



## RCO Engineering, Inc. Safety and Environmental Policy For Visitors

**Please review these Policies and Procedures before entering our facilities for the first time.**

RCO Engineering, Inc. is a leading automotive and aerospace supplier with locations in Roseville, Michigan. RCO Aerospace, LLC is a manufacturer of aircraft components and seating systems located in Roseville, MI. RCO Technologies, LLC is a leading automotive and aerospace testing operation with locations in Plymouth, Michigan. For the purpose of this policy, all entities will be referred to collectively as "RCO".

RCO Management is committed to protecting human health and natural resources, promoting environmental stewardship, and implementing innovative environmental technologies and practices. Through management leadership, employee participation, and professional environmental support, RCO is committed to:

- Continually improving RCO's environmental performance;
- Complying with all applicable laws, regulations, and other requirements;
- Providing appropriate RCO staff with knowledge and tools needed to prevent negative environmental impacts;
- Ensuring that energy and water are used responsibly and conserved through innovative practices and procedures; and
- Responding to all incidents immediately to minimize any environmental impacts.

This commitment demands that we each take personal responsibility to protect the environment as we conduct our business in a safe and environmentally responsible manner. We are aware of and use care to minimize the negative environmental consequences of our activities.

We each take personal responsibility to use resources wisely. We use only what we need and look for opportunities to minimize waste. We respectfully challenge each other to be efficient in the use of natural resources. We each take personal responsibility to protect and enhance our local communities. We encourage proactive environmental efforts onsite and within our local communities to ensure that we are a positive influence where we work and live.

Environmental stewardship is and must be an integral part of every RCO business practice, operation, job and task. It is incumbent on each of us to assess our own roles and responsibilities and to help fulfill, to the utmost of our abilities, the commitments set forth in this statement.

### **Environmental and Safety Policies and Procedures for Visitors**

#### ***Shop Safety***

All visitors to RCO need to follow a couple basic safety rules:

- Unless otherwise indicated, all visitors in our shop areas are required to wear Safety Glasses and appropriate footwear.
- Be alert to floor hazards.
- Always use handrails when ascending and descending stair ways.
- Crutches/Canes/Walkers are not permitted in our shops without authorization from the RCO Human Resources Department.
- Smoking is not permitted in any RCO building.
- Each building has specific emergency and evacuation procedures posted. Please take a few minutes to familiarize yourself with the procedures for the building you are working in.

#### ***Environmental Policies***

Your visit is required to be in conformance with RCO's Environmental Policy and Procedures. This means that you:

- Must comply with federal, local and RCO requirements.
- Conduct your business in a manner to minimize air, water and land pollution.
- Must be protective of your health and safety and the health and safety of others around you.

Hazardous materials must not be brought into RCO facilities without prior approval from the Human Resources Department or the Maintenance Department. If you are bringing any hazardous material, it is your responsibility to provide RCO with the appropriate SDS information.

Wastes must be disposed of in accordance with labels and warnings on waste containers. We currently have special containers for aerosol cans, soiled rags, hazardous material (paints and solvents) and recycling (paper, plastic and metal).

### **General Policies**

When arriving at RCO for the first time, please check in with the receptionist for the building you are working in.

Please display your visitor badge prominently.

Photographs may only be taken with permission from your RCO contact.

### **Emergency Evacuation Procedures for Visitors**

Detailed Emergency Evacuation and Weather Emergency for each building are available in all common areas and on all bulletin boards. The procedures listed below apply to all of our buildings.

#### **Evacuation Notification**

Overhead Paging System and/or Fire Alarm Pull Box

#### **AED Locations**

Automatic Electronic Defibrillator (AED) devices are to be used in the event a person experiences a sudden cardiac arrest.

AEDs are located in the following areas:

**Building 1 - Mold Shop Tool Crib**

**Building 6 – Wall by Elevator NW Corner of Shop**

**Building 9 – South Shop wall by Locker Room**

#### **Chemical Spill and/or Fire Emergency**

- In the event of a chemical spill, fire or other evacuation emergency, please immediately exit out of the closest outside exit door and proceed to your vehicle. Call your RCO contact to get further instructions. Please ensure that all driveways and fire hydrant areas are kept clear.
- Do not reenter the building until the ALL CLEAR is given by Local Building Management through your RCO Contact.

#### **Tornado or other Weather Emergency**

In the event of a tornado or other weather emergency, proceed immediately to the local shelter area. Tornado Shelters for our buildings are located in any first-floor restroom. Stay in the shelter area until the all clear is given.

In the event of an emergency (safety or environmental), please notify your RCO contact or the Human Resources Manager at 586-415-4630.