



CORPORATE SAFETY POLICY

Accident prevention is a vital part of PMI's operations which, in total consideration of the safety of employees, also includes the protection of PMI's and client's facilities and equipment from misuse and damage, as well as the protection of the general public who come into contact with, or are affected by, PMI work.

PMI's safety policies and procedures have been developed from a management commitment to the health and well-being of all employees. The PMI Safety Program, which reflects this commitment, provides guidance to management personnel and direction to all employees for minimizing exposure to industrial illness and injury.

Management and front line supervision must acknowledge that the responsibility for safe performance is an integral part of their assigned duties. The proper direction of employee operations requires a high degree of safety consciousness and continued alertness for the recognition and elimination of potential hazards, as well as constant surveillance for unsafe conditions and acts.

Accidents are caused; they don't just happen! Therefore, it is PMI's objective to seek out these causes, devise protective or preventative measures, and promote safety-minded attitudes among all employees.

The essential effectiveness of PMI's safety program is in compliance with existing Federal, State, local and client safety rules and regulations. The attitude of PMI employees towards accident prevention and individual safety is a reflection of supervisor's attitudes. It is, therefore, an obligation of PMI's supervisors to enforce these regulations and provide proper direction to work in a safe manner.

The procedures outlined in PMI's Field Safety Procedure Manual and applicable safety practices are basic to the prevention of accidents and they reflect immeasurably on the successful and profitable completion of PMI work. All management and supervisory personnel are responsible for effective and vigorous implementation of these outlined programs and procedures.

Donald J. Silva
President



HARASSMENT POLICY

The Management of Performance Mechanical, Inc. believe in and are totally committed to a policy of a work place that is free from all forms of harassment for all its employees. Each individual is entitled to and will be given a work place that promotes a professional environment which upholds the decency and honor of all employees. Harassment in any form, be it racial, sexual, or otherwise will not be tolerated. Supervisors and Managers are responsible for communicating the Harassment Policy to employees and for implementing and monitoring compliance.

Harassment, implied or direct, may take various forms depending upon the circumstances. Examples include but are not limited to:

- VERBAL Racial slurs, derogatory or vulgar comments, jokes regarding a person's race, sex, religion ethnic heritage or physical appearance.

- WRITTEN Derogatory symbols, comments, suggestive pictures, magazines or posters with suggestive graphic material.

- PHYSICAL Hitting, pushing, groping or other type of offensive touching.

- SEXUAL Requests or demands with promise or implied promise of preferential treatment or threat relating to employment. Existence of a hostile or offensive environment.

- SAFETY Threat or reprisal for action taken by employee to correct safety problem.

Any employee encountering harassment may seek assistance from any supervisor or manager. All complaints will be promptly and thoroughly investigated in a confidential manner. In addition all reasonable steps will be taken to protect the individual from retaliation.

If PMI determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by PMI to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. Whatever action is taken against the harasser will be made known to the employee lodging the complaint and PMI will take appropriate action to remedy any loss to the employee resulting from harassment. PMI will not retaliate against any employee for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

PMI encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. The Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

Donald J. Silva
President