



MEMO

TO: All Employees

FR: Apollo Professional Solutions, Inc.

RE: Safety Procedures

We would like to welcome you to Apollo Professional Solutions, Inc.

Apollo Professional Solutions, Inc.'s Employees are very special to us and we want to insure you work in a safe environment. Please be aware of any safety hazards at our customer facilities.

If, at any time, you see any safety hazards in your area, please report them to your supervisor immediately and call us. We may be able to help resolve the problem quickly. You may be instructed to leave the facility. At no time should you be in a hazardous environment.

As our employee, you are valuable to us and we are concerned for your safety.

Think Safety!!