

ARTICLE 13 – PERSONNEL RECORDS

- 1 Once in each year (and more frequently in unique circumstances where the employee so requests and the Company agrees), employees shall, upon their request, inspect their personnel records in accordance with the Company's practices concerning inspection of personnel and/or medical records. Unless required otherwise by law, under normal circumstances, the opportunity to inspect personnel records will be provided within thirty (30) calendar days of the Company's receipt of the written request to do so.
- 2 When an employee receives a warning of suspension, demotion or discharge that is to be recorded in the employee's personnel file, the Company will provide a copy of the warning to the warned employee. A copy of the warning will be given upon request to a Union Representative if he/she is present pursuant to the provisions of Article 5 (Union Representation).

ARTICLE 14 – SAFETY

- 1 Safety and health is of mutual concern to the Company and the Unions. Together we recognize the need for a work environment in which safe, ergonomically correct operations can be achieved in all phases of work. We all recognize the need to promote better understanding and acceptance of safety, health and ergonomics principles by all employees for their own safety and health, and that of their fellow employees, customers and the general public.
- 2 To achieve these safety objectives, the Company and the Unions agree to a Corporate/Union Safety Advisory Committee on safety principles at the Headquarters level. The Committee shall consist of not more than four (4) representatives each from the Company and the Unions (to be appointed by the Company and the Unions respectively). The Co-chairpersons will jointly determine when meetings are required and the most appropriate format (face-to-face, conference call, etc.) for the meeting, but at least three (3) face-to-face meetings will be held annually. In addition, the Committee Co-chairpersons will jointly develop the meeting agendas. The primary role of the corporate-wide committee shall be to discuss safety issues that are national in scope and to act as a clearinghouse of information on regional and local activities.
- 3 AT&T Business Operating Units and Divisions will encourage and approve employee participation in safety awareness through the creation of local safety committees. In locations that include multiple Business Operating Units and or Divisions, the Local Safety Committee may request assistance from representatives of the Company and or Union from other Business Units and or Divisions to resolve safety issues. However, the representatives who provide such assistance shall not become a permanent member of the Local Safety Committee. The National Safety Advisory Committee will also continue to discuss internal safety issues. Local Safety Committees will forward their meeting minutes to the National Safety Advisory Committee on a regular basis, after every meeting.
- 4 In support of its commitment, the Company also outlines the following four (4) step strategy to address ergonomic concerns in the workplace:
 - (a) New hires, and employees not previously trained, will attend Ergonomics training within the first six (6) months of their employment.