection is impaired.
- c. Attach the Fire Protection System Impairment Tag to the system control valve or switch or control panel.
- d. For systems that will be out for more than eight hours or past normal business hours the Director of HSE will notify the insurance carrier.

5) Upon Work Completion

- a. Return fire protection systems to service
- b. Open and lock or seal sprinkler system and water supply control valves wide open and perform main drain tests on all water-based extinguishing systems.
- c. Confirm that all components of the fire protection systems are operational.
- d. Secure all fire protection control and alarm panels.
- e. Remove and account for all red tags.
- f. Return tags and system control keys to the facility manager.
- g. Advise the building owner/manager, insurance carrier, Alarm Company, and other authorities having jurisdiction that protection is restored.

	112 Staton Road PO Box 856 Greenville, NC 27835
7003: Emergency Action Plan	
Approved: 08/17/2007	Revised: 12/15/2021

Purpose

Coastal AgroBusiness, Inc. is dedicated to the protection of its employees from emergencies such as tornadoes and fires. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. This EAP is in place to ensure employee safety from emergencies during regular hours and after hours. It provides a written document detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.

OSHA's Emergency Action Plan requirements, found at 29 CFR 1926.35, require Coastal AgroBusiness, Inc. to have a written Emergency Action Plan (EAP). This EAP addresses emergencies that our company expects may reasonably occur at any of our facilities.

Administrative Duties

The Director of Health, Safety and Environmental Affairs is the EAP administrator, who has overall responsibility for the plan. This responsibility includes the following:

- * Developing and maintaining a written Emergency Action Plan for regular and after hours work conditions;
- * Notifying the proper rescue and law enforcement authorities, and the building owner/facility manager in the event of an emergency affecting the facility;
- * Taking security measures to protect employees;
- * Integrating the Emergency Action Plan with any existing general emergency plan covering the building or work area occupied;
- * Distributing procedures for reporting emergencies, the location of safe exits, and evacuation routes to each employee;
- * Conducting drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan;
- * Training designated employees in emergency response such as the use of fire extinguishers and the application of first aid;
- * Deciding which emergency response to initiate (evacuate or not);
- * Ensuring that equipment is placed and locked in storage rooms or desks for protection;
- * Maintaining records and property as necessary; and
- * Ensuring that our facility meets all local fire codes, building codes, and

regulations.

Facility Managers have full authority to decide to implement the EAP if they believe an emergency exists.

Key management personnel home telephone numbers are kept in a safe place, for immediate use in the event of an emergency.

Alarms

Different emergencies call for different alarms to indicate what actions employees should take. Coastal AgroBusiness, Inc. has established an employee alarm system. In Many locations we have 10 or fewer employees, therefore we use direct voice communication as our means for alarming employees of an emergency. Locations that have fire pull boxes may also have audible alarms. The PA system may also be used to alert employees.

Evacuation Procedures

Some emergencies require evacuation or escape procedures, while some require employees to stay indoors, or in a safe area. Our emergency escape procedures are designed to respond to many potential emergencies, depending on the degree of seriousness. Nothing in these procedures precludes the Plan Administrator's authority in determining whether employees should remain inside or evacuate.

Procedures to Account for Employees

Facility managers will assist in safe and orderly evacuation for all types of emergencies that require evacuation. Once evacuation is complete, they conduct head counts. The facility managers/supervisors are trained in the complete workplace layout and the various alternative escape routes from the workplace. Before leaving, these employees check rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area.

Frontline supervisors must be aware of the locations of those employees working on a particular day when an emergency occurs, as well as suppliers, customers, and other non-employees on the premises, when an emergency occurs, and be aware of who is absent or otherwise away from the premises. Accounting for employees and non-employees will aid local responding fire/rescue departments in determining whether rescue efforts are necessary.

Once each evacuated group of employees have reached their evacuation destinations, each facility manager/supervisor:

- * Takes roll of their group,

- * Makes sure all persons are accounted for,
- * Reports in to a central checkpoint managed by emergency responders,
and
- * Assumes role of department contact to answer questions.

Head count results should be given to the Fire Chief or firefighter, if requested.

No employees are to return to the buildings until advised by the facility manager or designee (after determination has been made that such re-entry is safe).

	112 Staton Road PO Box 856 Greenville, NC 27835
8001: Accident Reporting & Investigation	
Approved: 04/18/2006	Revised: 08/10/2007

Purpose

This Accident Reporting and Investigation Plan describes methods and practices for reporting and investigating accidents. No matter how conscientious the safety effort at a company, accidents happen occasionally due to human or system error. Therefore, this written plan is intended to provide a means to deal with all workplace accidents in a standardized way and demonstrate our company's compliance with the reporting requirements of 29 CFR 1904. In addition, it is the policy of the company to comply with all workers' compensation laws and regulations.

Administrative Duties

The Director of Health, Safety and Environmental Affairs is responsible for developing and maintaining this written Accident Reporting and Investigation Plan. This person is responsible for all facets of the plan and has full authority to make necessary decisions to ensure the success of this plan. The Director of Health, Safety and Environmental Affairs is also qualified, by appropriate training and experience that is commensurate with the complexity of the plan, to administer or oversee our Accident Reporting and Investigation Plan and conduct investigations.

Accident Reporting Procedures

Our accident reporting procedures include contacting the Director of Health, Safety and Environmental Affairs in the event of an accident as soon as possible.

Accident Investigation Procedures

Thorough accident investigations will help the company determine why accidents occur, where they happen, and any trends that might be developing. Such identification is critical to preventing and controlling hazards and potential accidents. For all accident investigations, Facility Managers will complete the form *8001.02 Accident Investigation Report*.

Recordkeeping

The Director of Health, Safety and Environmental Affairs is responsible for maintaining records of form *8001.01 Initial Report Injury /or Illness*, and the form

8001.02 Accident Investigation Report.

Employee Involvement and Training

This plan is an internal document guiding the action and behaviors of employees, so they need to know about it. Annually the Director of Health, Safety and Environmental Affairs thoroughly explains to all employees why the Accident Reporting and Investigation Plan was prepared and how employees may be affected by it. Employees are informed in how to report an injury or illness.

Employees, and their representatives, are also provided limited access to our injury and illness records. Copies of relevant *8001.01 Initial Report Injury /or Illness* forms are provided by the next business day to all employees, former employees, and representatives that request them. Employees, former employees, and personal representatives who request form *8001.02 Accident Investigation Report* will also receive them by the end of the next business day. However, authorized employee representatives will only receive requested *8001.02 Accident Investigation Report* forms within seven calendar days.

Our company does not discriminate against employees for:

- * Reporting a work-related fatality, injury, or illness;
- * Filing a safety and health complaint;
- * Asking for access to occupational injury and illness records; or
- * Exercising any rights afforded by the Occupational Safety and Health Act.

Program Evaluation

The Accident Reporting and Investigation Plan is evaluated and updated by the Director of Health, Safety and Environmental Affairs annually to determine whether the plan is being followed and if further training may be necessary.

	112 Staton Road PO Box 856 Greenville, NC 27835
8002: Recording & Reporting Injuries and Illnesses	
Approved: 07/19/2007	Revised: 12/15/2021

Purpose

This Recording and Reporting Occupational Injuries and Illnesses Compliance Program explains our company's process for meeting the requirements of federal OSHA regulations. This regulation allows the Bureau of Labor Statistics under the U.S. Department of Labor to uniformly gather statistics on occupational injuries and illnesses. With this data, the Occupational Safety and Health Administration (OSHA) can identify and solve work-related exposures nationwide through new and revised regulations and guidance.

At the same time, the data can help Coastal AgroBusiness, Inc. identify its own company exposures and solve them with improved engineering, administrative, and work practice controls. It is essential that data we record be uniform, to assure the validity of the statistical data. This program is ultimately designed for the safety and health of our employees.

Administrative Duties

The Facility Manager is responsible for completing the records of any reported injuries or illnesses. These records must be reported to the Director of Health, Safety and Environmental Affairs at the corporate office immediately.

Employee Involvement

One of the goals of our program is to enhance employee involvement in the recordkeeping process. We believe that employee involvement is essential to the success of all aspects of safety and health for the company. This is especially true in the area of recordkeeping, because free and frank reporting by employees is the cornerstone of the system. If employees fail to report their injuries and illnesses, the "picture" of the workplace that the OSHA forms reveal will be inaccurate and misleading. This means that our company and our employees will not have the information we need to improve safety and health in the workplace.

Therefore, Coastal AgroBusiness, Inc. involves employees in the program in the following ways: employee injury and illness reporting system, and reporting system training.

Employee Injury and Illness Reporting System

Employee reports of injuries and illnesses are taken seriously by our company. Initial reporting procedures are by phone and followed up by a written report. Each location is encouraged to report the injury or illness right away.

All employees have an obligation to report accidents they observe even if they were not directly involved. Failure to report an accident that you observe may result in disciplinary action.

Our reporting system ensures that the Director of Health, Safety and Environmental Affairs receives the report. Coastal AgroBusiness, Inc. does not discriminate against employees who file a work-related injury or illness or any other safety and health complaint.

Training

Our employees are expected to understand our occupational injury and illness reporting system, so that reports of work-related injuries and illnesses are received in a timely and systematized manner. The Facility Manager is responsible for informing each employee in how and when to report a work-related injury or illness.

Recording Injuries and Illnesses

Coastal AgroBusiness, Inc. keeps records of fatalities, injuries, and illnesses by recording each fatality, injury and illness that is work related and meets one or more of the general recording criteria.

Each recordable injury or illness is entered on OSHA 300 form, OSHA 301 form, and a separate, confidential list of privacy-concern cases, if any, within 7 calendar days of receiving information that a recordable injury or illness has occurred. The Director of Health, Safety and Environmental Affairs keeps these records up to date.

If there is a privacy-concern case, we have the option to not enter the employee's name on OSHA 300 form. Instead, the employee ID number is entered where the name is normally placed. Employees may request to have their names not entered on the log.

Annual Summary

At the end of each calendar year, the Director of Health, Safety and Environmental Affairs, performs the following steps:

- * Reviews OSHA 300 form to verify that the entries are complete and

- accurate,
- * Corrects any deficiencies identified in the entries,
- * Creates an annual summary of injuries and illnesses recorded on OSHA 300 form,
- * Ensures and certifies that based the knowledge of the process by which the information was recorded, that the annual summary is correct and complete, and
- * Posts OSHA 300-A form in the break room of the year following the year covered by the form.

Employee Access to Report Forms

All employees, former employees, their personal representatives, and their authorized employee representatives have a right to access our regulatory-required injury and illness records, with the following limitations:

- * We are allowed to give the requester a copy of OSHA 300 form.
- * We may choose to not record the employee's name on OSHA 300 form in order to protect the privacy of injured and ill employees in certain privacy concern cases.
- * We are allowed to give an employee, former employee, or personal representative a copy of OSHA 301 form.
- * We are allowed to give authorized employee representatives under a collective bargaining agreement a copy of OSHA 301 form.

Employees also have access to OSHA 300-A form, which is posted in the break room following the year covered by the form.

Coastal AgroBusiness, Inc. does not discriminate against employees who request access to any records required by federal OSHA regulations or otherwise exercise any rights afforded by the OSHA Act.

Record Retention

The Director of Health, Safety and Environmental Affairs files the following records under OSHA for 10 years following the end of the calendar year that these records cover: the OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms.

During the storage period, the Director of Health, Safety and Environmental Affairs updates OSHA 300 form to include any newly discovered recordable injuries or illnesses and any changes that have occurred in the classification of previously recorded injuries and illnesses. If our company changes ownership, the Director of Health, Safety and Environmental Affairs is responsible for transferring the federal OSHA regulations records to the new owner.

Reporting Fatalities, Amputations and Hospitalizations

Immediately after the death of any employee from a work-related incident or the inpatient hospitalization of any employee, or the amputation of any body part as a result of a work-related incident, the Facility Manager is responsible for orally reporting the fatality, amputation and/or multiple hospitalization by telephone to the Director of Health, Safety and Environmental Affairs.

	112 Staton Road PO Box 856 Greenville, NC 27835
8003: Return to Work	
Approved: 08/22/2007	Revised:

PURPOSE

Coastal AgroBusiness’ employees are our most valued asset. Their safety and well being are a major concern for the company. When our employees are injured or ill it is our desire to assist them in a quick recovery and return to meaningful employment.

PROCEDURES

Initial Notification

Employees are required to contact their supervisor as soon as possible after an injury occurs; no matter how minor the injury appears. If medical attention is needed then the supervisor will determine whether to call an ambulance, allow the employee to drive themselves to the health care provider, or take the employee to the health care provider.

Upon return from the health care provider the employee will be required to complete a form *8001.03 Employee Statement of Injury*, and a form *8001.4 Employee Authorization for the Release of Medical Information*. This will be accomplished as soon as possible or within 72 hours of the incident.

Determination of Fitness to Return to Work

Initially, the employee may be given a note from the health care provider requesting an absence from work for a few days, with a return visit scheduled with the health care provider or a follow-up physician. If a return visit is required then the injured employee must have the health care provider complete a form *8003.01 Determination of Fitness to Return to Work*. This form will assist the company in preparing to return the employee to their former duties. A new form will be required each subsequent visit to the health care provider.

Return to Work Alternatives

Return to work may involve a temporary reassignment in a different position commensurate with the employee’s skills and abilities, to the former position with limited duties, or the former position on a part-time (less than 40 hours) basis.

If the health care provider recommends return to work on a part-time basis, the employee will be eligible for Worker's Compensation Leave, on a prorated basis, for the time not worked.

Notification of Employment

The employee is responsible for notifying Coastal AgroBusiness if they accept or continue employment with an employer other than Coastal AgroBusiness while on worker's compensation leave pay. Such employment may have an impact on the amount of worker's compensation leave payments. The treating physician is to be advised of this work so it can be determined that it will not interfere with the recovery from the Company work-related injury.

Notification of Medical Status

The employee is to notify Coastal AgroBusiness of any change of status after each physician visit and to notify their supervisor of such changes that may permit return to work.

	112 Staton Road PO Box 856 Greenville, NC 27835
10001: Fleet Safety	
Approved: 01/13/2006	Revised: 12/15/2021

The Coastal AgroBusiness Fleet Safety Program establishes guidelines and procedures to be followed to protect the safety of individuals operating any motor vehicle on company business. Protecting our employee drivers, their passengers, and the general public is of the highest priority to the company.

The commitment of management and employees is critical to the success of this program. Clear communication and strict adherence to the program's guidelines and procedures are essential.

PROGRAM GOALS

The primary goal of the Fleet Safety Program (FSP) is to maintain a high level of safety awareness and foster responsible driving behavior.

Driver safety awareness and responsible driving behavior will significantly decrease the frequency of motor vehicle collisions and reduce the severity of personal injuries and property damage.

Drivers as defined in this program must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or termination.

DEFINITIONS:

COMPANY VEHICLE: A motor vehicle owned by or leased to the company, including a temporary replacement vehicle.

MOTOR VEHICLE: A vehicle, machine, tractor, trailer, or semi-trailer propelled or drawn by mechanical power used on highways, except that such term does not include a vehicle, machine, tractor, trailer, semi-trailer, operated exclusively on a rail.

COMMERCIAL MOTOR VEHICLE (CMV): A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- a) Has a gross combination weight rating of 26,001 pounds or more inclusive of a towed unit(s) with a gross vehicle weight rating of more than 10,000 lbs.;
- b) Has a gross vehicle weight rating of 26,001 lbs. or more;

- c) Is designed to transport 16 or more passengers, including the driver;
or
- d) Is of any size and is used in the transportation of hazardous materials.

COMMERCIAL DRIVER: any individual which is authorized to operate a class of commercial motor vehicle.

COLLISION: is an incident in which a motor vehicle collides with anything that causes damage to the vehicle, including other vehicles, telephone poles, buildings, trees, people or animals, or in which the driver loses control of the vehicle and damages it in some other way, such as driving into a ditch or rolling over.

PROGRAM RESPONSIBILITIES

Everyone shares in the responsibility to make the Fleet Safety Program a success. To avoid confusion or misunderstanding, specific program responsibilities are outlined as follows:

Drivers

Drivers are required to:

- Read, understand and follow the requirements contained in this program
- Participate in company-sponsored activities or programs designed to improve driver safety
- Maintain a valid driver's license and adhere to license restrictions
- Complete the *10001.01 Driver History* form, and thereby provide signed permission for the company or its designated representative to obtain Motor Vehicle Records

Facility Managers

Facility Managers will:

- Implement the FSP within their respective facility and ensure accountability for program requirements
- Ensure the *10001.01 Driver History* form is completed by each driver and forwarded to the Director of Health, Safety and Environmental Affairs.
- Be responsible for taking appropriate action to manage High Risk Drivers as defined by this program
- Ensure that all drivers participate in company safe driving training programs
- Secure and forward training documentation for all safe driving training to the Director of HSE
- Investigate all collisions and ensure that collision reports are completed as described in Collision Reporting section.

Director of Health, Safety and Environmental Affairs

The Director of Health, Safety and Environmental Affairs will:

- Serve as a technical resource to the Facility Managers, ensuring the continuous development and maintenance of the FSP
- Help evaluate High Risk Drivers and advise management on instituting any additional driving restrictions/limitations
- Evaluate and approve driver training curriculum
- Provide driver training resources
- Revise and disseminate changes to the Fleet Safety Program
- Issue periodic reports for management review and action
- Obtain and review Motor Vehicle Reports (MVR) and collision information to ensure that High Risk Drivers are identified and brought to the attention of management
- Provide comprehensive and cost effective risk management measures to protect the company's assets
- Allocate vehicle collision costs to the respective facility
- Assist in the evaluation of program effectiveness through detailed loss analysis.

Authorization of Driving Privileges

Facility Managers will not assign or allow the use of a COMPANY VEHICLE, if:

- The driver does not have a valid operator's license issued by their state of residence
- The driver possesses licenses from more than one state
- The driver's license is suspended or revoked for any reason

In addition, a commercial driver will be subject to termination if their license is revoked, suspended, or if a notice of an upcoming revocation or suspension has been issued, unless a suitable replacement non-driving job in the company is available; or the employee may be subject to other disciplinary action if their license is only temporarily suspended.

AUTHORIZED VEHICLE USE

Personal Use of Company Vehicle

A Company Vehicle, when not used for business purposes, may be driven for personal use AT THE DISCRETION OF THE FACILITY MANAGER.

Facility Managers may implement other personal use restrictions, such as radius of operation, at their discretion. Additional restrictions must be in writing and communicated to all affected drivers.

The privilege of driving a company vehicle for personal use is subject to change by the company at any time.

Unauthorized Use of Company Vehicles

If anyone allows an unauthorized individual to drive a company vehicle, disciplinary action may be taken, up to and including suspension of driving privileges or termination of employment. "ONLY AUTHORIZED PERSONNEL ARE ALLOWED TO USE COMPANY VEHICLES."

If the unauthorized use results in a collision, in addition to whatever disciplinary action may be taken, the responsible employee may be required to make restitution for physical damages to the company vehicle.

Non-Company Vehicles Used For Business

Employees who drive non-company vehicles while conducting business for the company are subject to all the provisions and standards of this program.

Additional responsibilities include:

- Maintaining automobile liability insurance limits of at least \$100,000 per person, \$300,000 per collision, and \$25,000 property damage; but in no case less than the minimum required by law for the state in which the driver resides
- Maintaining current state vehicle inspection if the state requires one
- Maintaining their non-company vehicle in safe operating condition

Off Road Vehicles Used for Company Business

All-Terrain Vehicles (ATV's) and other vehicles may be used for field services (off road) at the discretion of management.

ATV's and other off-road vehicles shall be transported to the area to be used unless properly licensed and/or permitted for over the road travel.

All guidelines and rules set forth in this program shall apply to off-road and ATV use. See policy *5012: All-Terrain Vehicle (ATV) Policy*

USE OF A MOTORCYCLE FOR COMPANY BUSINESS IS PROHIBITED.

Driver MVR Checks **Initial MVR Checks**

Employee Applicants

If an employee applicant is to be a commercial driver, the Facility Manager will obtain a completed *10001.01 Driver History* form from the applicant and forward it to the Director of Health, Safety and Environmental Affairs. The Director of

Health, Safety and Environmental Affairs will use the form to obtain a MVR for evaluation.

New applicants will not be hired until such time they have passed all the required steps in the hiring process. The Director of Health, Safety and Environmental Affairs will advise the hiring manager by email when all steps have been completed and the applicant may start employment.

If the information on the MVR or *10001.01 Driver History* form indicates that the new employee is a High Risk Driver, the Facility Manager may, only with approval from the Human Resources Committee, grant driving privileges on a probationary basis.

EVERY ATTEMPT SHOULD BE MADE TO SECURE AND EVALUATE A MVR ON EACH NEW DRIVER BEFORE DRIVING PRIVILEGES ARE GRANTED.

Existing Employees

If an existing employee is changing from a non-driving position to a position requiring driving on company business, the employee must complete and sign a *10001.01 Driver History* form, along with any other forms required to be maintained in the employee's Commercial Driver Qualification file.

The Facility Manager will forward the form to the Director of Health, Safety and Environmental Affairs, so an MVR can be ordered and evaluated prior to granting a change in job status.

Periodic MVR Checks

The HSE Director will obtain MVR's every two years for all existing drivers. In addition, the company reserves the right to conduct periodic and random review of MVR's at its discretion. Commercial Drivers will be subject to a MVR review every year.

Distribution of MVR's

MVR's for commercial drivers will be filed in the driver's DQF at the home office.

IDENTIFICATION OF HIGH RISK DRIVERS

A driver will be classified as a High Risk Driver if the MVR check so indicates, or if it is otherwise determined, that the driver has one or more of the following violations within the last 3 years:

- Conviction for an alcohol and/or drug related driving offense
- Refusal to submit to a Blood Alcohol Content (BAC) test
- Conviction of speeding in excess of 25 MPH

- Criminal conviction (e.g., felony, negligent homicide, manslaughter, hit and run, etc.)

Other violations incurred in the last 2 years:

- Any combination of three or more moving violations, At Fault Collisions, or Preventable Collisions
- Driving with a suspension, revocation or administrative restriction
- Leaving the scene of an collision as defined by state laws
- Reckless driving

Other violations incurred in last 12 months

- Any combination of two or more moving violations, At Fault Collisions, or Preventable Collisions

MANAGEMENT CONTROLS FOR HIGH RISKS DRIVERS

If an employee is identified as a High Risk Driver, the following options will be considered:

Option 1: Probation

The Facility Manager must do all of the following:

- Place the High Risk Driver on probation (ending three years from the date of the most recent violation)
- Have the Director of Health, Safety and Environmental Affairs obtain a MVR every six months for the duration of the probationary period
- Notify the Director of Health, Safety and Environmental Affairs of any additional violations while the employee is on probation
- Immediately suspend driving privileges if any single repeat violation or an additional violation occurs while on probation - OR if any terms of probation are violated. Notify management immediately
- Confer with the Director of Health, Safety and Environmental Affairs on any stipulations, operating limitations, or other conditions (for consistency between locations), such as:
 - Loss of all company vehicle driving privileges
 - Loss of company vehicle driving privileges between work and home
 - Loss of personal use privileges (see Authorized Vehicle Use)
 - Transfer of the driver to a non-driving position
 - Additional driver training
 - Termination

The terms of the probation are to be made to the employee in writing. The employee will be required by signature to signify that they have been informed of the probation terms and duration. The signed terms of probation should be kept in the employee's file.

If the probationary period has been served and if reinstatement of driving privileges is warranted, the Facility Manager should notify the Director of Health, Safety and Environmental Affairs.

Option 2: Suspension of Driving Privileges

The employee will have all company driving privileges suspended. The High Risk Driver will NOT be authorized to drive a motor vehicle at any time on company business.

This action may result in the Facility Manager either transferring the employee to a non-driving position, if such a position exists, or the employee may be subject to termination.

The employee may reapply for company driving privileges after one year of suspension. Application should be made to the Facility Manager. If approved, the employee's driving status will change from suspension to probation. However, reinstatement of driving privileges by the Facility Manager does not constitute an offer by the company for any driver position.

COLLISION REPORTING

Supervisor Notification - the driver is required to notify their immediate supervisor of any collisions as soon as is practical. In addition, Facility Managers are responsible for reporting all collisions to the Director of Health, Safety and Environmental Affairs within 24 hours.

Company Vehicles – The Facility Manager must contact the corporate office and the corporate office shall call the company's automobile insurance carrier.

Non-Company Vehicles - The driver should call their personal automobile insurance carrier.

Daily Rental Vehicles - The driver should notify the rental company.

Collision Investigation

Completing the Collision Investigation Report Form - The Facility Manager of the driver is responsible for completing the form *1009.01 Collision Report* for all collisions. This report should be completed as soon after the collision as is reasonably feasible.

To complete the report, the Facility Manager should:

- observe the collision scene and damaged vehicle(s)
- obtain a copy of the police report, if available
- review any insurance exchange information the driver may have been given

- interview the driver

Determining Collision Preventability - The Director of Health, Safety and Environmental Affairs will make a determination as to the preventability of the collision, and record this determination in the applicable section of the *1009.01 Collision Report* form. The *10010: Collision Review* policy may be used by the Director of HSE to assist in making the determination.

Collision Investigation Review - The Facility Manager, in conjunction with the Director of Health, Safety and Environmental Affairs, is responsible for reviewing the completed *10009.01 Collision Report* form and initiating any actions to prevent the reoccurrence of similar collisions.

OTHER REPORTING RESPONSIBILITIES OF DRIVERS

Supervisor Notification - Employees are required to notify their immediate supervisor immediately of:

- Any illness, injury, physical condition or use of medication that may impair or affect their ability to safely drive a motor vehicle
- The suspension, revocation or administrative restriction of their operator's license. If this occurs, the employee must also immediately discontinue use of the motor vehicle

FAILURE TO REPORT COLLISIONS OR ANY MOTOR VEHICLE VIOLATION CONVICTIONS IS A VIOLATION THAT COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

TRAINING

All drivers are required to complete initial safe driving training. In addition, other topics and materials will be provided by the Director of Health, Safety and Environmental Affairs for periodic safe driving training.

Facility Managers are encouraged to contact the Director of Health, Safety and Environmental Affairs for any specific training needs.

It is the Facility Manager's responsibility to see that all driver's training is documented. Documentation should include the course name, date completed, and driver's name and identification number.

SAFETY REGULATIONS

Vehicle Safety Belts

The driver and ALL OCCUPANTS are required to wear safety belts when operating or riding in a motor vehicle. The driver is responsible to ensure all

passengers are wearing their safety belts. Children under four years of age or under 40 pounds in weight are required to be secured in a Department of Transportation (DOT) approved child safety seat, unless more restrictive state requirements apply.

Impaired Driving

A driver may not operate a motor vehicle at any time, when their ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

Traffic Laws

All drivers are required to abide by all federal, state, and local motor vehicle regulations, laws and ordinances.

Vehicle Condition

Each driver is responsible for ensuring that the motor vehicle is maintained in safe driving condition. At least daily, a walk-around safety inspection by the driver is required.

Drivers of daily rental cars should check for obvious safety defects before leaving the rental lot and request another vehicle if the first vehicle is not safe to drive. Drivers are encouraged to utilize daily rental cars which have air bags and/or ABS brakes when available in authorized rental class.

Headlights on Requirement

Drivers are required to drive with vehicle headlights on at all times.

Cell Phone Usage

Policy 2016: Cell Phone Policy covers the use of cell phones. The use of a cell phone while driving may be dangerous and employees must exercise caution when using cell phones while operating company vehicles. If an employee must make or receive a telephone call while driving they should pull to the side of the road or use a cell phone that is equipped with a hands-free device and speed dial to place all calls.

If you must use a cell phone, it is recommended that conversations be kept as short as possible and not require you to record anything in writing. If you must record information or search for a document, it is recommended that the vehicle be parked and away from traffic. If necessary, call the person back after you locate an area where you can safely park the vehicle.

Drivers should never use a cell phone in heavy traffic, severe weather or other hazardous conditions. Telephone calls made or received should be kept brief. If it appears the conversation will be prolonged, the employee should either pull to the side of the road, or inform the caller the call will need to be completed when the employee is no longer driving.

Drivers of commercial motor vehicles are prohibited from using cell phones during the operation of the vehicle.

No Rider Requirement

Only authorized persons are allowed in company vehicles. NO RIDERS are allowed in commercial motor vehicles.

Additional Safety Rules

Drivers may not:

- pick-up hitchhikers
- accept payment for carrying passengers or materials (this does not apply to company endorsed car pools)
- use any radar detector, laser detector, or similar devices
- push or pull another vehicle, or tow a trailer without authorization
- transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities and only when necessary
- Use ignition or burning flares. The preferred method is the use of reflective triangles
- Assist disabled motorists or collision victims beyond the level of their medical training: EMT, CPR, Basic First-Aid, etc. If a driver is not qualified to provide the above services, they must restrict their assistance to calling the proper authorities

	112 Staton Road PO Box 856 Greenville, NC 27835
10002: Commercial Driver Qualification	
Approved: 03/27/2006	Revised: 12/15/2021

Purpose

The purpose of this policy is to establish guidelines for the completion of Commercial Driver Qualification Files for commercial drivers.

New Certification

When a driver is going to be hired or an active employee is going to be utilized as a driver, the following procedure must be followed:

1. Use the *Form 2001.10: CDL Driver Only New Hire Checklist* to ensure that you have completed all of the required paperwork in the proper sequence. The Hiring Committee will give approval for **ALL** positions.
2. A background investigation will be conducted by Human Resources to determine if the applicant has any issues that would disqualify them from employment. If no disqualifying issues are present the Facility Manager will be sent a *Form 10002.08: Employer's Request for Medical Surveillance* to allow the individual to have a medical evaluation, to include a drug test, be conducted after signing a *Form 2001.09 Pre-employment Medical Examination Authorization*. The Facility Manager will contact the prospective employee to set up the medical evaluation within five (5) days of the receipt of this form. Inability to complete a medical evaluation and drug test during those five (5) days will be viewed as a refusal and the applicant will no longer be considered for employment.
3. Upon receipt of a negative drug test and a medical clearance the Hiring Committee will be notified. Human Resources will make the appropriate forms available to the Facility Manager.
4. After the medical evaluation process is complete and the decision to hire a driver is confirmed, a Commercial Driver Qualification File will be initiated and kept at the Corporate Office for each Coastal AgroBusiness/CAB Logistics commercial driver.

Recertification

A driver must be recertified at least every two years, or more frequently if deemed necessary. (This is two years from the date of examination on the form

10002.03: Medical Examiner's Certificate) If a recertification package has not been received within two weeks prior to expiration of certification, the driver or Facility Manager must notify the Director of Health, Safety and Environmental Affairs at the Corporate Office.

1. When the Facility Manager receives the recertification package, they will then schedule appointments for physicals. These appointments are firm (NO DEVIATION). Employees **MUST** go to the medical provider in their area that has been selected to perform physicals. Employees **WILL NOT** be allowed to have their physicals completed by their personal doctor unless that doctor is the medical provider chosen by Coastal AgroBusiness.
2. The following forms must accompany the individual to the Physician's Office:
 - *10002.08: Employer's Request for Medical Surveillance*
 - *10002.07: Medical Examination Report For Commercial Driver Fitness Determination*
 - *10002.03: Medical Examiner's Certificate*

NOTE: These forms should be completed at the physician's office and returned directly to the Corporate Office. All billing shall be directed to the Corporate Office.

NOTE: Any deviation from this procedure, such as unauthorized tests or receiving evaluations from unauthorized locations, may result in the employee being responsible for payments to the provider and/or the rejection of the evaluations.

3. If all of the appropriate forms are not received in a timely manner, the Corporate Office may issue a notice of disqualification and the driver shall not be allowed to drive for Coastal AgroBusiness/CAB Logistics until the recertification package has been completed and received.
4. Medical Surveillance services are to be performed by the approved facilities/practices only. Life threatening situations and emergencies should, of course, be sent directly to your local Hospital Emergency Room. An appointment must be made in advance for non-emergency services and the proper paperwork must accompany each employee or no services will be provided. All paperwork for services will be issued from the Corporate Office. Facilities may schedule appointments only with approval from The Director of Health, Safety and Environmental Affairs

	112 Staton Road PO Box 856 Greenville, NC 27835
10003: Driver's Hours of Service	
Approved: 03/27/2006	Revised: 01/07/2022

HOURS OF SERVICE RULES

7 Day/60 Hour Rule

- May drive a maximum of 11 hours after 10 consecutive hours off duty
- May not drive beyond the 14th hour after coming on duty, following 10 consecutive hours off duty
- May not drive after 60 hours on duty in 7 consecutive days. A driver may restart a 7 consecutive day period after taking 34 or more consecutive hours off duty.
- Log Book Drivers must take at least 30 consecutive minutes of break after 8 cumulative hours of driving time. On duty/not driving qualifies as the required break.

150 Air-Mile Radius Driver Exemptions

A driver is exempt from keeping Records of Duty Status (RODS or logbooks) if:

- The driver operates within a 150 air-mile radius of the normal work reporting location
- The driver returns to the work reporting location and is released from work within 14 consecutive hours.
- The driver has at least 10 consecutive hours off duty separating each 14 hours on duty.
- The driver does not exceed 11 hours maximum driving time following 10 consecutive hours off duty.
- The motor carrier that employs the driver maintains and retains for a period of 6 months accurate and true time records.

Note: Air-mile is defined as nautical mile; therefore 150 air-mile radius is actually 172.5 statute miles

Short-Haul Provision

Drivers which do not require a CDL for operation and who operate within a 150 air-mile radius of their normal work reporting location:

- May drive a maximum of 11 hours after coming on duty following 10 or more consecutive hours off duty.
- Are not required to keep records-of-duty status (RODS)

- May not drive after the 14th hour after coming on duty 5 days a week or after the 16th hour after coming on duty 2 days a week.
- The motor carrier that employs the driver maintains and retains for a period of 6 months accurate and true time records.

On duty time means all time from the time a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work

Electronic Logging Device

Use of an Electronic Logging Device simplifies the record keeping process for our CDL Drivers. It ensures that we comply with the Hours of Service regulations and that our drivers only operate vehicles after receiving the proper rest periods.

Drivers are to ensure they log on and off of the device daily when operating CDL vehicles to maintain compliance with the Hours of Service regulations. If they have any issues they are to contact the Director of HSE immediately or call the ELD Help Desk number that is in their truck book information.

Any person found utilizing another driver's login information to operate a CDL vehicle will be disciplined up to and including termination. Drivers are not to share their login information with anybody else.

	112 Staton Road PO Box 856 Greenville, NC 27835
10004: Vehicle Inspection & Maintenance File	
Approved: 03/14/2001	Revised: 08/21/2007

Purpose

The purpose of this policy is to establish guidelines for the completion and maintenance of vehicle maintenance files.

Vehicle Inspection and Maintenance File

Each location must maintain a vehicle inspection and maintenance file for each commercial vehicle assigned to the location. The file must include a completed form *10004.01 Commercial Vehicle Record*, daily vehicle inspections (pre-trip inspections), required annual inspections, and vehicle repair and maintenance information.

1. Commercial Vehicle Record –The Commercial Vehicle Record contains information required to be on file in the Vehicle Inspection and Maintenance File. Complete a form for each vehicle and file it with the Vehicle Inspection and Maintenance File. Annual inspection and maintenance summary information is also to be logged on this form and kept up to date.
2. Daily Driver Inspection Reports – The Daily Driver Inspection Reports need to be completed and the annual inspection and maintenance logs need to be kept up-to-date. Also each entry on these logs should have materials in the specified folders that can be matched up if needed. For example, copies of invoices, bills, or records of inspections need to be in the folders and match the dates on the log.
3. Driver’s Daily Inspection Folder: All of the daily inspection reports need to be filled out by the driver and put in this folder. They need to be kept in chronological order. Retain inspection reports for six (6) months.
4. Annual Inspection Folder: This folder contains all the paperwork obtained when a vehicle is inspected. This information needs to be logged on the form *10004.01 Commercial Vehicle Record* at the front of the folder. Retain inspection reports for fourteen (14) months.
5. Maintenance and Repair Folder: This folder contains all of the paperwork from routine maintenance services. Copies of invoices or bills need to be in this folder. This information needs to be logged on the form *10004.01 Commercial Vehicle Record* at the front of the folder. Retain for one (1) year or six (6) months after sale of vehicle.

	112 Staton Road PO Box 856 Greenville, NC 27835
10005: Driver's Daily Vehicle Inspection	
Approved: 03/27/2006	Revised: 08/13/2007

PURPOSE

Coastal AgroBusiness is committed to following a strong daily inspection program. Department of Transportation (DOT) regulations require commercial motor vehicles to be inspected every day they are operated. Our daily inspection procedures will help avoid DOT penalties and provide a sound basis for a good inspection and maintenance program. Daily inspection of vehicles will help prevent small problems from becoming big problems.

DRIVER’S VEHICLE INSPECTION PROCEDURES

Driver Pre-trip Inspection

Each driver must be satisfied that equipment is in proper working condition prior to operating a vehicle. This includes the following equipment:

- Service brakes, including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Wheels and rims
- Coupling devices
- Emergency equipment

Each driver must also be satisfied that cargo is properly distributed and secured. The vehicle's cargo or other objects must not obscure the driver's view or interfere with the driver's movement.

The driver will also review the last completed Driver's Vehicle Inspection Report to verify that any needed repairs were made to the vehicle. If an authorized signature certifies that defects were corrected or that correction was unnecessary, the driver shall sign the third signature line of the form. If the defects noted were not acknowledged by an authorized signature, the driver shall not drive the vehicle until the defects are handled appropriately.

Driver on-the-road inspections

Unless the driver has been ordered not to inspect the cargo or inspection is impractical, or the load is a placarded hazardous materials load, the driver must examine the cargo and its load securing devices within the first 25 miles of the trip and make any necessary adjustments.

Once on the road, the driver must reexamine their vehicle and cargo:

- at each change of duty status,
- after driving for 3 hours; or
- after driving for 150 miles, whichever ever occurs first.

If a problem is found, the driver will either have the necessary repairs or adjustments made prior to operating the vehicle, or safely travel to the nearest repair facility.

If the vehicle contains hazardous materials, the driver shall not perform any inspections until the driver has reached a safe haven (See *6003: HazMat Security*). The driver must examine its tires at the beginning of the trip and each time the vehicle is parked at a safe haven.

Driver post-trip inspection report

Each driver is required to complete a written report on each vehicle's condition at the end of the day, or when they finish driving the vehicle for that day. A vehicle includes a power unit and trailer or trailers.

Coastal AgroBusiness will use an inspection report form that has an original and two (2) copies.

The vehicle must be identified on the report. The regulations require that any defects in the following equipment items be noted:

- Service brakes including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Coupling devices
- Wheels and rims
- Emergency equipment

The driver must also note any other defects that would affect the safe operation of the vehicle or result in its mechanical breakdown. The report must also indicate if no defects are found. The driver must sign the report.

No defects: When no safety related problems are reported by the driver, the driver submits the original copies of the inspection report to the facility manager on a daily basis.

Defects: When a driver reports safety related problems, they submit all copies to the facility manager. The facility manager will sign the report indicating that repairs have been made (or are not required to be made). The vehicle inspection report must be signed by the next driver to operate the vehicle.

The original copy of the inspection report and certification of repairs will be retained in the vehicle inspection and maintenance file in the office at which the vehicle is assigned.

Inspection reports will be filed by unit number, by month, in date order, one for each day the unit is used.

The original copies of inspection reports on which no defects were noted will be retained for six (6) months. The original copies of inspection reports on which defects were noted, and the certification of repairs, will be retained for one (1) year.

The second copy of the inspection report shall be forwarded to the responsible Facility Manager and used as deemed appropriate and the third copy of the inspection report shall be maintained in the vehicle.

Vehicle copies of the inspection reports shall be maintained in the vehicle for a period of one (1) month.

	112 Staton Road PO Box 856 Greenville, NC 27835
10006: Annual Vehicle Inspection	
Approved: 03/14/2001	Revised: 12/15/2021

Coastal AgroBusiness is committed to following an annual commercial vehicle inspection program. Department of Transportation (DOT) regulations require commercial motor vehicles to undergo a thorough inspection at least annually. All equipment items not meeting the minimum standards must be repaired before the vehicle is put back into service. Our annual inspection procedure will help avoid DOT penalties and provide support for a good inspection and maintenance program.

Annual Vehicle Inspection Procedure

All Coastal AgroBusiness' vehicles and trailers are to be inspected at least annually. This includes each vehicle in a combination. For example, for a tractor semi-trailer or full trailer combination, the tractor, semi-trailer, and the full trailer (including converter dolly) must each be inspected.

Inspector qualifications

Only inspectors qualified under Sec. 396.19 of the FMCSR are allowed to perform an annual inspection.

The regulations require that an individual who performs annual inspections be qualified as follows:

- * Understands the inspection criteria in Part 393 and Appendix G,
- * Knows and has mastered the methods, procedures, tools, and equipment used in performing an inspection,
- * Has training or experience under one of the following:
 - Has successfully completed a state or federally sponsored training program or has a certificate from a state or Canadian province qualifying the person to perform inspections, or has training or experience totaling 1 year, which may include appropriate training in a manufacturer sponsored or commercial training program; experience as a mechanic or inspector in a motor carrier maintenance program, commercial garage, fleet leasing program, etc.; or
 - Experience as a commercial vehicle inspector for a state, provincial, or federal government.

Documentation of the inspector's qualifications must be retained for as long as the inspector is performing inspections for the motor carrier and for one year thereafter.

Vehicle inspection criteria

The components that are to be inspected are listed in Appendix G to the Federal Motor Carrier Safety Regulations. They include:

- * Brake system,
- * Coupling devices,
- * Exhaust system,
- * Fuel system,
- * Lighting devices,
- * Safe loading,
- * Steering mechanism,
- * Suspension,
- * Frame,
- * Tires,
- * Wheels and rims,
- * Windshield glazing,
- * Windshield wipers.

Each of these major component areas has subsidiary components that must be inspected as part of the annual vehicle inspection.

Any equipment items not meeting minimum standards must be repaired before the vehicle can be put back in service.

Annual inspection documentation

The qualified inspector performing the inspection must prepare a report that includes the following information:

- * The inspector's name,
- * The name of the motor carrier operating the vehicle,
- * The date of the inspection,
- * Vehicle identification,
- * A list of the components inspected and designation of any components not meeting inspection standards,
- * Certification that the inspection is accurate, complete, and that it complies with the regulations.

The original or a copy of the annual vehicle inspection report will be retained in the vehicle maintenance file in the office at the location to which the vehicle is assigned. The inspection report will be retained for 14 months. Each location

must obtain a copy of the previous Annual Inspection for vehicles transferred to them for which the vehicle was not under their control during the previous annual inspection.

Documentation on vehicle

A copy of the annual inspection report must be carried on the vehicle.

An annual inspection sticker must be affixed to the vehicle.

Annual Vehicle inspection stickers shall be located on the upper left hand side of the driver's door.

Annual inspection stickers for trailers and auxiliary equipment shall be placed on the front, driver's side of the trailer or equipment.

Contingency plan for out-of-service vehicle

In the event that an assigned vehicle is put out of service (OOS) during the course of an annual inspection, the following procedure shall be implemented:

- * The qualified inspector shall notify the facility manager or the Vice President of Operations upon discovery of the vehicle defect. The notification will include a detailed description of the defect, and an accurate estimate of when the defect will be corrected.
- * The facility manager or the Vice President of Operations will be responsible to inform the driver of the OOS vehicle, and assign a temporary vehicle if necessary.
- * A temporary vehicle will be assigned if the delay in repairing the OOS vehicle will cause a service failure or excessive downtime for the driver.

	112 Staton Road PO Box 856 Greenville, NC 27835
10007: Cargo Handling	
Approved: 03/17/2006	Revised: 08/13/2007

PURPOSE

Coastal AgroBusiness is committed to safe and efficient handling and transporting of our customers' products. Our goal is to incur zero cargo loss or damage as a result of company or driver carelessness, negligence, or lack of preparation.

Coastal AgroBusiness believes that by following the loading and unloading procedures listed below, we can ensure the security and integrity of our customers' products while in transit and reduce the chance of incurring fines or penalties.

CARGO HANDLING PROCEDURE

The following general cargo handling and in-transit procedures have been developed to establish consistent routines at points of origin and destinations of loads, to maintain Coastal AgroBusiness' high safety standards, and to minimize risk of damage or loss to the customer's cargo. All drivers for Coastal AgroBusiness will be trained in proper loading/unloading and cargo securement procedures.

Changing Load or Unload Schedules

Coastal AgroBusiness drivers must not contact a customer to change a scheduled load or unload appointment. When a scheduled pickup or delivery appointment cannot be met, or if a driver can safely and legally arrive early and wishes to move a scheduled appointment ahead, the driver must contact their supervisor. The supervisor will then be responsible for rescheduling the load or unload appointment, if possible, based on customer schedules.

Drivers are required to report all expected customer service delays of 60 minutes or more to their supervisor. Delays are to be reported as soon as possible so the company can notify the customer of the anticipated delay and reschedule the appointment time, if necessary. When reporting late pickup or delivery incidents, drivers are expected to provide the following information:

- * current location
- * reason for delay

* estimated time of arrival.

At Point of Origin/Shipper

Upon arrival at the shipment's point of origin, drivers should check in with the responsible shipping personnel and notify them of arrival. Drivers should follow the shipper's loading instructions and obey all customer plant safety rules.

At the loading location, the driver should secure the vehicle. No Coastal AgroBusiness vehicle should be left unattended until the driver is confident the vehicle is secure from moving.

When necessary, Coastal AgroBusiness drivers are expected to hand load, assist in the loading process, or supervise loading.

If required to hand load or assist in loading, drivers are expected to follow proper lifting and bending techniques.

When drivers perform loading duties, they will be responsible for keeping a piece count and verifying the quantity listed on the bill(s) of lading and other paperwork matches the actual quantity loaded. If there is a discrepancy, drivers must not sign the bill of lading and should call their supervisor immediately for instructions.

Upon completion of the loading process, drivers must be confident that the cargo is secure from shifting, falling, or collapsing while in transit.

Ratchet load straps, tie downs, cargo load-locks and other company-issued load securement equipment shall be used to secure cargo during transit.

Coastal AgroBusiness drivers are required to check bill(s) of lading and other paperwork to be certain that it is accurate and properly signed by responsible shipping personnel before leaving the customer's location. If a discrepancy is found between the cargo and bill(s) of lading, drivers should contact a supervisor immediately for instructions.

After the loading process has been completed and all paperwork has been signed and received, drivers are required to seal the load (when necessary), and note the seal number(s) on the bill of lading in the presence of a responsible shipping employee.

Drivers are required to be certain that all loaded vehicles are within legal weight limits for each axle and total gross weight. Unless otherwise instructed, drivers are to weigh all loads at the shipper, or nearest certified public scale. Drivers are to contact their supervisor for instructions if a scale is not present at the load's point of origin.

In Transit

Unless the driver has been ordered not to inspect the cargo by an authorized Coastal AgroBusiness official, or inspection is impractical, the driver should examine the integrity and securement of the cargo within the first 25 miles of the trip and make any necessary adjustments.

Once moving again, the driver should reexamine the vehicle and cargo as follows:

- * at each change of duty status, or
- * after driving for 3 hours, or
- * after driving 150 miles, whichever comes first.

If a problem is found, the driver should make necessary repairs or adjustments, or safely travel to the nearest repair facility. If the problem will cause a customer service delay, the driver's supervisor should be notified as soon as possible.

Cargo Security: Theft Protection

It is the policy of Coastal AgroBusiness that all information about cargo contents and pickup and delivery schedules is strictly confidential. Drivers are prohibited from discussing information related to customer's cargo or schedules with any person(s) other than authorized Coastal AgroBusiness officials. Drivers failing to abide by this policy will be subject to disciplinary action up to and including termination.

Drivers are expected to take reasonable and responsible precautions to prevent damage to company vehicles and theft of customer's products while they are in transit. For their personal protection and safety, and the security of the cargo, drivers should only park in safe, well-lit, designated truck parking locations while taking breaks or during layovers. Drivers wishing to park overnight at customer locations should contact their supervisor to obtain the necessary permission.

Unless granted authorization by a Coastal AgroBusiness official, drivers should not take a load to or through home. The company will, in certain rare circumstances, give drivers permission to take loads to or through home, but drivers who do so without authorization are subject to disciplinary action up to and including termination of their employment. Parking a Coastal AgroBusiness vehicle in residential areas is strictly prohibited in any case.

Cargo trailer padlocks are issued and assigned to each vehicle. Company issued load security equipment shall be used during transit and at any other time vehicles contain cargo.

At Destination/Stop Off

Upon arrival at the destination or stop off, drivers should check in with a responsible receiving person(s) to notify them of arrival, and to get permission to unload. Drivers should follow receiver's and consignee's unloading instructions, and obey all applicable customer plant safety rules.

Once permission to unload has been given, the driver should proceed to the unloading location and secure the vehicle. No Coastal AgroBusiness vehicle will be left unattended until the driver is certain that the vehicle is secure from moving.

When necessary, Coastal AgroBusiness drivers are expected to hand unload, assist in the unloading process, or supervise unloading. If required to hand unload or assist in the unloading process, drivers are expected to follow proper lifting and bending techniques.

When drivers perform unloading duties, they will be responsible for keeping a piece count and verifying the quantity listed on the bill(s) of lading and other paperwork matches the actual quantity unloaded.

In the event of cargo damage, overage, or shortage, drivers should not sign the bill(s) of lading or other paperwork and must contact their supervisor immediately for instructions and to report the cargo claim incident.

After the unloading process has been completed, the driver should get the required paperwork signed by a responsible receiving party, and then contact dispatch for next assignment or instructions.

GENERAL RULE FOR ALL CUSTOMERS

Coastal AgroBusiness drivers are expected to be courteous, cooperative, and respectful at all times while at a customer site, and should expect the same treatment from customer personnel. If a conflict does arise at a customer location, drivers should not attempt to resolve the issue. In such instances, they should contact their supervisor or a Coastal AgroBusiness customer service representative immediately for assistance in resolving the conflict.

	112 Staton Road PO Box 856 Greenville, NC 27835
10008: Transporting Hazardous Materials	
Approved: 03/17/2006	Revised: 08/10/2007

Coastal AgroBusiness policy is to comply fully with all federal Hazardous Materials Regulations (HMR) as found in 49 CFR Parts 106 through 180, and in FMCSR Part 397, regarding the handling and transportation of hazardous materials. We believe that compliance and safety begin with the driver. Therefore, Coastal AgroBusiness is committed to providing all driver associates with proper and complete hazardous materials training. All drivers are expected to have a thorough understanding of, and follow, the company's hazardous materials procedures.

Hazardous Materials Procedures

Coastal AgroBusiness 's hazardous materials procedures have been developed to ensure the safety of drivers, customers, and the motoring public; to minimize the risks associated with hazardous materials handling; and to avoid fines and penalties for noncompliance. All driver associates will be trained in safe and proper handling and transporting of hazardous materials.

At the Shipper

Coastal AgroBusiness drivers are expected to check each hazardous materials shipment for proper shipping papers, labels, markings, packaging, and placards (if applicable). Even though these items are requirements assigned to the shipper, the driver is responsible for checking, accepting and signing for all hazardous materials shipments.

A Coastal AgroBusiness driver should not accept or sign for any hazardous materials shipment unless it is in complete compliance with the HMR governing such shipments.

Shipping Papers

Most hazardous materials shipments must be accompanied by proper shipping papers. The shipper is responsible for providing the shipping papers, but Coastal AgroBusiness drivers are responsible for making certain that shipping papers are complete, accurate, and appropriate for shipment, before accepting or signing for any hazardous materials shipment.

Shipping papers, with some exceptions, must contain the following information:

- The proper shipping description of the material(s) in question, including proper shipping name, hazard class, identification (ID) number, packing group (if required), and total quantity of the shipment.
- Emergency Response Telephone Number.
- All pages of the shipping paper must be numbered if multiple pages are involved in the document.
- All shipping papers for hazardous materials shipments handled by Coastal AgroBusiness must have a signed Shipper's Certification, with the signature of an authorized shipper's employee.
- All hazardous materials included on the same shipping paper with nonhazardous items will be listed first, be in a color (usually red) which is not the color of the nonhazardous entries, or have an X or RQ (Regulated Quantity) in a column designated HM (Hazardous Material).

Coastal AgroBusiness drivers must not accept or sign for any hazardous materials shipment if discrepancies, inaccuracies, or incomplete entries are found on the shipping papers. Drivers are required to call Facility Manager or the Director of Health, Safety and Environmental Affairs at the corporate office immediately for instructions, if problems or questions concerning hazardous materials shipping papers arise.

All shipping papers will be maintained on file at Coastal AgroBusiness ' Corporate Office for 12 months from the date of shipment.

Labels

The shipper is responsible for determining the need for and application of all required primary and (if necessary) subsidiary labels to packaging containing hazardous materials. These labels provide critical information about package content, and warn of potential hazards associated with the materials contained. Labels are to be placed on the same surface as the proper shipping name marking, and must be placed on a surface contrasting in color to the label. An alternative is for the label to have a dotted or solid line outer border.

Coastal AgroBusiness drivers will make certain that all hazardous material labels match the hazard class(es) or divisions entered on the shipping papers, and will only accept those packages that are properly labeled.

Coastal AgroBusiness drivers will not accept packages if labels are missing, applied improperly, obscure, torn, unreadable, or otherwise defective. In this kind of situation, drivers should ask for replacement labels or call the Director of Health, Safety and Environmental Affairs at the Corporate Office for instructions.

Marking

The shipper is responsible for properly marking all non-bulk and bulk packages.

Coastal AgroBusiness drivers are required to check all package markings for compliance. Most non-bulk packages must be marked with the proper shipping name, ID number, and consignor's or destination's name and address. The HMR define non-bulk packaging as packaging which has:

- A maximum capacity of 450 L (119 gallons) or less, as a receptacle for a liquid.
- A maximum net mass of 400 kg (882 pounds) or less, and a maximum of 450 L (119 gallons) or less as a receptacle for a solid.
- A water capacity of 454 kg (1000 pounds) or less, as a receptacle for a gas.

Bulk packages must be marked with the proper ID number displayed on a placard, an orange panel, or a plain white square-on-point configuration. The HMR defines bulk packaging as packaging, other than a vessel or barge, that has no intermediate form of containment and which has:

- A maximum capacity greater than 450 L (119 gallons), as a receptacle for a liquid.
- A maximum net mass greater than 400 kg (882 pounds), and a maximum capacity greater than 450 L (119 gallons) as a receptacle for a solid.
- A water capacity greater than 454 kg (1000 pounds), as a receptacle for a gas.

Additional markings may be required for non-bulk and bulk shipments, depending on the type of hazard and type of packaging. Drivers shall refuse any shipment if it is improperly marked. Drivers are to call the Director of Health, Safety and Environmental Affairs at the corporate office if they are in doubt or have questions concerning proper marking.

Packaging

Coastal AgroBusiness drivers should inspect all packages prior to loading to ensure they are in proper condition for transportation. Coastal AgroBusiness drivers will accept for transportation only those hazardous materials packages which are in proper condition for transportation and that fully comply with the HMR. Drivers will refuse to accept or sign for damaged or leaking packages.

Drivers who are not satisfied with the packaging, marking, labeling, or compliance of any hazardous material package should refuse the shipment and call the Facility Manager immediately for instructions.

Placarding

The shipper must provide the driver with any required placards for the hazardous

material(s) indicated on the shipping papers, unless the vehicle is already placarded correctly. Coastal AgroBusiness drivers will refuse any shipment or load in which the correct number and type of placards is not provided by the shipper when required.

Once received, Coastal AgroBusiness drivers are to place placards on the vehicle: one on each side, one on the back, and one in front. The driver will maintain the integrity of the placards during all phases of transportation. At no time will a driver transport a hazardous material requiring placards without proper placards being affixed to the motor vehicle.

If there are problems at the shipper, lost or damaged placards occur in transit, or questions in general concerning placards, drivers should call their Facility Manager or the Director of Health, Safety and Environmental Affairs at the corporate office for guidance.

Loading/Unloading Instructions

Before doing any loading or unloading, the driver should secure the vehicle from moving. Only after a driver is satisfied that the vehicle is safe from moving should loading or unloading be allowed to begin.

Coastal AgroBusiness drivers will make certain the shipment is secured to prevent shifting and cargo movement during transit.

Smoking on or near a vehicle while loading/unloading is forbidden. All fire sources, such as lit matches, smoking, or carrying any flame, are not allowed in the vicinity.

After loading and before transport begins, Coastal AgroBusiness drivers will make certain the shipment is secured to prevent shifting and cargo movement during transit, and is within legal weight limits. (See Cargo Handling Policy.)

Collisions and Incidents

Coastal AgroBusiness drivers must report all collisions and incidents as soon as possible. With the added health and environmental risks associated with transporting hazardous materials, this requirement becomes even more important.

The company has developed procedures for collisions and incidents involving hazardous materials. The purpose of these procedures is to minimize risk to the driver's personal safety, the health and safety of the general public, and the environment. All Coastal AgroBusiness drivers, personnel, and management are expected to know and follow these procedures.

If a collision or incident involving hazardous materials occurs, the following procedures are to be implemented by the driver:

- Secure the scene. Keep people away from the accident and/or spill.
- Do not touch or walk into or through any spilled material.
- Avoid inhalation of all gases, fumes, and smoke. (Remember that some gases are odorless and colorless. Do not assume fumes are not present simply because no odor or visible cloud is present.)
- Consult the Emergency Response Information provided with the shipment and follow the guidelines.
- Notify the local police and/or fire department, and Emergency Response Authorities immediately.
- Call the Emergency Response Telephone Number provided on the shipping papers for additional guidance, if needed.
- Report the collision/incident to facility manager and the Director of Health, Safety and Environmental Affairs at the corporate office immediately.
- Stay with the vehicle and supervise the cleanup procedures.
- Complete a form *10008.01: Collision Report* and submit it to the Director of Health, Safety and Environmental Affairs.

Director of Health, Safety and Environmental Affairs

After initial notification by the driver or facility manager, the Director of Health, Safety and Environmental Affairs is responsible for the coordination of all aspects of the accident/incident response.

The Director of Health, Safety and Environmental Affairs will assume coordination of cleanup and reporting.

The Director of Health, Safety and Environmental Affairs establishes contact with the driver and any officials at the scene. If possible, the Director of Health, Safety and Environmental Affairs will send a representative to the scene.

The Director of Health, Safety and Environmental Affairs will be responsible for any follow up actions required by law enforcement officials.

After verification that all the above items have been completed, the Director of Health, Safety and Environmental Affairs will do all required notifications and required reports.

Emergency Response Overview

The shipper is responsible for providing emergency response information with all hazardous materials shipments. Coastal AgroBusiness drivers shall verify that the following hazardous materials information is provided by the shipper:

- A basic description and technical name of the hazardous material (found on the shipping paper(s)).
- Immediate hazards to health.
- Risks of fire or explosion.
- Immediate precautions to be taken in the event of an accident or incident.
- Immediate methods of handling fires.
- Initial methods for handling spills or leaks in the absence of fire.
- Preliminary first aid measures.

Coastal AgroBusiness drivers shall not transport any hazardous material without proper emergency response information. The Emergency Response Telephone Number must be properly documented on the shipping paper(s).

Coastal AgroBusiness ' Emergency Response Telephone Number for all hazardous materials shipments is Chemtrec at 1-800-424-9300.

	112 Staton Road PO Box 856 Greenville, NC 27835
10009: Collision Investigation	
Approved: 03/27/2006	Revised: 01/07/2014

Coastal's policy is to fully investigate any collision involving company personnel in a company vehicle. The procedures described below define the systematic approach we will use.

Coastal AgroBusiness, Inc. believes strongly that the collision investigation begins right at the scene. That means certain driver responsibilities must be carried out at the scene of a collision. Additional company procedures involved in collision investigation are described below.

Coastal's policy is that drivers who leave the scene of a collision (without permission to do so from an authorized company official or without due cause) may be subject to disciplinary action, up to and including termination, depending on the circumstances involved.

Collision Investigation Procedures

Two main concerns at the scene of a collision are to deal with immediate problems and to gather and report pertinent collision information to your supervisor promptly. These two items can be broken down into a 6-step collision procedure for drivers to follow. These steps will be described in detail in the following paragraphs.

Depending on the severity of the collision, drivers for Coastal AgroBusiness will be expected to follow some or all of the procedures listed below.

Dealing with Immediate Problems

- * Stop immediately,
- * Prevent another collision,
- * Help any people who are injured, and
- * Notify law enforcement personnel.

Gather and Report Collision Information

- * Document the incident, and
- * Report to the company.

Step 1: Stop, stay calm, and pull your vehicle as far off the roadway as safely

possible. If the collision involves an unoccupied vehicle, try to find the owner. If you can't find the person, leave your name, address, and phone number, along with the company's name and phone number. Put the information in a visible location, such as under the windshield wiper blade. You should also make note of the make, model, year, license number, and description of the other vehicle to provide to your company.

Step 2: Turn on your four-way flashers as an immediate warning signal. Then do a quick evaluation of collision victims, if any. Next, you will need to set out emergency warning devices as required by 49 CFR Sec. 392.22 in the prescribed positions on the roadway. The FMCSRs require that emergency warning devices be in position within 10 minutes of stopping.

Step 3: Even if you have not been formally trained to provide first aid, most states have "Good Samaritan" laws to protect untrained people who offer help in emergency situations. Many states also have laws requiring the first person that comes upon a collision scene to stop and render help. At the scene, you may need to provide first aid or make certain someone else is present who can do so. Arrange for somebody to call for medical assistance.

At a minimum, do the following:

- * Make certain any injured person is breathing. If not, lift the jaw up and tilt the head back to open the airway (artificial respiration may be necessary).
- * Check for bleeding, and if necessary, apply direct pressure to any wound(s).
- * Cover any injured persons with blankets or other available materials to maintain body temperature.
- * Never move a severely injured person unless they are in immediate danger of further injury.

Step 4: Either contact local law enforcement personnel yourself or arrange to have someone do it for you. Be courteous and cooperative when providing information to these authorities. Never admit guilt or liability at the scene of a collision. Never leave the scene of a collision unless your CB radio or cellular phone is not working and there is no one else to make the necessary calls.

Step 5: Write down names, license numbers, and other information regarding the collision and those people involved in it. Draw a simple diagram of the collision scene. The more detail you can provide for the company's safety department, the better it will be for insurance and/or legal purposes later. Coastal provides a disposable camera or cell phones for use at collision scenes; document the situation with photographs from various angles.

Step 6: After the vehicle has been secured, warning devices put in place,

assistance rendered to injured person(s) (if any), and law enforcement personnel contacted, you (the driver) should communicate the collision to the company.

Before communicating a collision, drivers for Coastal AgroBusiness are expected to gather the following information and details:

- * Exact time and location of the collision,
- * Estimate of the injuries (if any) and/or damage to vehicle(s) and property involved,
- * A location and/or phone number where you can be reached for further information and instructions,
- * Names and addresses of all persons involved in the collision,
- * Names and addresses of all insurance companies involved, and
- * Make, model, and license numbers of all vehicles involved in the collision.

Our employees must understand the significance of effective collision investigation, and be aware of specific issues on which Coastal will focus its attention. Most importantly, they need to know what changes in behavior are necessary to prevent collision recurrence. Generally, five major areas are evaluated in collision investigation. These areas will be examined in full after an initial evaluation is made of the severity of the collision.

After an initial contact with the driver of the vehicle involved in a collision, the company will determine the level of official involvement that needs to happen in the specific instance.

Facility Managers or an insurance adjuster representing Coastal AgroBusiness may be sent to the collision scene to assist in on-site investigation and handling of the collision details. Document the collision on form *10009.01 Collision Report*.

Corporate office must be notified of all collisions, big or small. A form *10009.01 Collision Report* must be filled out within 24 hours and returned to the Director of Health, Safety and Environmental Affairs. Additional investigation will occur if needed.

After detailed investigation is completed, collision reconstruction may be attempted in some cases, if deemed necessary by the Director of Health, Safety and Environmental Affairs.

Collisions don't just happen. Causes for collisions can be grouped into five basic categories:

- * **People:** Some statistics show that 90% or more of all collisions are caused by human error. Our investigations will include examination of the qualifications of the driver(s) involved in the collision.

That will include questions like:

- * Was the driver properly qualified according to company policy and federal requirements?
- * Did the driver have the proper training?
- * Was the driver new to the job?
- * Was the driver working within the guidelines of a job description?
- * Was the driver under pressure or fatigued?
- * Did the driver receive clear instructions and directions?
- * Was the vehicle involved in the collision the driver's regularly-assigned vehicle?

* **Equipment:** A great deal of attention will be focused on the mechanical condition of the vehicle involved in the collision.

That assessment will include questions like:

- * Was the equipment serviced regularly?
- * Are there maintenance records to verify that major components had been serviced and repaired (if required) during the past year?
- * Was the maintenance facility adequately staffed and budgeted to be able to properly support the company's maintenance standard?
- * Was the equipment properly specific for the cargo it was carrying?
- * Was a defect not reported or not repaired?

* **Physical Conditions:** Even though environmental conditions are rarely shown to be the primary cause of a collision, such conditions may play a significant role in the responses of both vehicle and driver.

Investigation in this area will include questions like the following:

- * Was traffic congested?
- * Was the highway slippery (wet or icy)?
- * Was it foggy at the time of the collision?
- * What time of day did the collision occur?

* **Procedures:** Were there written procedures in place to be followed by the driver that would have alerted them to any hazards present?

Investigation will key on the presence of such policies and may include the following questions:

- * Were all company policies being followed at the time of the collision?
- * Have all individuals involved been properly trained in existing procedures?

- * Was the "procedure" training effective?
- * **Freight:** Gathering information about the freight being hauled when a collision occurred is also vital.

Those questions might include:

- * What was the freight?
- * Was it time-sensitive?
- * Was the driver under pressure to meet a deadline?
- * Was the freight secured properly?

At the scene, the Coastal AgroBusiness collision investigator will carefully survey the scene, noting the position of any debris from the collision. The investigator should take photos of the scene, with careful notes of what the photos depict. If you have a cell phone with a camcorder in it, it can be used to record the collision scene and aftermath, complete with dialog.

A map of the site should be drawn to scale, with any landmarks near the scene noted as to position. Photos of all vehicles involved in the collision should be taken from all sides, with careful notes made. Skid marks should be captured in the line of travel from each driver's viewpoint.

The more accurate the information provided is, the easier it is when it comes to canvassing the collision scene. It is important that the collision investigator be as objective as possible in gathering and evaluating data from the collision scene. Judgment calls do not belong here with the "hard" data available at the collision scene.

Be aware that any information gathered may be used by the other side involved in the collision as well.

Also be aware that collisions involving hazardous materials have some additional requirements. (See *10008: Transporting Hazardous Materials* policy.)

Once the investigation at the collision scene has been completed, Coastal AgroBusiness will be in a position to evaluate whether or not collision reconstruction is required in the case of this collision. That decision is made on a case-by-case basis.

A final decision on the preventability/chargeability of the collision in question will be made by the Director of Health, Safety and Environmental Affairs. That decision will then be communicated to the driver of the Coastal AgroBusiness vehicle involved in the collision.

At Coastal AgroBusiness, drivers have the opportunity to appeal decisions on preventability/chargeability of a collision. (See *10010: Collision Review* policy)

	112 Staton Road PO Box 856 Greenville, NC 27835
10010: Collision Review	
Approved: 04/18/2006	Revised: 01/11/2008

Coastal AgroBusiness, Inc. is committed to the fair and equitable treatment of its employees. This commitment includes the fair judging of preventability in all vehicle collisions. The company believes that determining preventability fairly is essential to the credibility of our fleet safety effort and driver recognition and corrective action/disciplinary programs. Therefore, to ensure all vehicle collisions are judged fairly and drivers are trained consistently and disciplined (when necessary) appropriately, the following collision review procedures have been implemented by Coastal AgroBusiness, Inc.

Collision Review Procedures

Coastal AgroBusiness, Inc.'s collision review procedures are based on the premise that our drivers are expected to meet a higher standard of safety performance than the average motorist. However, in the case of a collision, determination of preventability will serve as the foundation of our driver safety program.

In addition, the following collision review procedures have been established to ensure uniformity in determining the preventability of vehicle collisions. These procedures are also necessary for:

- * The promotion of the highest standards of safety among Coastal AgroBusiness, Inc. drivers
- * The fair and equitable treatment of the safety record of individual Coastal AgroBusiness, Inc. drivers
- * The effective and timely administration of Coastal AgroBusiness, Inc.'s driver safety incentive and recognition program; and
- * Measuring the effectiveness of Coastal AgroBusiness, Inc.'s fleet safety program

Data used to determine preventability

In determining preventability, Coastal AgroBusiness, Inc. will use all available information including, but not limited to:

- * The initial report of the collision (*Form 10009.01: Collision Report*), and any statements from witnesses);
- * The police report of the collision;

- * Coastal AgroBusiness, Inc.'s insurance provider's (on-scene adjuster's) report; and
- * The findings of Coastal AgroBusiness, Inc.'s internal safety department's investigation of the collision.

Initial determination

Based on all available data, the Director of Health, Safety and Environmental Affairs will make an initial determination of preventability. A reasonable action standard will be used as the primary determinant. The preventability decision will be primarily (but not exclusively) based on the whether or not the driver could have taken reasonable action to avoid the collision.

After determining preventability, the Director of Health, Safety and Environmental Affairs will:

- * Prepare a written notification of preventability or non-preventability including all facts and circumstances that led to the determination;
- * In the case of a non-preventable ruling, forward the notification to the driver;
- * In the case of a preventable ruling, schedule a personal one-to-one meeting with the driver to discuss the decision, possible remedial training, and/or possible disciplinary action. This meeting will be scheduled as soon as possible after the preventability determination has been made.

If, after the personal one-to-one meeting, the driver disagrees with the initial ruling, the case will be handed over to Coastal AgroBusiness, Inc.'s collision review committee for review and a final determination.

Collision Review Committee

To request that a collision be reviewed, the driver is required to submit a written appeal within 10 days of being informed of the initial preventability ruling. To warrant consideration, the driver's appeal must state precisely why the driver feels the ruling was unfair.

After receiving the written appeal, Coastal AgroBusiness, Inc.'s collision review committee will convene promptly (as necessary, or a minimum of once every business quarter) to review all collisions under appeal. The review committee will consist of a five person board including:

- * A chairperson well-versed in fleet safety and Coastal AgroBusiness, Inc.'s safety program, policies, and related procedures. The chairperson will be responsible for verbally reviewing the facts surrounding each collision up for review including all relevant data, the reasoning behind

the initial determination, and the driver's written appeal. The chairman will vote on final preventability only in the event of a tie vote (split decision).

- * A representative from the company's operation who is familiar with Coastal AgroBusiness, Inc.'s scheduling, routing, and related subjects, and who can answer questions regarding operating procedures, customer demands, and delivery practices.
- * A vehicle maintenance representative who can respond to equipment-related questions or concerns and is familiar with the company's vehicle maintenance procedures and practices.
- * Two Coastal AgroBusiness, Inc. drivers with superior safety performance records, capable of evaluating the written appeal statements with impartiality.

To minimize the risk of bias when making final preventability rulings, appealing drivers will not be permitted to present their case in person. Further, all written appeals will be submitted to the review board anonymously (appealing drivers will not be identified).

After thorough review and discussion, the review committee will reach a preventability decision via secret ballot. Each vote shall be anonymous and contain only the case number and notation as to whether the collision was "preventable" or "non-preventable."

The chairperson will count the votes and is responsible for informing the driver in writing of (including the specific reasons for) the decision rendered by the committee. All preventable decisions will be personally presented to the driver by the chairperson and all decisions reached by Coastal AgroBusiness, Inc.'s collision review committee are final.

Coastal AgroBusiness, Inc. believes that anyone who participates on a review committee will be rewarded with a sharpened sense of safety and defensive driving. Since participation is considered by the company to be an educational experience, the committee will rotate members on a periodic basis. This will serve to involve as many employees as possible in the process.

Drivers' responsibilities

In order to ensure fair decisions regarding collision preventability, drivers should take the following actions in the event of a collision:

- * Immediately gather statements from witnesses. As soon as possible after a collision, drivers should seek to obtain signed and dated statements that include names, addresses, vehicle descriptions, and phone numbers of any person who admitted seeing the collision.
- * Follow all at-the-scene procedures according to current company policy

(see 10009: Collision Investigation).

Non-preventable/Preventable collision guidelines

The company will use the following guidelines (which are consistent with the National Safety Council rulings) for the purpose of determining collision preventability.

General guidelines – barring extenuating circumstances and maintaining the reasonable action standards, collisions are generally preventable if:

- Driver was inattentive or failed to accurately observe and assess existing conditions that contributed to a collision.
- Driver's speed was not consistent with posted (prescribed) limits or existing road, weather, or traffic conditions.
- Driver's speed precluded stopping within available clearances or assured clear distance.
- Driver misjudged (or did not confirm) available clearances (above, below, or on the sides) resulting in the striking of a fixed object.
- Driver failed to control the vehicle.
- Driver failed to yield the right of way resulting in a collision (or to avoid a collision).
- Driver failed to communicate the vehicle's presence or intended actions through the use of directional lights (signal flashers), horn, or other means.
- Driver was in violation of company operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic law or ordinance.

Struck in rear by other vehicle –

Non-preventable if:

- Driver's vehicle was legally and properly parked, unless there were extenuating circumstances recognizable to the alert driver whose judgment should suggest "park elsewhere".
- Driver was proceeding in his or her own lane of traffic at a safe and lawful speed.
- Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal, or the directions of a police officer or other person legitimately controlling traffic.
- Driver was in proper lane, waiting to make turn, and was flashing a signal indicating his or her intention to turn.
- Driver's vehicle was disabled and was protected by emergency warning devices as required by DOT and state regulations, or if driver was in the process of setting out or retrieving signals (see "Mechanical Defects Collisions") except, if opportunity was available for driver to remove vehicle off road.

Preventable if:

- Driver was passing slower traffic near an intersection and had to make a sudden stop.
- Driver made a sudden stop to park, load, or unload.
- Driver was improperly or illegally parked.
- Driver made any other type of unnecessary sudden stop.
- Driver's vehicle rolled back into vehicle immediately behind while starting on a grade.

Struck while parked

Non-preventable if:

- Driver was properly parked in an area where permitted, unless there was extenuating circumstances recognizable to the alert driver, whose judgment should suggest "park elsewhere," or there was off-the-road parking available.
- Vehicle was protected by emergency warning devices as required by DOT and state regulations, or if driver was in the process of setting or retrieving signals. The use of 4-way flashers as emergency warning lights under DOT regulations meets this provision for only the first 10 minutes.

Mechanical defect or breakdown collisions

Preventable if:

- Defect was of a type which driver should have detected during a proper pre-trip inspection of vehicle.
- Defect was of a type that the driver should have detected during the normal operation of the vehicle.
- Defect was caused by the driver's abusive operation of the vehicle.
- Defect was known to the driver but was operated regardless of this knowledge.

Side-swiped or head-on collisions

Preventable if:

- Driver was not entirely in the proper lane of travel.
- Driver did not pull to the right or left, slow down, and/or stop for the encroaching vehicle lane when such action could have been taken without additional danger and to prevent a collision.
- Driver changed lanes without ascertaining that sufficient space was available or failed to signal intent, or give sufficient warning of intent, to change lane.
- Driver was weaving to the right or left, thus crowding the passing vehicle.

Striking other vehicle in rear collisions

Non-preventable if:

- Other vehicle rolled backward while starting on grade.
- Driver's vehicle was stopped, but was hit from behind and pushed into other vehicle.

Preventable if:

- Driver failed to maintain safe following distance and have the vehicle under control.
- Driver failed to stay alert and ascertain that traffic was slowing down or that vehicle ahead was moving slowly, stopped, or slowing down.
- Driver misjudged rate of overtaking vehicle.
- Driver came too close before pulling out to pass.
- Driver started up too soon or too fast for vehicle ahead.
- Driver failed to leave sufficient room for passing vehicle to get safely back in line.
- Driver was passing and misjudged approaching traffic, and returned to right lane too fast.

Collisions at intersection

Non-preventable if:

- Driver was stopped in compliance with traffic sign or signal or at the direction of a police officer or other person legitimately controlling traffic.

Preventable if:

- Driver failed to control speed so that the vehicle could stop within available sight distance.
- Driver failed to check cross-traffic and wait for it to clear before entering intersection.
- Driver pulled out in the face of oncoming traffic.
- Driver collided with person, vehicle, or object while making a right or left turn.
- Driver collided with vehicle making turn in front of him. Driver had collision with vehicle coming from either side, regardless of location of traffic signs or signals or whether light was green.

Backing collisions

Preventable if:

- Driver backed up when backing could have been avoided by better route planning.
- Driver backed into traffic stream when such backing could have been

avoided.

- Driver failed to get out of cab and check the immediate situation and proposed path of backward travel.
- Driver depended solely on mirrors when it was practicable to look back.
- Driver failed to get out of cab periodically and recheck conditions when backing a long distance.
- Driver failed to sound horn while backing.
- Driver failed to check behind vehicle parked at curb before attempting to leave parking space.
- Driver backed from blind side when a sight-side approach could have been made.
- Driver failed to use a guide (spotter) to help back, or depended solely on a guide.
- Driver relinquished all responsibility to guide.

Collisions while passing or being passed

Preventable if:

- Driver passed where view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.
- Driver attempted to pass in the face of closely approaching traffic.
- Driver failed to warn driver of vehicle being passed.
- Driver failed to signal change of lanes.
- Driver pulled out in front of other traffic overtaking from rear.
- Driver cut-in short returning to right lane.
- Driver failed to stay in own lane of traffic.
- Driver failed to hold speed or reduce speed to permit other vehicle to pass safely.

Collisions while entering traffic (merging)

Preventable if:

- Driver failed to signal when pulling out from curb.
- Driver failed to check traffic before pulling out from curb.
- Driver failed to look back to check traffic if he was in position where mirrors did not show traffic conditions.
- Driver attempted to pull out in a manner that forced other vehicle(s) to change speed or direction.
- Driver failed to make full stop before entering from side street, alley, or driveway.
- Driver failed to make full stop before crossing sidewalk.
- Driver failed to yield right-of-way to approaching traffic.

Collisions involving pedestrians and bicycles

Non-preventable if:

- Pedestrian or bicycle driver collided with driver's vehicle while it was legally parked or stopped.

Preventable if:

- Driver did not reduce speed in area of heavy pedestrian traffic.
- Driver was not prepared to stop.
- Driver failed to yield right-of-way to pedestrian.
- Driver failed to stop when passing a streetcar or bus on the right.

Collisions involving rail operated vehicles (railroad crossings)

Preventable if:

- Driver attempted to cross tracks directly ahead of train or streetcar.
- Driver ran into side of train or streetcar.
- Driver stopped or parked on or too close to tracks.
- Driver failed to yield right-of-way to trolley.
- Driver failed to stop at the railroad crossing.

Miscellaneous collisions

Preventable if:

- Driver was making a "U" turn.
- Driver was pulling away from the curb or other parking space.
- Driver was entering traffic from a driveway, or private alley.
- Driver was giving a push or was being pushed.
- Vehicle moved due to faulty brakes.
- Driver left vehicle unattended (with or without motor running) and failed to set parking brake and wheel chocks.
- Collision with fixed objects – poles, gates, light stanchions, etc.
- Non-collision collisions, such as an overturn, or running off road.
- Skidding collisions in which the company's vehicle is damaged because it jackknifes.
- Vehicle was moved while connected to stationary equipment.

	112 Staton Road PO Box 856 Greenville, NC 27835
10011: Collision Tracking	
Approved: 03/27/2006	Revised: 01/15/2008

Coastal AgroBusiness, Inc. will fully comply with the current federal requirement for maintenance and retention of an accident register (Sec. 390.15(b)). Federal requirements specify retention of the register for a period of three years. In addition to the federal accident register requirement, Coastal AgroBusiness, Inc. has other company-level tracking, and recordkeeping requirements. They are detailed in the following set of procedures. A condition of employment with Coastal AgroBusiness, Inc. is strict adherence to these requirements.

Collision File/Tracking Procedures

According to Sec. 390.5 of the FMCSRs, an accident means: an occurrence involving a commercial motor vehicle operating on a public road in interstate or intrastate commerce which results in:

- * A fatality;
- * Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the collision; or
- * One or more motor vehicles incurring disabling damage as a result of the collision, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

For the sake of this and other policies, an accident will be called a collision when it involves a motor vehicle.

The term collision does not include:

- * An occurrence involving only boarding and alighting from a stationary motor vehicle; or
- * An occurrence involving only the loading or unloading of cargo.

In accordance with federal regulations, Coastal AgroBusiness, Inc. will include the following items of information in its collision register (to be retained for a period of three years):

- * Date of collision,
- * City or town in which or most near where the collision occurred and the state in which the collision occurred,
- * Driver name,

- * Number of injuries,
- * Number of fatalities, and
- * Whether hazardous materials, other than fuel spilled from the fuel tanks of motor vehicles involved in the collision, were released.
- * Copies of all collision reports required by state or other governmental entities or insurers.

It is the procedure of Coastal AgroBusiness, Inc. to keep a physical file folder on each collision in which a company vehicle is involved, regardless of the cost of the collision. The materials collected in this file are critical to reconstructing the collision if that becomes necessary at some point. The documents are gathered from various sources, many from the investigation phase of collision tracking. The documents are filed chronologically by date of collision and are kept by the Director of Health, Safety and Environmental Affairs for a period of 5 years from date of collision occurrence.

It is the procedure of Coastal AgroBusiness, Inc. to evaluate driver performance in regard to collision frequency and severity. However, Coastal AgroBusiness, Inc. reserves the right to impose stringent consequences based on the circumstances and severity of a preventable collision.

Employee's Name _____

Policy/Procedure

Approved
Date

Employee's Signature

Date
Signed

INTRODUCTION

1001	Introductory Statement	12/15/2021		
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EMPLOYMENT

2001	Employment Policies	12/15/2021		
2002	Employment Status and Records	12/15/2021		
2003	Employment Benefits	12/15/2021		
2004	Timekeeping and Payroll	12/15/2021		
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5002	Hot Work Permit	8/2/2007		
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5004	Lockout/Tagout	8/10/2007		
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5007	Hopper Car Operations	8/17/2007		
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5012	All-Terrain Vehicle (ATV) Policy	12/15/2021		

HAZARDS IN THE WORKPLACE

6001	Hazard Communications	12/15/2021		
6002	Hazard Assessment	12/15/2021		
6003	HazMat Security	1/15/2008		

Employee's Name _____

Policy/Procedure

Approved
Date

Employee's Signature

Date
Signed

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7002	Fire System Impairment	8/2/2007		
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8002	Recording Injuries & Illnesses	12/15/2021		
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10001	Fleet Safety	12/15/2021		
10002	Commercial Driver Qualification	12/15/2021		
10003	Driver's Hours of Service	1/7/2022		
10004	Vehicle Inspection and Maintenance	8/21/2007		
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10007	Cargo Handling	8/13/2007		
10008	Transporting Hazardous Materials	8/10/2007		
10009	Collision Investigation	1/7/2014		
10010	Collision Review	1/11/2008		
10011	Collision Tracking	1/15/2008		

I _____ acknowledge that I have received a copy of the Coastal AgroBusiness Inc handbook, and that I have read and understand the contents of the policies and procedures provided in the handbook.

Send Completed form to Hannah Dail Within 45 days of start date