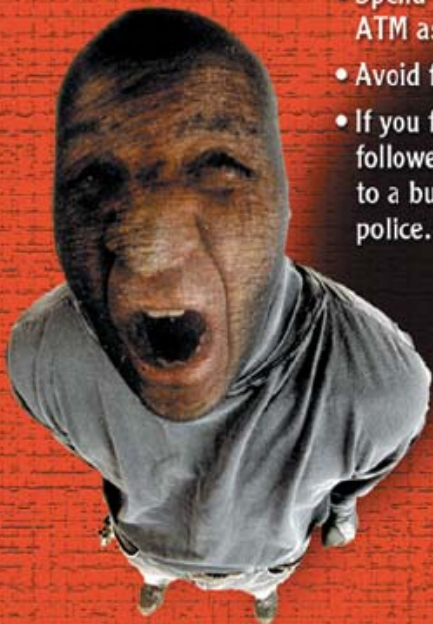


# ATM Safety Tips

- Avoid using ATMs at night.
- Select an ATM that is located in a busy, well-lighted area.
- Have ATM card ready as you approach the machine.
- Stay alert to surroundings while using the ATM.
- Spend as little time at the ATM as possible.
- Avoid flashing your cash.
- If you feel you are being followed, go immediately to a busy area and call the police.



To insure the safety of all employees, the UniFirst property is considered "closed". Only authorized employees are allowed access to the premises. During 1st shift operations, all visitors are required to report to the reception area.

Visitors can drop off or pick up employees, at the beginning and end of each shift. Visitors are allowed to pick up employees and "go off premises" to eat lunch. Visitors are not permitted to pick up employees and drive off campus during 12 minute breaks, unless the employee has clocked out. Visitors are not permitted to "take breaks with" or "have lunch with" employees on company premises. This includes: sitting in a vehicle in the parking lot, sitting in the outside eating or smoking area, inside the Cafeteria or other areas in the building.

