



ACCIDENT POLICY

Employees must follow the following steps whenever they are involved in an accident while traveling for work-related reasons. This policy applies regardless of whether travel is in a company vehicle or a personal vehicle.

- Do not discuss the accident with anyone except police, your manager, and/or insurance representatives from your personal insurance carrier or the Company's insurance carrier. Do not accept responsibility for the accident or argue with anyone about what happened.
- Do not leave the scene of an accident. Failing to stop after an accident and/or failing to report an accident may result in disciplinary action, up to and including employment separation.
- Call immediately for medical assistance if anyone is injured.
- Call the police, regardless of the severity of the accident. All accidents must be reported. If you cannot get to a phone, write a note giving location to a reliable appearing motorist and ask him or her to notify the police.
- While at the scene of the accident, collect the following information:
 - License plate numbers and states for each vehicle involved.
 - Names, addresses, insurance company name and policy number, telephone numbers, and driver's license numbers of all drivers involved in the accident.
 - Names, addresses, and telephone numbers of all passengers in the vehicles involved in the accident, as well as any witnesses to the accident.
 - Once police arrive, the officer's name, badge number and precinct so the report can be easily obtained at a later date.
- Notify Human Resources as soon as possible of the accident, and no less than 24 hours after the accident.
- You may be required to provide a written description of the accident. At your first possible opportunity, please write down a few notes, at minimum, while the events of the accident are fresh in your mind. Details to focus on include the time, date, and place of the accident; who, if anyone was injured; and the detailed description of the sequence of events leading up to the accident.
- Notify the state motor vehicle authorities, as required.
- Provide any and all documentation pertaining to the accident to Human Resources.
- If you are injured as a result of the accident, let Human Resources know. You may be eligible for support under our company's Workers Compensation benefits.
- If any demand, claims, or summons is served to you asserting liability against you, contact Human Resources immediately.

We recommend that employees who drive for work on a semi-regular or regular basis save non-emergency phone numbers for the police in their personal phones for cases where accidents do not involve serious injury. If a serious injury occurred, call 911 immediately.

Please be aware that, generally, this policy does not apply when driving in your personal vehicle to and from work. If you have any questions about whether the policy applies, contact Human Resources.