



Healthy & Safety in the Workplace Policy

LightRiver, Inc. (the "Company") is committed to maintaining a safe workplace. To further its goal, the Company has issued safety guidelines. You are required to comply with all the Company's guidelines, as well as any applicable federal, state, and local laws regarding workplace safety. In addition, you must keep your work area free of any potential hazards. Failure to follow the Company's guidelines may result in discipline, up to and including termination of employment. These safety guidelines are *in the process of being formally documented* and include:

- Drug-Free and Alcohol-Free Workplace
- Smoke-Free Workplace
- Workplace Violence Prevention
- Emergency Action Plan
- Onboarding Safety Briefing Warehouse
- Safe Operating Procedures

Procedure for Reporting Safety Concerns

If you witness any unsafe conditions or potential hazards (such as broken equipment/defective appliances etc.), you must report them to your direct supervisor immediately. If your direct supervisor is unavailable, report such conditions to the next higher-level manager as soon as possible.

Procedure for Reporting Workplace Injuries and Illnesses

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services. After help has been facilitated, you must promptly and accurately report all workplace injuries, accidents, or illnesses to the HR Manager, regardless of the severity.

No Retaliation

The Company prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a health and safety concern or a violation of this policy or for cooperating in related investigations.

Employees have the right to report work-related injuries and illnesses, and the Company will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

Amendments and Waivers

The Company reserves the right to interpret, administer, change, modify, or rescind this policy at any time, with or without notice, to the maximum extent permitted by law. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes will only be valid if approved in writing by the Company's CEO or other official to whom such authority has been delegated in writing. No delay or failure by the Company to enforce any work policy or rule will constitute a waiver of the Company's right to do so in the future.

Administration of this Policy

The Chief Financial Officer is responsible for the administration of this Policy. All employees are responsible for consulting and complying with the most current version of this Policy. If you have any questions regarding this Policy or concerning the scope or delegation of authority, please contact HR.