



Sign Network Architectural Products

HEALTH AND SAFETY POLICY

2025

The employer and senior management of Sign Network Architectural Products are vitally interested in the health and safety of its workers. Protection of workers from injury or occupational disease is a major continuing objective. Sign Network Architectural Products will make every effort to provide a safe, healthy work environment. All employers, supervisors and workers must be dedicated to the continuing objective of reducing the risk of injury. Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety. All employees are responsible for maintaining safe workplaces and generally promoting workplace safety. If an employee discovers, observes, or is involved in any workplace accident, injury, hazard, the condition must be immediately reported to your supervisor. It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.



COMPANY LOCKER POLICY

To maintain a professional and organized workplace, we kindly ask all employees to follow the guidelines below regarding locker decorations:

1. No Items on Locker Surface:

Do not place or attach any items directly onto the exterior surface of your locker. This includes magnets, stickers, tape, or any other adhesives.

2. Snap Frame Usage:

Each locker has been provided a snap frame. This frame may be used to display personal items, such as pictures, motivational quotes, or other decorations.

3. Company-Appropriate Content:

Any items displayed must be workplace-appropriate and in compliance with company policies regarding professionalism and inclusivity.

4. Maintenance and Cleanliness:

Employees are responsible for maintaining the cleanliness and appearance of their lockers, including their snap frame content.

Failure to comply with these guidelines may result in removal of items or further disciplinary action.

Thank you for your cooperation in keeping our workplace tidy and professional!