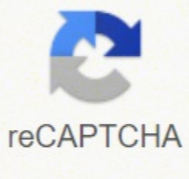




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2.1 General Safety Guidelines

Standard operating procedures must be readily available to all laboratory employees. The following guidelines have been established to minimize or eliminate hazards in the laboratory. These guidelines have also been provided to maintain a safe laboratory environment. It is the responsibility of each person that enters into the laboratory to understand the safety and health hazards associated with potential hazardous materials and equipment in the laboratory. It is also the individual's responsibility to practice the following general safety guidelines at all times:

1. Always wear proper eye protection in chemical work, handling and storage areas. Contact lenses should normally not be worn. Fitted goggles are essential if, for therapeutic reason, contact lenses must be worn.
2. Always know the hazards associated with the materials that are being utilized in the lab.
3. Always wear appropriate protective clothing. Cover shorts, cutoffs or miniskirts with a suitable lab coat or apron.
4. Confine long hair and loose clothing. Do not wear high-heeled shoes, open-toed shoes, sandals or shoes made of woven material.
5. Always wash hands and arms with soap and water before leaving the work area. This applies even if you have been wearing gloves.
6. Never perform any hazardous work when alone in the laboratory. At least two people should be present. Undergraduate students must be supervised by an instructor at all times.
7. Never perform unauthorized work, preparations or experiments.
8. Never engage in horseplay, pranks or other acts of mischief in chemical or biological work areas.
9. Never remove chemicals, biological agents, or radioactive materials from the facility without proper authorization.
10. Be familiar with the location of emergency equipment - fire alarm, fire extinguisher, emergency eye wash and safety shower. Know the appropriate emergency response procedures.

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employment policies, and your position in your salary range. Your reporting supervisor will review and discuss your salary range and your position within that range during your performance reviews. When you are promoted to a higher level position, you are automatically eligible for an increase as dictated by the salary range of that position.

In the event you have to terminate an employee, the performance review process is an essential ingredient in protecting your company and preserving the dignity of the employee. Make sure you are familiar with effective termination techniques if the performance review could lead to disciplinary action or separation.

2.32. Termination Policy

The purpose of these policies is to detail the procedure for the termination of employment. These policies will include procedures for the following:

- Dismissal
- Termination of a Fixed Term or Fixed Purpose Employment Contract
- Retirement
- Redundancy
- Resignation

Table of Statutory Minimum Notice

If the Company terminates employment for any reason other than a summary dismissal the employee will be given the following statutory minimum periods of notice. If appropriate, employees will be given payment in lieu of notice as accounted for in their contract of employment

Length of Service	Minimum Service
13 weeks - 2 years	1 week
2 years - 5 years	2 weeks
5 years - 10 years	4 weeks
10 years - 15 years	6 weeks
15 years or more	8 weeks

Payment in lieu of Holidays

All employees who are due holidays when their employment is terminated will receive payment in lieu of holidays.

Outstanding Payments

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