

EMPLOYEE ACKNOWLEDGMENT OF WORKERS' COMPENSATION PROCEDURES

Dalrada Financial Corporation is involved with a wide variety of Medical Providers for Workers' Compensation. This helps provide the most timely and suitable, quality medical care in the event of an injury on the job. Dalrada Financial Corporation requires post-accidents drug testing. If an employee is clinically tested and the results are positive, disciplinary action will be taken up to and including termination.

The following procedures must be followed for all work related injures and illnesses.

- 1) Report promptly all work-related injuries to your supervisor. Your supervisor will direct you to the nearest authorized Occupational Medical Provider.
- 2) If it is a medical emergency, get medical care immediately, then notify your supervisor.
- 3) Complete a Workers' Compensation Injured Employee Packet within 24 hours of the time of the injury.
- 4) Take post injury drug screen at the clinic.
- 5) After treatment, you must bring back to your supervisor the paperwork given to you at the clinic. This will normally include the Doctor's Report with any Work Restrictions and Documentation that you did take a Drug Test. Understand that in almost every case "Modified Work Will be Offered to You".
- 6) You may choose to inform your employer that you wish to pre-designate your personal medical doctor by filling out a pre-designation form. Please see your supervisor for this form.

Please sign below to indicate that you have read and understand the procedures to follow in the event of an injury.

Employee Name

Social Security Number

Employee Signature

Date

Company Name