

VALASSIS	SAFE WORK ENVIRONMENT
Policy: WE12	Effective: 01/01/08

Policy Summary

It is the company's goal to provide our associates with a safe work environment. The company will make provisions and provide communication that fosters a safe work environment. All associates are expected to follow safety rules, use equipment appropriately, and wear required protective items or gear at all times.

Management and associates are responsible for immediately reporting any concerns regarding what they believe to be signs or indicators of an unsafe work environment to their manager or Human Resources.

General Safety Concerns

The following list highlights some examples of unacceptable behavior:

- Smoking in prohibited areas.
- Disregarding fire alarms or inappropriately activating fire alarms
- Violating safety rules or practices or engaging in any conduct, which may create a safety hazard.
- Possession of weapons on company premises.
- Parking in fire lanes or other restricted areas.
- Malicious mischief or reckless behavior resulting in injury or destruction of company property or associates' property.
- The use, purchase, possession, sale or distribution of illegal drugs and alcohol.
- Using equipment or machinery that associates have not been properly trained on.

Use of Company Equipment and Machinery

For associates working in a manufacturing environment, the company requires that all equipment and machinery be in proper working order and safe to work with at all times. If any equipment or machinery breaks down, do not use it until a qualified technician makes certain that it is repaired and safe.

The company also needs all associates to be aware of the following provisions in designated areas:

- Safety glasses are provided for protection; it is mandatory that they be worn where specified.
- High noise level for a prolonged period may affect hearing adversely. As a safety measure, it is required that hearing protection be worn in certain areas with high noise levels. If an associate's annual examination records a significant hearing loss, hearing protection will be mandatory.
- All clothing must be properly fitted. Clothing which is too loose, ripped or frayed may become entangled in machinery. A shirt must be worn at all times. Shirts must be appropriately buttoned and tucked in to avoid accident or injury.
- Work shoes or boots are required. Sandals are considered unsafe and are not permitted. No one may enter the premises barefooted.

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- Long hair is hazardous because it may catch in the machinery. Associates with long hair, are required to wear a hat, a hair net, or to pull the hair back and tie it securely.

This list is not intended to cover all safety concerns. Associates must take safety seriously and help maintain a safe work environment for themselves and other company associates.

In case of accidents that result in injury, regardless of how insignificant the injury may appear, associates should immediately notify the appropriate leader and Human Resources.

Associates who violate safety standards, cause hazardous or dangerous situations or who fail to report or remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Wireless Devices

All associates who are issued a wireless device for business use, or who use their personal wireless device for business purposes, are expected to refrain from using their wireless device while driving.

Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, associates are strongly encouraged to pull off to the side of the road and safely stop the vehicle before using a wireless device.

Associates who are charged with traffic violations resulting from the use of their wireless device while driving will be solely responsible for all liabilities that result from such actions.

It is against company policy to use any wireless device while operating powered industrial vehicles (e.g. forklift, pallet jack) or equipment.

ADMINISTRATIVE RESPONSIBILITIES

The laws governing the provisions of this policy may vary by state. The most generous law (Federal or State) will prevail in conflicts with this policy. Associates should contact the local Human Resources leader for specifics.