

Manheim Safety Rules and Guidelines

POLICY STATEMENT

At Manheim, we believe that the safety of employees is as important as production, quality, cost and sales. We can only realize this belief only if our operation is managed in an orderly, efficient, and safe manner.

Manheim has established safety rules to assure that all employees understand what is expected as each task or job is completed. This exhibit will clarify and define our safety policy, rules and procedures that will help us accomplish the goal of maintaining a safe auction.

Responsibility:

Management has the responsibility to assure that all employees understand the safety requirements of the Auction - from Lot to Lane to Body Shop and Detailing. All supervision will assure that their department personnel know and understand what is expected of them in their efforts to reduce loss-producing conditions.

It is the responsibility of each employee to become familiar with all of the following rules and requirements. Further, all employees are expected to perform their work in a safe and efficient manner, assisting their fellow employees to achieve the same goal. Willingness to work in a safe manner and adhere to the following rules is considered as a condition of employment.

Disciplinary action, up to and including discharge, can result from unsafe practice, ignoring environmental and safety regulations, or the violation of safety rules.

Program Improvement

Rules cannot be written to cover all possible work situations. It is the primary responsibility of each employee to remain alert and to safely perform their tasks in a manner that prevents injury to themselves, fellow employees or the dealers, our customers.

Suggestions from any employee to further improve these safety sections or to improve safety of operations overall will receive positive and prompt attention for consideration.

Through teamwork and cooperation, accidents and injuries can be prevented.

SAFETY RULES AND GUIDELINES

Driving Rules

1. Report any unsafe vehicles to your supervisor immediately. Do not move a vehicle considered unsafe.
2. Report all accidents and damage, regardless of however minor, to your supervisor immediately.
3. All personnel must have a valid driver's license issued by the State in which services are being performed by such personnel. You must be able to drive a standard shift transmission.
4. Personnel must wear proper approved work clothes and shoes at all times. Clothing must be without any offensive comments. Open-toed shoes or sandals are not permitted.
5. Seat belts will be worn by all passengers and drivers whenever a vehicle is in motion.
6. Adhere to posted speed limits at all times. The speed limit on the lot is 10 mph.
7. Never start a vehicle while outside of it - a driver must be behind the wheel if an engine is running.
8. Inspect the vehicle and test brakes before moving the vehicle.
9. Radio playing is strictly prohibited.
10. Cell phone usage is not permitted in vehicle.
11. Eating, drinking, smoking and/or chewing gum while in a vehicle is prohibited.
12. No vehicle will be left unattended with the engine running. Vehicles will be in park or neutral (if manual transmission) and the parking brake set.
13. Do not move a vehicle with the hood or any doors open.
14. Close all windows, sunroofs or T-tops when parking a vehicle. Make certain the ignition is completely off before leaving the vehicle.
15. During auction while stopped and waiting in line, vehicles with automatic transmissions will be placed in park. Vehicles with manual transmissions will be placed in neutral. The driver will keep a foot on the brake. Be prepared to kill engine and stop the vehicle.
16. Do not cut through lanes; stay within the designated driveways while moving through the lot.
17. Always be aware of customers and pedestrians - they have the right of way at all times.
18. Vehicles used to carry gasoline are not to be parked inside the auction buildings.
19. Smoking is not permitted within 50 feet of any gas or fuel dispensing.
20. Riding on any vehicle except in a seat as designed by the manufacturer (gold carts, trailers, trucks, etc.) is strictly prohibited.
21. ONLY authorized and trained personnel are to operate or drive any forklifts, gasoline trucks, tow trucks or other specialized equipment. Any unauthorized use is subject to immediately dismissal from the auction.

SAFETY RULES AND GUIDELINES
Vehicle Movement

The core of the auction is the movement of vehicles on roadways, the lot and during auction days. Guidelines for safe vehicle operation include:

- Follow all driver instructions as outlined by your supervisor.
- Reminders:
 - Maintain speed limits.
 - Maintain at least 15 feet of distance between cars.
 - Place the vehicle in park or Neutral when not moving.
 - Wear seat belts at all times when the vehicle is moving.
 - Be prepared to stop all times while in the auction lane.

Disabled Vehicles

1. Vehicles will be pushed if disabled by at least 3 persons, preferably more, with the driver in place to maintain steering control and braking.
2. No vehicle is to be pushed until all employees are clear of the vehicle.
3. If mechanical pushers are used, only approved persons trained in their use are to operate.

Sudden Acceleration

All employees must fully understand what to do if a vehicle suddenly "accelerates."

1. Assume all cars at the auction may have this problem.
2. Check the car for debris or trash that could block the brake before starting the engine.
3. Check to make sure cruise control is off after starting the vehicle.
4. Before putting the car into gear, make sure the foot is on the brake.

If acceleration occurs:

- Stay calm and take action immediately.
- Apply brakes firmly and immediately.
- Shift car into Neutral or Park immediately.
- Turn off the ignition.
- Notify the supervisor immediately and do not try to restart.

SAFETY RULES AND GUIDELINES

General Safety Rules

1. Be alert for unsafe work methods or unsafe conditions. Either correct them or report them to your supervisor immediately for corrective action. Always inspect tools, equipment and the work area before beginning any task. Report and do not use defective tools or equipment.
2. Report every injury and any damage immediately, whether serious or not, to your supervisor. This includes any equipment, property, lot or auto damages.
3. Use of alcohol, narcotics or habit-forming drugs in any form is not permitted and can result in immediate dismissal. If you are taking any medications that have drowsiness or vehicle or machine operator warnings, notify your supervisor.
4. Horseplay, practical jokes, or pranks can cause accidents and will not be permitted.
5. Obey all warning tags and safety signs. They are posted to alert you to hazards. If in doubt as to their meaning, ask your supervisor or the safety coordinator.
6. Do not block firefighting equipment, fire doors, exits, or stretchers with any material or equipment. Report empty, missing or used fire extinguishers to your supervisor or the safety coordinator.
7. Obey all smoking rules. Do not smoke around any chemicals or flammable liquids. (Smoking is permitted in designated areas only.)
8. Do not attempt to operate, fix or repair any machine or equipment unless you are authorized and fully qualified.
9. Personnel protective equipment must be worn and maintained as prescribed by rule procedure or supervisory instructions. Report any problems with equipment and have it replaced.
10. Compressed air will not be used for any cleaning of your person or any individual. Air pressures for general cleaning of items will be 30 psi or less, the line equipped with proper pressure reduction air nozzle.
11. All vehicle use will be by authorized personnel only. All vehicles will be driven in a safe manner, not exceeding the designated speed limits with all passengers and driver wearing seat belts.