

## **Safety & Surveillance Policy**

### **Scope**

This policy applies to all associates, contractors, visitors, and any other individuals within the office area and/or plant areas of Nixon Medical. It encompasses the installation, use, and management of video surveillance systems within company premises.

### **Purpose**

The primary purpose of this policy is to ensure the safety and security of all individuals within the company's office and plant environments. Video surveillance will be used to monitor and review incidents related to safety and security to deter potential safety violations, avoid injuries, and support investigations related to safety and security incidents.

### **Policy Statement**

Nixon Medical is committed to maintaining a safe and secure environment for all associates, contractors and visitors. To achieve this, video surveillance systems will be strategically placed and used across all locations. The use of these systems will be in accordance with applicable laws and regulations, and all footage will be treated with confidentiality and respect for privacy.

### **Policy Details**

#### **Installation and Coverage**

Video cameras will be installed in common areas, entrances, exits, and other critical egress areas within the office, plants and branches.

Cameras will not be installed in private areas such as restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

#### **Signage**

Clear and visible signs will be posted at all entrances and other strategic locations to inform all individuals that video surveillance is in operation.

#### **Access and Confidentiality**

Access to video surveillance footage will be strictly limited to those specifically responsible for safety and security, as well as IT for support of infrastructure.

Video footage will be accessed only for legitimate safety and security purposes, including but not limited to, reviewing incidents, investigations, and ensuring compliance with company policies.

### **Use of Footage**

Video footage will be used primarily for safety and security purposes. Footage will be used to support coaching opportunities and will only be used to support disciplinary actions with appropriate authorization from Human Resources.

Any use of video footage for purposes other than those outlined in this policy requires prior approval from the VP of Associate Engagement & Development.

### **Compliance**

All video surveillance practices will comply with applicable local, state, and federal laws and regulations.

Regular audits will be conducted to ensure compliance with this policy and to address any potential issues.

### **Policy Review**

This policy will be reviewed annually to ensure it remains relevant and effective. Any changes to the policy will be communicated to all associates.

By adhering to this policy, Nixon Medical aims to foster a safe and secure environment while respecting the privacy and rights of all individuals within its premises.