

TO: All Team Members

RE: Work Related Injury Policy, Requirements for Eligibility

In order to provide work injury benefits to eligible employees, the company follows federal/state law. Payment of any benefits under this program does not constitute an admission of liability on the part of the company. The requirements for initial and continued eligibility are as follows:

1. ***ALL incidents in which you are injured or think you are injured, no matter how minor, MUST be reported IMMEDIATELY to your supervisor or other person in charge. Any delay in reporting WILL result in denial of benefits. The "Employee Report of Injury" MUST be completed by the end of the shift in which the injury or illness occurred, if the investigation determines that the injury or illness was not sustained on the job, or in the furtherance of NTCS LLCs' business, benefits will be denied or suspended.***
2. ***ALL medical care MUST be from an approved medical provider. ANY treatment by an unapproved provider or failure to comply with prescribed treatment will result in suspension of benefits, and you will be responsible for any bills. ALL medical care must be pre-approved. Aggravation of an existing physical condition IS NOT covered.***
3. ***Any employee reporting an injury or potential injury and who seeks medical attention WILL be required to take a post-accident drug test. Refusal to test or a positive result WILL result in denial or suspension of benefits regarding the reported work-related injury and termination of employment.***
4. ***Emergency room treatment is strictly limited to life or limb threatening injuries. After hours treatment, when an approved clinic is not open, MUST be specifically authorized by your supervisor.***
5. ***If the injury is the result of a third-party (auto accident, etc), the company has the right to recover our costs first. If you retain an attorney, you MUST inform Payless Convenience Stores. If, through settlement of a claim, you prevent Payless Convenience Stores from recovering any of our costs, you will be required to reimburse Payless Convenience Stores for all expenses related to the injury or illness.***
6. ***Failure to report for duty or violation of a personnel policy or procedure will result in suspension of benefits. Eligibility for limited duty is restricted to work related disabilities and compliance with all program requirements.***
7. ***You MUST notify the company IMMEDIATELY when an approved doctor releases you to return to work for full un-restricted duty. Upon release to full duty the claim is considered closed. No further care will be authorized.***
8. ***Failure to follow safety rules or procedures WILL result in denial of benefits.***
9. ***ALL issues related to the injury or illness or benefits MUST be settled through binding arbitration, not litigation, Per the company's Mandatory Arbitration Plan. Neither party shall have the right to file a lawsuit in any state or federal court. Any such arbitration will be governed by the Federal Arbitration Act and administered by the American Mediation Association.***

Employee Signature	Employee Printed Name	Date
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Manager Signature	Witness Printed Name	Date
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If Employee is under 18, parent/guardian must complete below:

Parent/Guardian Signature	Printed Name of Parent/Guardian	Date
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