



sabin METAL CORPORATION

1647 Wheatland Center Road • Scottsville, New York 14546

Refiners of Precious Metals
Gold • Silver • Platinum • Palladium • Rhodium

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TODAY'S DATE

TO: All Sabin Metal Employees

FROM: Cathy Bundschuh / HR Coordinator

SUBJECT: General Safety Rules and Regulations

This is a reminder to all employees:

All unsafe conditions are to be reported to your supervisor immediately.

All injuries are to be reported to your supervisor immediately.

All sickness is to be reported to your supervisor immediately.

Failure to observe safety rules or failure to wear required safety equipment may result in disciplinary action, up to and including discharge.

For those non-exempt hourly employees covered by Sabin Metal Corporation and SMC Employees Committee, please refer to Section 1.14 and 1.14.1 of the handbook.

Employee Signature

Date

Department