



## Unger Construction Stop Work Card Policy

### Proof of Training

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unger Construction expects excellence in our safety programs, the quality of materials/workmanship and our business practices. Every employee/subcontractor must adhere to the highest quality standards as well as Unger Construction's safety policies. Unger Construction's senior management team empowers each and every employee/subcontractor to stop unsafe acts, to correct conditions that appear to be unsafe and to stop poor quality or substandard workmanship.

Employees and subcontractors can promptly stop any activity that violates our; quality expectations, safety policies, or business practices by presenting their stop work card. When a stop work card is presented work must stop immediately. Work cannot restart until a better, safer way of performing the work can be developed or it is determined that the current practice is appropriate.

If something does not: a) Look right, b) Sound right, c) Seem right, d) Feel right, and/or e) Smell right  
Present the Stop Work Card. Discuss the situation

For employees/subcontractors that would like to report the situation but would prefer to remain anonymous they can call the Hotline 1 (855) 400-6002. Calls are confidential and the callers identity will remain confidential. Another method to submit a concern is to use the internet. [www.lighthouse-services.com/ungerconstruction](http://www.lighthouse-services.com/ungerconstruction). Lighthouse is a worldwide anonymous reporting provider that helps companies identify and correct improper behavior. Matters not requiring anonymity should be directed to the employee's supervisor or Unger Construction's HR Department.

#### Front Side of the Stop Work Card



#### Stop Work Card

Safety and Quality begin with me. I can stop unsafe acts or poor quality workmanship at any time, with the full support of the owners of Unger Construction. **Please stop work immediately.** You need to determine a better or safer way of performing your task before you can proceed. If you have questions, please call (916) 718-6190 and speak with our Safety/Quality Director.

#### Back Side of the Stop Work Card



#### Hotline 855-400-6002

Unger Construction provides a hot-line for reporting any of the following incidents: Ethical violations, Theft, Discrimination, Alcohol/substance abuse, Improper conduct, Threats, Bribery/kickbacks, Falsification of documents, Misuse of company property, Unsafe working conditions or Quality of workmanship. We are committed to protecting the confidentiality and anonymity of folks that use our hot line system.

#### Protection of Employees and Subcontractors That Report Violations

- Unger Construction will not tolerate any reprisals against persons who report safety issues and concerns.
- Any reprisal will be considered a violation of our Code of Ethics Policy.
- Unger Construction will take disciplinary action against anyone who initiates such a reprisal.

#### Summary

The primary purpose of the stop work card policy is to allow people to freely stop something from proceeding or happening at all. The secondary purpose is to eliminate undesirable behavior and to correct unsafe conditions. The focus of the stop work card policy is on changing behavior, not punishment. The truest measure of an organization that embraces excellence as a culture is when peer to peer observations are corrected without management intervention. Lead by example, encourage your coworkers to identify unsafe behaviors and poor quality workmanship before it creates a problem.