

5.02 Workers' Compensation Insurance

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc., to remain compliant with the workers' compensation laws of Ohio.

Procedure:

Workers' compensation is provided under the laws of the State of Ohio. Benefits are paid to employees who sustain injuries arising out of or in the course of employment, provided the injury was not purposely self-inflicted. "Arising out of or in the course of employment," means that the injury must bear a direct relationship to the employment.

Should an employee be injured during the course of employment with Licking/Knox Goodwill Industries, Inc., the employee shall immediately notify his/her supervisor and shall complete an Incident Report form. This report shall be completed regardless of the apparent seriousness of the injury and regardless of whether medical attention is required. Such report shall be signed by the department supervisor following an investigation of the injury/accident, and forwarded within twenty-four business hours of the accident to the Director of Safety and Security. Failure to report the accident within the prescribed timeframe could be cause for non-certification of the claim by the employer and could lead to disciplinary action.

Should an employee's injury require medical attention, the injured employee shall notify the attending physician that the injury occurred during the course of employment. Workers' compensation claim forms shall then be completed by the attending physician and the injured employee and forwarded to the Human Resource Department.

Upon approval by the Bureau of Workers Compensation, a claim number will be assigned and mailed to the injured employee. The injured employee shall notify the attending physician that all professional medical charges are to be directed to the Bureau with such claim number.

The Human Resource Department must be advised and continually updated if an employee continues to be absent due to a work-related injury. Employees are responsible for providing their supervisor with a physician's statement, identifying the nature of the disabling condition and the projected date of return. The physician's statement must accompany the Leave Request form.

Should an employee need to be off for an extended period of time, a leave of absence must be requested. Subject to provisions in the Family and Medical Leave Act of 1993 and any amendments thereto, Licking/Knox Goodwill Industries, Inc., is not obligated to hold positions for an extended period of time. (Refer to Policy & Procedure 6.10, *Family and Medical Leave*.)

When applicable, accommodations will be made for the employee to return to work following any restrictions set by the attending physician.

Licking/Knox Goodwill Industries, Inc., provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

Participation in any company-sponsored recreation or fitness activity is conditioned upon the employee signing a waiver of benefits authorized by the Ohio Revised Code, and the employee will not be eligible for workers' compensation benefits for any injury or disability incurred while voluntarily participating in the in the company-sponsored recreation or fitness activity.