

Eye Policy Enforcement Takes Effect

On September 15, 1999, Sikorsky Aircraft adopted a new Eye Protection Policy which requires safety glasses with side shields be worn at all times in all factory areas. This policy applies to all employees, visitors and contractors. Factory areas include, but are not limited to, manufacturing areas, labs, cribs, inspection areas, flight operations, maintenance areas, aisles, etc., and any other area which may pose a potential eye hazard.

Overall compliance with the policy has been very good and the Company expects continued cooperation by all.

Employees are reminded the policy contains provisions for the issuance of disciplinary action in the event of non-compliance. A one (1) month grace period was built into the policy whereby non-compliance did not result in the issuance of disciplinary action. This grace period will conclude on October 14, 1999 and commencing on October 15, 1999, the seven (7) step disciplinary process for non-compliance will be in effect. The seven (7) step disciplinary process consists of a verbal warning, written warning, final written warning, three (3) separate 5-day suspensions and ultimately termination. The disciplinary process requires all supervisors of salary and hourly employees to issue disciplinary action, starting with a verbal warning, to any employee who fails to comply with the policy. Further, supervisors who receive information regarding non-compliance by any individual are expected to take immediate appropriate action to ensure compliance. If the individual is from another department or salaried group, the supervisor shall inform that employee's supervisor of the infraction.

The Eye Protection Policy was implemented for the safety and well being of all and will be strictly enforced. Employees are encouraged to take an active role in ensuring full compliance with this policy by notifying their supervisor when they observe individuals who are not wearing proper eye protection.