

# Safety Policy

## Purpose

Tellabs strives to ensure a work environment that is healthy and safe for all employees, contractors, business partners, customers and visitors.

Tellabs' goal is to have Zero accidents. We strive to continually improve our Health and Safety performance.

## Policy

Tellabs has established a Workplace Safety Program, including an Injury and Illness Prevention Program and a Hazard Communication Program. These programs are a priority for Tellabs.

Tellabs tracks and reports our safety performance. In the United States we annually file an OSHA 300 Log report with the US Department of Labor. We file similar reports with government agencies in other countries in which we operate.

The Safety Manager has responsibility for implementing, administering, monitoring and evaluating the safety programs. The success of these programs; however, depends on the alertness and personal commitment of all employees.

Those employees with ideas, concerns or suggestions for improved safety in the workplace are encouraged to raise them with their Supervisor, the Safety Manager, or to a Human Resources Manager. All reports and/or concerns about workplace safety issues can be made without fear of retaliation.

Each employee is expected to obey safety rules, to use the appropriate safety equipment and to exercise caution in all work activities. Employees must immediately report any unsafe

condition to a supervisor, the safety manager or to the Human Resources Department.

Employees who violate safety standards, create hazardous or dangerous workplace conditions or who fail to report (or where appropriate, remedy) such conditions will be subject to disciplinary action, up to and including termination of employment.

In cases of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify their Supervisor and fill out an incident report so that proper medical assistance can be provided and appropriate OSHA records can be kept.

Such reports are also necessary to investigate injury causes, to prevent future occurrences of injuries, to comply with state laws and to initiate insurance and workers' compensation benefits.

## Responsibilities

**MANAGEMENT:** Management is responsible for enforcing safety rules and otherwise working to provide a safe and healthy workplace. The Safety Manager and Human Resources Department have particular additional responsibilities for helping to provide a safe and health workplace.

**EMPLOYEES:** Employees are responsible for following safety rules and otherwise complying with this policy. Employees must also report unsafe conditions, as well as any workplace accident that results in injury.

A copy of this policy is publicly available on [www.tellabs.com](http://www.tellabs.com)

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