

Employee Rights During An OSHA Inspection

The following information is intended to provide general information regarding employee rights during an OSHA inspection. Please note that the Company is committed to the safety and health of our employees and is providing you this information because the OSHA inspector may not inform you of your rights and the Company wants you to be aware of this information so you can exercise your rights in an informed and voluntary manner.

From time to time, Company facilities may be inspected by the Occupational Safety and Health Administration (OSHA). During those inspections, the OSHA inspector may ask to speak with you about your experiences with or training regarding the Company's safety and health programs, or about certain events that have taken place at your Company location. You are entitled to certain rights and subject to certain obligations during an OSHA inspection as follows:

YOUR RIGHTS

- You have the right to speak with the OSHA inspector. You also have the right not to speak with the OSHA inspector. It is *your decision* whether to voluntarily speak with the inspector or not.
- You have a right to be interviewed at the Company's location and can decline to answer questions from an inspector who may contact you at home by telephone or in person. You can tell the inspector to arrange the interview at the Company's location.
- Your participation in an OSHA inspection is considered "protected activity," and the Company cannot and will not retaliate against you *in any way* because of your participation in an OSHA inspection.
- If you decide to speak to the OSHA inspector, it is *your decision* whether to speak with the inspector in private or with someone else present. You have the right to ask another partner or a member of Company Management to be present during your interview.
- You have the right to take a break or end the interview at any time for any reason. The interview is not supposed to take an undue period of time. Remember, it is *your decision* whether to speak voluntarily with the inspector at all.
- If you decide to speak to the OSHA inspector, you have the right to understand the questions being asked of you. If you do not understand a question, you may ask the OSHA inspector to repeat the question. The inspector is supposed to ask you for information and not to tell you that you must agree to certain information. If you have difficulty speaking or understanding English, you may request that an interpreter be provided for you. You also have a right to have another individual of your choice present to act as your interpreter.
- You have a right to decide whether to sign a statement at the end of your interview. You may decline to sign a statement if you so choose. You may sign a statement if

you so choose. If you do decide to sign the statement, you are entitled to receive a copy at the time of the interview and **do not sign it** until the inspector tells you he or she will provide you a copy at the end of the interview. If you decide to sign a statement, make sure that you read it and tell the compliance officer to correct any errors or mistakes before you sign it.

- If the inspector wants to ask you questions about information contained in a written document, such as training records, safety programs or policies, you have a right to ask to be shown the document before answering the question or you can decline to answer any questions regarding any written document.
- You have a right to decide whether to be voluntarily photographed, videotaped, or recorded during your interview. You may agree to be photographed or recorded. You may decline to be photographed, videotaped or recorded.

YOUR OBLIGATIONS

- If you decide to voluntarily speak with the OSHA inspector, you **must** answer his or her questions **truthfully**.
- You can decline to answer any particular question during the interview and do not have to explain the reason for your refusal to answer.
- If you decide to voluntarily speak with the OSHA inspector, you must answer his or her questions based on **your own personal knowledge** and **to the best of your recollection**. You must not speculate about any events which you did not personally observe or for which you were not actually present to observe. You also must not relate “hearsay” (i.e. gossip or rumor) which may not be truthful or accurate.