

# SAFETY RULES

## RULES & REGULATIONS BRANCH \_\_\_\_\_

### BINGO CARDS

1. Before a game begins, each employee will be provided a **Bingo Card**. You may only use the card you've been given for that particular game. New cards are handed out before the start of every game.
2. Each card has its own identification number which has been recorded with your name. Therefore, you may only win using the specific card you were given for that game.
3. Any card which is lost or stolen will not be replaced. Keep your card in a safe place.
4. When your card has a **BINGO**, you must turn it in for verification in order to win the jackpot. All the numbers on a winning card must be readable.

### GAME PLAY

1. At the beginning of a game and each week thereafter, a supervisor will bring out the **Bingo Bag** for an employee to draw one **Bingo Ball**. The number on the ball picked is then written on the **Master Game Board**.
2. The starting jackpot for the first game is \_\_\_\_\_. For each workday that goes by without a winner, the jackpot increases an additional \_\_\_\_\_.
3. A **BINGO** occurs whenever an employee's card has five numbers in a row, either vertically, horizontally or diagonally. When you have a **BINGO**, immediately notify one of your supervisors at Protocall. Protocall must be notified by Wednesday at 3:00 p.m. if you have **BINGO**. Should you not notify a Protocall Supervisor by Wednesday at 3:00 p.m., a new **BINGO** number will then be pulled. In this instance, your late reporting of **BINGO** may result in the sharing of the **BINGO** jackpot with another **BINGO** winner.
4. Once an employee's winning card is verified and announced, jackpot money will be paid shortly thereafter. In case there is more than one winner, the **Jackpot** will be split equally.
5. Once a winner is confirmed and announced, a new game will begin. The previous game's final jackpot becomes the new game's starting jackpot.

**IMPORTANT!!!** If any employee sustains a lost-time injury (requiring him/her to be away from their current assignment for more than one full workday), the current game's jackpot is automatically reduced to \_\_\_\_\_. Furthermore, the employee with such an injury becomes ineligible for further game participation. Upon that employee's return to work, he/she may rejoin game play only at the start of a new game.

### SAFETY VIOLATIONS

1. Whenever a supervisor sees you violating any of the Company's safety policies/regulations or rules of common sense, you will be given a **Safety Violation** warning notice.
2. Should you receive a **Safety Violation**, your **Bingo Card** (and **Bonus Card** if applicable) will be immediately revoked and you will not be allowed further participation until the next game. Serious or repeat violations may have more severe consequences.
3. If you believe there is a reasonable explanation regarding the actions for which you were cited, speak with either the **Game Chairman** or the **Program Supervisor** and the violation will be reviewed.

### BONUS CARDS

1. By submitting Employee Suggestion forms with safety recommendations during any game, you become eligible for additional bonus bingo cards for use in the next game. Each suggestion makes you eligible for one bonus bingo card. However, a maximum of three additional bonus bingo cards will be allowed per game.
2. At the conclusion of each game, all **Employee Suggestions** that have been submitted during the game are reviewed. **Bonus Cards** for use in the next game are then awarded to those employees whose safety suggestions are considered of significant value.
3. Of those employees who are awarded **Bonus Cards**, the individuals who have made the best three safety suggestions are also eligible for bonus dollars during the next game. Regardless of what the jackpot is, should one of them get a **BINGO**, that person will win both the jackpot plus one of the following amounts:

1 <sup>st</sup> Place Suggestion:	\$ 100.00
2 <sup>nd</sup> Place Suggestion:	\$ 75.00
3 <sup>rd</sup> Place Suggestion:	\$ 50.00

In addition, these individuals will be recognized for their contribution by having their names written on the **Master Game Board** along with the bonus money for which they have become eligible.

~~Note: To be eligible for the **BINGO** number pulled, you must have worked the previous week(s).~~

~~Note: Branch #022 is considered 022/032/Patriot/Spectra Serve and any other companies added separately to the game.~~

~~Note: Winning dollar amounts may be taxable.~~

I have read and understand the above rules. Name: \_\_\_\_\_ Date: \_\_\_\_\_