

Scott Smith & Son, Inc.
Sun Safety Policy
March 2020

SUBJECT: Skin Cancer Prevention

Human Resource Department

POLICY: Scott Smith & Son promotes basic sun safety practices during daily activities and when serving the community. Furthermore, education regarding the correlation between sun exposure and skin cancer will be reviewed with the Scott Smith & Son team annually.

PURPOSE: The purpose of this policy is to promote skin cancer prevention technology and advocate for sun safety measures.

PROCEDURE:

1. When at risk of sun exposure, Scott Smith & Son employees are:

- A. To utilize available sunscreen, hats, sunglasses;
- B. Use sun shades to avoid direct sunlight, i.e. trees, umbrellas, sunshades, especially during the peak sunlight hours between 12 noon and 2 p.m.
- C. Beware of overexposure to sunlight in regard to their own and other's safety.

2. Scott Smith & Son will promote and provide education regarding skin cancer and sun safety by:

- A. Identifying opportunities to educate our employees and their families, and our clients on preventing skin cancer.
- B. Distributing sunscreen to team members.
- C. Utilizing numerous media venues such as: educational outreach, brochures, flyers, and signage.

3. New Scott Smith & Son staff and existing Staff will be reminded during an annual training.