

MEMO

January 2015

To: All NorTex Glass and Mirror Employees

From: Josh Reid

Re: On-The-Job-Injury

In the event of an on-the-job-injury each employee must notify their supervisor immediately.

The employee is responsible for contacting Josh and completing an injury report on the day of the injury and no later than 5 days after the injury.

If the report is not completed and mailed to our insurance office within this time frame all cost of injury will fall upon the individual and or their health insurance.

If an injured employee declines medical attention for any on-the-job-injury, they waive and forfeit all worker compensation insurance claims.

---

Employee's Signature

---

Date