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INTRODUCTION

Welcome to Pioneer Hi-Bred International, Inc. ("Pioneer"). Our goal is to treat you fairly and to provide safe working conditions while working in our seed fields. Please read and understand the work and safety rules outlined in this handbook. Please contact your supervisor or the Pioneer local office if you have questions.

At Pioneer we have a "Goal of Zero," which is a goal of zero work-related injuries and lost workdays. All safety rules will be strictly enforced for your protection. At Pioneer all workers are expected to work safely and avoid any type of "horseplay" including throwing objects, fighting, verbal abuse, etc. These types of activities can result in serious injury and may be grounds for immediate termination from work.



REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)

You may hear the acronym “PPE” quite often. It stands for “Personal Protective Equipment” and describes the safety- related gear that is required for field work at Pioneer. The PPE requirement was determined by an assessment of the potential hazards associated with a job.



All field workers are required to wear **eyewear, netted hats, socks that come above the shoe line, closed-toe shoes that cover the entire foot, cloth gloves, and a shirt that covers shoulders and torso**. Pioneer will provide at least the first pair of gloves, netted hat and eyewear to workers. It is the worker’s responsibility to bring their gloves, netted hat and eyewear every day to work. Pioneer will replace these items as long as the damage occurred from normal use.

Note: PPE for detasseling with the use of a personnel carrier machine requires that the driver wear earplugs or earmuffs. Workers who ride the personnel carrier are recommended, but not required, to wear earplugs. Pioneer will furnish the earplugs. The driver is also required to wear gloves while folding/unfolding the personnel carrier baskets and support beams (but gloves are not required while driving), eyewear, and closed-toe shoes that cover the entire foot



while working in the field. Some jobs require bump caps, leather shoes, and other items. If you have a question about what is required, please check with your supervisor.

CLOTHING AND FOOD RECOMMENDATIONS

We have developed several recommendations about items to wear or bring to the field. Pioneer recommends workers wear and/or bring:

- High-top shoes, because they offer more support than shoes that do not cover the ankle. The majority of injuries occur because of uneven surfaces, so we are strongly recommending that workers wear them.
- We work in weather that can be hot or cold and wet or dry. So, plan on wearing layered clothing (due to hot and cool temperatures throughout the day). This includes long sleeved shirt and full length pants. Your workday will start early in the morning and usually last until mid-afternoon. Bring a light jacket or sweatshirt and a poncho or raincoat with you for the morning hours. Wear a long sleeved shirt and full-length pants or shorts that cover your mid-thigh to protect your skin from the sun and cuts from corn leaves. Swimsuits, tank tops, muscle tops, etc. are not appropriate to wear in the field because of the exposure to sunburn, leaf scratches, insect bites, and skin rashes. Mark your name on all items you bring to the field.
- Any medicine that you may need, such as an asthma inhaler, EpiPens®, or antibiotics. If you need help storing any medication, contact your supervisor.
- A wide brimmed hat and sunscreen lotion (SPF 15 or higher) will help with sun exposure.
- Insect repellent (containing DEET) would be good to use. Be certain to follow label instructions.
- We provide cloth gloves, but some might find it better to wear leather or cut-resistant gloves.
- Moist towelettes are recommended for cleansing purposes. Additionally, plan to take a bath or shower at the end of the day to rinse off pollen and dust.
- You will get hungry (and especially thirsty) in the field, so bring along lunch, snacks, and a supply of personal drinking water. It is best to bring non-sugar, non-carbonated drinking fluids. Alcoholic

beverages are strictly prohibited. Each crew will be supplied with fresh clean drinking water, but you should bring your own drinking containers with plenty of water because of hot and humid conditions in the fields. You are encouraged to drink water frequently while you are working in the field, especially on hot days.

- Eat well, because detasseling is hard work. A good breakfast is a must. It's important to keep your strength up in the field, so eating throughout the day is critical.
- Pioneer recommends that you do not bring valuables or wear rings, necklaces, or other jewelry. It is almost impossible to find a piece of jewelry that has been lost in the field.

WORKER PROTECTION STANDARD (WPS) AND FIELD SANITATION

The Worker Protection Standard (WPS) is a regulation issued by the US Environmental Protection Agency (EPA), related to pesticides used in the production of agricultural crops and the protection of workers and handlers who may be exposed to those pesticides. Normal agricultural practices include applying crop protection products to the crop to control weeds, insects, or plant disease.

Pesticides are applied in different ways, such as liquids/sprays, powders/granules, or gases. They can enter your skin in several ways, including by breathing them, swallowing them, or coming into physical contact with them. In order to prevent injury and minimize pesticide exposure, Pioneer fields receive pesticide applications only when necessary and with the safest possible product.

People who are exposed to pesticides may exhibit different symptoms, such as headache, vomiting, muscle cramps, sweating, drooling, or experiencing trouble breathing.

Employees are not allowed to enter fields that have recently received a pesticide application until the restricted-entry interval (REI) has lapsed. For example, an REI of 24 hours means that workers cannot enter a seed

field until 24 hours after that field received a pesticide application with a pesticide labeled with a 24-hour restricted-entry interval (REI). Each field has a posting method to list all of the chemicals applied to the field during the past 30 days, and a pesticide safety poster that lists the address and telephone number of a nearby emergency medical facility. Pioneer also has a Hazard Communication Program, which includes Material Safety Data Sheets on any pesticides applied to seed fields. That program and Material Safety Data Sheets are available to all field workers for review.

If you believe you have been exposed to pesticides, contact your supervisor immediately. He or she has been trained in how to ensure your safety. Decontamination procedures include removing clothing, rinsing skin with water, and washing with soap and water as quickly as possible. Emergency help will be made available through your supervisor and Pioneer.



The WPS Pesticide Field Sign is one that folds into an “open” or “closed” position and is located at the primary field entrance to the seed field to provide notice of pesticide application. Do not enter fields if the sign says to “Keep Out.”

The Primary Field Entrance is the field entry point most often used to enter the field. Some fields may have other approved entry points, but it is critical that you check the primary entrance and the WPS field sign.

Another WPS requirement is to provide workers a decontamination site for washing off pesticide residues. Your supervisor will be able to tell you where that is.

For crews of eleven or more, portable toilets are provided for your use. Wash water, soap, and towels will be provided. It is important to wash your hands:

- Before eating.
- Both before and after using the portable toilets.

For crews of less than eleven, it is recommended that workers bring the following items to the field:

- Drinking water - from a certified source. Never drink from irrigation pipes, open streams, or unknown wells.
- Decontamination water - at least 1 gallon for each person to be used for emergency eye flushing.
- Soap and single use towels.

Drink pure water frequently, particularly during hot days, since it minimizes the potential for heat-related stress and dehydration. Water provided to crew members will come from a source that meets federal and state requirements. If you are riding in a bus, drinking water and cups will be provided.

Personal hygiene is very important. It is important for you to take a bath or shower when you return home at the end of the day to rinse off pollen and dust, which may cause allergies and rashes. It is important to take care of your feet at the end of the workday. Clean your feet and put on dry footwear as soon as you get home.

Pioneer complies with the Federal Worker Protection Standard (WPS) that requires all workers to receive training on pesticide safety procedures when they begin work. You must receive this training and sign a safety sheet to document it.

GENERAL FIELD SAFETY INFORMATION

Pioneer has a list of general safety rules that shall be enforced when performing any job in the seed fields. These rules apply to you:

- Do not throw objects, such as corn tassels or field debris.
- No "horseplay" is allowed.
- There is no smoking allowed in Pioneer fields or vehicles at anytime, except in designated areas and at designated times.

- For whatever reason, NEVER ride in the back of a pickup truck or open vehicle. Motorcycles, vehicles with soft convertible tops, and vehicles with no tops shall not be used for business travel.
- Personal vehicles used by employees or contractors are NOT covered by Pioneer insurance policies. If you or your workers need to drive a personal vehicle to the field, you may be asked to furnish a proof of insurance certificate if your vehicle is used for business purposes. Be sure to contact your insurance carrier if you plan to use your personal vehicle, because additional coverage may be needed. Get permission from your field supervisor for location(s) to park and to allow any driving within the seed field (such as within a waterway). This mostly applies to roguing/volunteering.

If you are working on a crew, transportation may be provided to you.

If provided, the crew will have a designated meeting place and pickup time for transportation to and from the field. It is important for you to:

- ☐ Be at the pick-up point on time. The pick-up time may not be the same time every day, so pay close attention to instructions.
- ☐ Realize that due to the variation in the rate of plant growth and the variation in the number of acres to cover on a given day, the crew's daily finish time may vary from day to day. Although the crew leader may publicize a certain arrival time at the pick-up point planned at the end of the day, there most likely will be days when the finish time is earlier or later than was originally planned.
- ☐ Review the crew's transportation and vehicle safety rules, and conduct yourself properly at all times while traveling to and from the field.
- Lunch and break periods will be provided to you if you are working on a crew. Your supervisor will give you more information about the applicable rules.
- Termination of Employment - Pioneer's termination of employment policy is: Out of the company's concern for a safe and healthy work environment, workers can be terminated for the following reasons when problem behavior persists:

- ☐ Throwing tassels or other objects
- ☐ Abusing company equipment
- ☐ Tampering with another person's lunch
- ☐ Use of tobacco or alcohol
- ☐ Possession of illegal weapons or substances
- ☐ Possession of fireworks
- ☐ Harassment of another crew member (See Appendix B for more information)
- ☐ Failure to satisfactorily perform the work
- ☐ IMMEDIATE dismissal will occur whenever a crew member puts another crew member's health and safety in jeopardy

These are just some examples; termination will be at the discretion of the company's supervisory staff.

Pioneer is committed to keeping workers safe. When possible, our employees will check on crew leader backgrounds by utilizing the Dru Sjodin National Sex Offender Public Registry (<http://www.nsopr.gov/>). This registry is coordinated by the Department of Justice and is a cooperative effort between the state agencies hosting public sexual offender registries and the federal government. We do not anticipate having problems in this area, but we consider it a good tool to use in helping protect our workers and ensuring that registered sex offenders are not hired to work with our seasonal employment workforce.

WEATHER EMERGENCY INFORMATION

Pioneer will use a communication system to alert workers of emergency information related to severe weather conditions. Certain employees such as certain roguing/volunteering workers and wheelpuller/tassel cutter operators may not receive a direct warning by the communication system

and must self-monitor for severe weather and exit the field when warranted. Be aware of lightning and thunderstorms. Keep in mind that all thunderstorms produce lightning, by definition. If you can hear thunder, you are close enough to the storm to be struck. It need not be raining! Lightning can strike 10 to 15 miles away from the rain portion of the storm. These lightning strikes come out of the upper portions of the thunderstorm cloud, which extends 5 to 10 miles into the atmosphere.

In general, lightning will travel the easiest route from the cloud to the ground, which means that it often strikes the highest object. Therefore, a simple rule is do not make yourself the tallest object or stand near the tallest object in your immediate area. When lightning strikes, the current will travel through the object, along the ground, along wire, metal, and water. Most lightning-related injuries occur in this manner. Do not work in the field if there is lightning or any other similar threatening weather conditions. Be prepared to exit the field as quickly and safely as possible, being careful of hazards that you may encounter in the field such as field equipment, holes, or ruts in the ground.

HEAT STRESS

Heat stress may lead to various heat disorders or even death. Understanding the effects of heat stress can prevent heat disorder. Know the symptoms and treatments for heat stress disorders and take precautions against heat stress. Be sure to drink plenty of water, especially on hot days, to help prevent heat stress.



Heat exhaustion is caused by loss of body fluids and electrolytes. A victim may have heat cramps and could progress to heat stroke. Primary symptoms include:

- Extreme weakness, fatigue or loss of coordination
- Clammy or moist skin
- Giddiness, nausea or headache

- Pale or flushed complexion

Treatment includes:

- Moving to a cool, shady place and loosening clothing
- Drinking cool water or commercial sports drink
- Fanning victim and sponging with cool water

Heat stroke is a medical emergency requiring immediate attention. It is considered a catastrophic illness and has a high death rate. It may begin with symptoms of heat cramps and/or heat exhaustion. Heat stroke is caused when the body depletes its electrolyte and water supplies and cannot rid itself of excess heat. The victim's body temperature may soar to fatal levels. Early symptoms of heat stroke include:

- High body temperature (above 103° F)
- Lack of perspiration and hot, red or flushed, dry skin (although a heat stroke victim may sweat profusely)
- Rapid pulse and difficulty breathing
- Headache or dizziness and confusion or delirium
- Weakness or nausea

Advanced symptoms include:

- Seizure or convulsions, loss of consciousness or deep coma
- No detectable pulse and body temperature over 108° F

Treatment includes:

- Immediately moving to a cool, shady place and loosening victim's clothing
- Immersing victim in water or at a minimum soaking clothing
- Getting immediate medical help

If you experience any form of heat stress, contact your supervisor or the Pioneer local office.

EMERGENCY REPORTING INFORMATION

If an emergency or injury does occur, there are a few guidelines to follow:

- Each leader and the Pioneer production site will have an Emergency Action Plan that explains what to do in the case of emergency or incident. An incident is defined as something that prevents or could have prevented a person from doing work and is recorded on the OSHA 300 log. This could result from an illness, vehicle or property accident, or injury (such as cuts, bruises, sprains, bruises, or fractures, among others). A near miss is a situation that if circumstances were slightly different, an accident might have occurred. Pioneer tracks near misses in order to help prevent incidents in the future.
- No matter how small the injury, report it immediately to your supervisor. An untreated scratch, small cut or blister can become infected and serious if not treated immediately. A small first aid kit is provided with each bus to treat minor injuries. You should follow these precautions when dealing with any blood or body fluids:
 - ❑ Pioneer believes that self-treatment is the best policy, so whenever possible, let the injured individual perform the necessary first aid.
 - ❑ Always wear plastic or rubber gloves when assisting someone who has been injured.
 - ❑ When providing assistance, protect yourself first, and treat the victim second.

If you seek medical attention for a work-related injury or illness, you must call your supervisor or the Pioneer office — before going to a doctor. An “Injury Reporting Packet” has been developed to assist you and your physician to gather information pertaining to your injury. This packet can be obtained from your field supervisor or the Pioneer local office. It is very important that you return the *Confidential Health Care Provider Statement* form to the Pioneer local office no later than the day following your doctor visit.

Pioneer wants to treat injuries/illnesses promptly, minimize pain, and return workers to work as soon as possible. REMEMBER: IF AN ACCIDENT OR INJURY OCCURS, NO MATTER HOW MINOR, PLEASE REPORT IT TO YOUR SUPERVISOR IMMEDIATELY!

LEGAL REQUIREMENTS

Individual states have specific Worker Compensation laws for managing and treating a work related injury or illness. Your Pioneer local production office will provide you with specific details, if necessary.

A Mega-Poster will be posted for viewing while you are working in a seed field. This poster generally includes:

- Equal Employment Opportunity Laws
- Hazard Communication and Field Sanitation
- Worker Protection Standards for Agricultural Pesticides
- Department of Labor - minimum wage, wage & hour, overtime, etc.
- Job Safety and Health (OSHA) Protection
- Agricultural Workers Protection Act
- Employee Polygraph Protection Act
- Child Labor Laws
- Fair Labor Standards Act
- Unemployment Compensation Insurance
- Worker Compensation Laws

Pioneer is committed to ensuring a positive and productive work environment free of harassment. Harassment will not be tolerated. Pioneer has a Harassment Prevention Policy that provides a definition of harassment

and also provides procedures on how to handle and report harassing behavior and encourage those who believe they have been subjected to harassment to report any such incidents to achieve positive solutions. As an employee of Pioneer, you are required to read and understand this policy (refer to Appendix B). If you should have any questions after your review, please direct them to the Pioneer local production office. Written complaints may be mailed to Pioneer Hi-Bred International, Inc.

You have the right to access any relevant exposure, medical records, and your personnel file. Upon written request, you may review these records. Pioneer firmly believes that a combination of good safety management and active employee participation can prevent and minimize accidents and employee injuries.

EMPLOYMENT AND SAFETY DOCUMENTATION

Some of the employment and safety documentation required for your job is listed below. Your supervisor will give you more information on each of these items.

- Worker Disclosure (contract listing information specific to the job)
- W-4 (tax form)
- I-9 (employment eligibility verification form)
- WPS (worker protection standard)
- Safety training documentation (there may be a training certificate to sign after completing this session)
- Timecard (document listing time worked each day)
- Other (your supervisor may have other documentation that is required, and if so, you'll be notified)

VOLUNTEERING AND ROGUING – INTRODUCTION

All commercial seed fields contain two unrelated parent lines of corn – a male parent line that is not detasseled and a female parent line that is detasseled (though some parent corn may have one line that is not detasseled). These parent lines are planted across a field in distinct, repeating row patterns usually consisting of one or two male rows next to four or six female rows.

When pollen from a tassel lands on the silk, the result is the creation of a kernel of corn. The objective is to cross-pollinate two pure parent lines and obtain a genetically pure hybrid. Roguing and volunteering help to ensure that the genetic purity is maintained when the hybrid cross is produced.

Volunteering usually starts during the first half of June and will last a week or two. Removal of volunteer corn is done early in the growing season when the corn is approximately six inches high. Some of the fields may not have grown corn during the previous year and others may have very little volunteer corn in them. These fields will not be contracted for the removal of volunteer corn.

Clumps of volunteer corn from ears need to be dug up and left to dry on the ground. It is important to knock the soil off the roots so that the plants do not re-establish themselves. Some of the taller (at least eight inches), single volunteer corn plants can be cut off at the base.

Roguing usually begins toward the end of June when the plants are about chest height. This allows the roguer to see the rogues standing above the other plants. Roguing must be completed before the offtype corn plants develop a mature tassel. This is to prevent it from shedding corn pollen.

Since some of the offtypes may not be visible the first time through the field, consecutive trips may be necessary. The roguing agreement (contract) is complete when all offtypes are removed, and the field has been inspected and cleared by a qualified Pioneer representative.

Characteristics of the different inbreds may vary—some showing rogues early, others late when the corn is tall, or even a combination of both. A roguing and volunteering supervisor will show you the proper technique for the removal of offtypes. This will involve walking down a designated number of rows of corn and removing all observable offtype plants. This allows for:

- The male parent line to supply genetically pure pollen for the crossing with the female parent line.
- The female parent line, which is eventually harvested as seed corn, to only contain plants that are genetically pure.

The rogue must be completely cut off at the base of the plant and tillers attached, so the entire plant will die. Care must be taken not to remove the plants next to the rogues. Do not use a foot or hand to bend or break the rogue.

VOLUNTEERING AND ROGUING TOOLS

Rogues are typically removed with the use of a sharp garden hoe or spade. If bean hooks are used, the tip must be altered for safety reasons. Your supervisor will provide more information about the local Pioneer production location's rules. Options include welding a bead or a washer to the tip point or mechanically blunting the tip.

Your field supervisor or another authorized person **MUST** inspect your roguing or volunteering equipment to ensure that it meets the proper safety specifications. Roguing or volunteering equipment should **NOT** have its cutting edge sharpened to a scalpel-edge.

Corn knives and machetes are not allowed and should **NOT** be used.

VOLUNTEERING AND ROGUING SAFETY RULES

Your supervisor will teach you the proper method of roguing or volunteering for each seed field, but feel free to ask questions if you

have them. The following is a list of safety rules for the use of roguing or volunteering equipment:

- Workers should carry equipment in front of them and close to the ground.
- Roguing and volunteering equipment tools are never to be swung in the air.
- If using a bean hook that has been altered for safety, always keep the pointed end of the blade turned away from the body.
- Always check that other workers are a safe distance away from a rogue or volunteer plant that is being cut.
- Stack roguing and volunteering equipment in an area away from where other workers take water or lunches breaks.
- Do not stab a bean hook in the ground, because someone could step on the exposed cutting blade.

DETASSELING – INTRODUCTION

All seed fields contain two unrelated parent lines of corn – a male parent line that is not detasseled and a female parent line that is detasseled. These parent lines are planted across a field in distinct, repeating row patterns usually consisting of one or two male rows next to four or six female rows. Pollination occurs when pollen from a tassel lands on the silk and the result is the creation of a kernel of corn. Pioneer's objective is to cross-pollinate two pure parent lines and obtain a genetically pure hybrid. Detasseling helps to ensure that the genetic purity is maintained when the hybrid cross is produced.

Detasseling usually starts in late June to early through mid July. Start dates vary based upon the corn planting date and the specific growing location climate. A detasseler's job is to walk or ride down a female row of corn and make sure that the tassel from each and every female plant has been removed to prevent it from shedding pollen. Depending on where you are located, you may walk through fields and detassel, or you may ride on special machines called "personnel carriers."

In most fields, specialized detasseling equipment should have removed 40% to 80% of the tassels before you enter the field. It is of utmost importance that all female tassels, including hangers and tiller tassels, are removed on time before any female parent tassels shed pollen. Removed tassels found in your assigned row, either pulled by you or the specialized detasseling equipment, need to be dropped to the ground and not allowed to remain as hanger tassels. The work you perform removing female tassels prevents contamination, allowing Pioneer to continue to produce high quality seed corn for our customers.

Your workday will usually start early in the morning and usually last until mid-afternoon. Mornings may be cool and wet while the afternoons are hot, sunny, and humid.



PERSONNEL CARRIER RULES

You may ride a personnel carrier machine while detasseling. The following safety rules apply when detasseling from a personnel carrier:

1. Personnel carrier operators must be at least 18 years old. All operators shall have a valid driver's license. The operator must stay on the operator platform when the machine is moving. No one is to ride with the operator unless authorized.
2. All baskets that are used in front of the drive wheels shall have protective guarding across the back to prevent anybody from falling out the back.
3. Exposed exhaust and engine parts are extremely hot. Be very careful when working around the engine when it is running. Do not walk underneath the personnel carrier, since exposed exhaust, engine, and hydraulic parts are extremely hot.
4. When detasseling workers adjust the basket placement to center it between corn rows, follow these rules:

- There should be at least one person at the front of the basket to gently lift the basket.
- There should be at least one person at the back of the basket to move the basket.

The simultaneous lifting and moving of the basket by both people will allow for the basket to be positioned.

When detasseling workers adjust the basket placement height, follow these rules:

- There should be at least one person at the front of the basket to lift and hold the basket.
- There should be at least one person at the back of the basket to lift and hold the basket.
- A third person should handle the basket support pin when adjusting the basket height. This person must be able to reach the support pin while standing on the ground.

The simultaneous support and lifting of the basket by both people while the support pin is handled by the third person will allow for the basket to be repositioned to the correct height. When adjusting the baskets, never climb or stand on any part of the personnel carrier (basket or support beams). It is advisable to place workers of comparable height in the same basket.

5. Do not climb on or sit on the support beam for any reason.
6. Workers must always “evenly” load and unload the baskets on both sides of the personnel carrier. Start with evenly loading the baskets closest to the tractor and then continue to evenly load the baskets farther away from the tractor. When unloading, start with evenly unloading the baskets farthest away from the tractor and continue to evenly unload the baskets nearer to the tractor. Workers that weigh the least should ride in the baskets farthest from the tractor.
7. Whenever loading or unloading the baskets that have open backs, be careful not to bump your head on the basket support beam that is located directly above the open back of the basket.

- 8.** The floors of baskets can become slippery with mud or pulled tassels. Enter and exit the baskets slowly and carefully. Drop tassels on the ground, not on the basket floor.
- 9.** Always stand with your feet on the floor of the basket. Do not stand or sit on the basket railing.
- 10.** Do not sit on the floor of a basket with your feet hanging over the side or end of the basket.
- 11.** Do not get on or off a personnel carrier while it is moving.
- 12.** Do not stand on the ladder while the personnel carrier is moving.

Workers may walk one day and ride the next, so personnel carrier rules should be reviewed each day they are used.

If you are a personnel carrier operator, you will be trained on the site policies for:

1. Driving the machines
2. Fueling the machines
3. Folding and unfolding the machines
4. Turning the machines in the field and crossing rough, or bumpy, or steep terrain

WHAT TO EXPECT DURING DETASSELING

Uneven surfaces cause the most injuries to our field workers, so it is important that you know what to expect, and to be cautious. Ruts can be left by running water. Tracks and ridges of soil might also be left by irrigation equipment wheels or other tillage tools. You may encounter rocks, clods of dirt, and other debris that could potentially cause injuries. Animals that dig and burrow into holes may also cause injuries, so it is important to be aware of those potential difficulties. Even getting on and off machinery or a bus can be hazardous, due to slippery, wet and uneven surfaces. Use handrails, don't jump off equipment, and don't engage in horseplay. In other words, be cautious!

If you encounter a morning with heavy dew or a rainy day during detasseling, sometimes the bus entrance may become very muddy and slippery. Bus drivers should try to clear the entrance, but it's not always possible. Because of this, occupants should always use handrails when entering and exiting the bus.

You are required to wear socks that come above the shoe line and closed-toe shoes in the fields. Socks will help protect your feet from blisters, and shoes will protect your feet from sharp rocks, sandburs, and pieces of machinery or nails that may be in any of these fields. We strongly recommend that you wear high-top shoes, because they provide additional ankle support.

Even though detasseling is done in the summer, you'll be amazed at the differences you'll notice related to the climate. Oftentimes, the mornings will be very cold and wet, as dew or rain still collect in the corn plants. By late morning or early afternoon, however, the temperature usually climbs, as does the humidity. You need to be prepared for all types of weather. Rainstorms often occur in the summer, and you may run into that, as well.

You'll come into contact with pollen in the fields, which can sometimes cause allergic reactions. This is commonly known as "corn rash" and you can guard against it by wearing a long sleeved shirt and long pants. Corn plants have leaves that may be sharp, jagged, dry, and/or brittle. Some workers have experienced scratches or cuts to the arms, hands, face, eyes, and legs. Cover up as best you can to decrease this possibility.

Your safety glasses will also help protect your eyes from corn leaves and pollen. Be careful not to rub your eyes, as that is a common way to transfer pollen and cause irritation and/or swelling to the eye.

Since this work is done outside, you are likely to encounter flying and crawling insects and spiders. Be cautious of situations where you might get a bee sting or insect bite.

REMEMBER: Your work is scheduled regardless of weather conditions. Pioneer will determine if work will stop due to inclement weather.

WHAT NOT TO DO DURING DETASSELING

Some types of actions that you should **NOT** do include:

- Engage in horseplay. Horseplay is not allowed and will not be tolerated. Failure to follow this rule will be dealt with harshly, and may include termination. This includes:
 - ❑ Wrestling
 - ❑ Throwing things – in the field, from a bus, or some other vehicle. Actions like that could cause an injury to someone in a field or passing vehicle to have an accident. Pioneer takes a very strong position on discipline regarding throwing objects of any kind, whether it is tassels, dirt clods, rocks, parts of a plant, candy bars or papers.
 - ❑ Running in the field - due to the uneven surfaces that you'll encounter, it's extremely important to be cautious as you are detasseling. Be careful of holes and ruts.
 - ❑ Climbing around buildings or trees
 - ❑ Verbal abuse
- Tampering with other people's property.
- Sticking your hand or head out the bus window. If riding a bus, never stick your hand or head out the bus window, because you never know when the bus might pass a close object. It also causes a distraction to the bus driver and other drivers. Also, do not exit out of the back door of the bus. During normal operations, only use the exit at the front of the bus. The back door is only for emergency use.
- Entering the field by the wrong entrance. Use the primary field entrance to the field. Do not climb fences or go through road ditches that have not been prepared for workers. Injury is possible if workers walk through ditches, including twisted ankles, cuts from stepping on culverts, and exposure to weeds.

- Riding in the back of a pickup truck or open vehicle. You should use the provided transportation whenever possible.
- Tampering with field equipment. Stay away from field equipment. This includes pullers/cutters, personnel carriers not being used, farm tractors, irrigation motors, center pivots, and gated pipe.
- Handling any open container or foreign objects found in the field. Tell your supervisor about what you have found and he/she will take care of it. You may find empty pesticide containers that have residue, for example – don't touch them!
- Littering. Workers should clean up all trash after breaks and lunch and keep the bus clean.
- Skipping work. Be sure to report to work when your supervisor expected you to work. If riding a bus, make sure you are at your designated pick-up point on time each workday. If you miss the bus, know the policy for what you should do that day. Make sure that you check with your supervisor that evening about whether or not you will work the next day and for the correct pickup time.
- Harassment of any kind is not tolerated.

TIMECARDS, PAYROLL, AND DOCUMENTATION

We strive to pay each employee the correct amount for the work that was performed. Contract workers will be assigned their work on a per acre basis and receive one single payment after completion of their work agreement. Contract workers (paid per acre) who earn over \$600 will receive a 1099 tax form and contractor helpers (paid per hour) on the company payroll will receive a W-2 income tax form from Pioneer on or before February 1st.

There are no deductions or withholdings from the contractor payments. It is the contractor's responsibility to file any applicable tax forms. The contractor helpers (paid per hour) on the company payroll will have state and federal taxes withheld. Contract workers may be required to complete a record that lists the number of hours worked each day for themselves and their helpers.

If you work as a Pioneer employee and sign a time card each day, your hourly wages will be paid from the company's payroll, even though a crew leader hired by Pioneer will supervise you. Applicable state and federal taxes will be withheld from each paycheck according to the W-4 tax forms completed prior to the season. Social Security and Medicare taxes will be withheld from all employees, regardless of any exemptions claimed on state or federal W-4 tax forms.

Some crew leaders pay an additional bonus based on experience, hours or days worked, etc. Your crew leader determines your pay, so please refer to the worker disclosure or ask your supervisor or leader/contractor specifically what your wage rate will be and whether or not you can earn a bonus.

As a condition of employment, all employees must produce documents establishing proof of identity and employment eligibility within three days of starting work. All hiring documents must be completed before a paycheck can be issued. A parent's signature on a Pioneer worker disclosure or contract work agreement is required for all employees and contract workers under age 18.

Timecards are the **crew leader's** responsibility. The timecard is to be filled out at the end of each workday. The time card will show the exact start and stop times. Make sure that you check the accuracy for the number of hours worked and be sure to initial the time card. Also, keep track of the hours that you worked each day just in case you need this information at a later date.

Pay periods start on Monday and end on Sunday. Paychecks are mailed on the following Friday from Des Moines, Iowa. The date your check is received is dependent on the mail service in your area; we cannot control this time frame. If a mistake has been made regarding your pay or you didn't receive a check, let your supervisor know and he/she will contact Pioneer for corrections.

FIRST PARTY AUDITS

As part of our safety philosophy, we believe that we can improve our performance through auditing our work. Audits are simply documented safety checks. For each crew leader, first party audits are required twice per season for each busload of workers (or equivalent). Contractors have input to evaluate Pioneer performance as well.

If an auditor asks you questions, answer honestly. The audits are only completed so Pioneer can evaluate how well our programs are working, and we use the results to improve our training programs and policies/procedures.

SUMMARY INFORMATION

- Keep in mind that uneven surfaces are the biggest contributor to accidents in the field. Be cautious and careful as you work.
- Safety rules were put together for a reason – they are very important! Follow the rules at all times. This includes things related to being safe around vehicles and machinery, as well as general safety.
- A good breakfast is a must. You'll need energy to help sustain you in the field.
- Show up to work on the days you are scheduled, and be at the designated pickup point on time, if applicable.
- Never enter a seed field with an "open" WPS Field Sign located at the Primary Field Entrance.
- Remember that it is often cool and wet in the morning; hot and dry in the afternoon. We recommend that you wear long-sleeved shirts, long pants, and high-top shoes.
- To help combat harmful exposure to the sun, apply sunscreen.
- Remember your required PPE, which includes gloves, netted hat, eyewear, shirt and closed-toe shoes every day.

- Drink plenty of non-sugar and/or non-carbonated fluids through the workday.
- Bring a cooler with sandwiches, snack food, fruit, etc. for breaks through the day.
- Do not engage in any horseplay or throwing things.
- Be aware of severe weather and heat stress.
- NEVER ride in the back of a pickup truck or open vehicle.
- Take a shower or bath and put on clean clothes after each workday. Also, take care of your feet, as they are your main mode of transportation.
- Know your supervisor's name and who to contact by telephone, if necessary. Ask questions or contact the Pioneer local office for answers.

Your task is very important in the production of quality hybrid seed corn. With timely and proper detasseling or roguing/volunteering, we can help produce a high quality product, which will satisfy our customers. Safety is another very important part of your task.

If you have questions, concerns, or ideas let us know. Your input is important to us. And most importantly, thank you for your hard work!



APPENDIX A - DEFINITIONS

Here is a list of definitions that may be helpful to you:

- **Approved Field Entry Point** is a specific field entrance location other than the Primary Field Entrance that has been approved by site management or a field supervisor.
- **Contamination** is the pollination of the female parent line by something other than the intended male pollen.
- **Detasseling** is the act of pulling the tassel from the corn plant.
- **Hangers** are tassels that have been pulled that are caught up in the plants' leaves and could allow some pollen to pollinate the silks.
- **Offtypes** are plants that include both volunteer corn and rogue plants. If the offtypes are not removed, their pollen and ears will contaminate the seed of the field. The seed will not be a pure hybrid cross of the two intended parent lines.
- **Pollination** is the fertilization of the corn silk by pollen from the male parent line. One pollen grain is required for each silk.
- **Primary Field Entrance** is the field entry point most often used to enter the field. It is where the WPS Pesticide Field Sign is located.
- **Restricted-Entry Interval (REI)** is the time immediately after a pesticide application when entry into the treated area is limited.
- **Roguing** is the removal of volunteer corn and rogues so that only pure parent lines are left in a field.
- **Silk** is that part of the female parent line that receives the pollen. The silk is contained in the ear shoot of the corn plant. Each kernel of corn originated from a single silk.
- **Tassel** is that part of the male parent line that provides the pollen. The central spike and branches of the tassel produce pollen.

- **Tillers** are small or short plants that will continue to grow from the base of another corn plant, and the tassels may shed pollen.
- **Volunteer** corn grows from leftover corn lost in the field the previous year. It grows as clumps from ears or as single plants from single kernels, and can be found in or between the rows.
- **Volunteering** is the removal of volunteer corn plants from a field.
- **Worker Protection Standard (WPS)** is a regulation issued by U.S. Environmental Protection Agency related to pesticides that are used in the production of agricultural crops and the protection of workers and handlers who may be exposed to those pesticides.
- **WPS Pesticide Field Sign (also referred to as WPS Field Sign)** is a folding sign that can be “open” or “closed” and is located at the primary field entrance to the seed field to provide notice of pesticide application.

APPENDIX B - HARASSMENT PREVENTION / WORKPLACE CONDUCT

Pioneer is committed to ensuring a positive and productive work environment that is free of harassment. Harassment, including bullying, abuse, or any conduct that affects another person’s ability to successfully perform assigned work tasks and operate as a member of the assigned work crew is strictly prohibited and will not be tolerated. Such behavior can lead to disciplinary action up to and including termination of employment.

Harassment and other inappropriate conduct that is based on or directed toward another person because of age, color, creed, national origin, race, religion, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, socioeconomic status or familial status is unacceptable. This includes conduct that is designed to embarrass,

distress, agitate, disturb or trouble the target of such conduct, by exhibiting behavior including, but not limited to:

- **Bullying** – inflicting physical hurt or psychological distress
 - ☐ directly – by teasing, hitting, threatening, or
 - ☐ indirectly – through rumors, exclusion, or manipulation

- **Cyber Bullying** – applies to bullying over the Internet, using email, text messaging, and similar technological modes of communication
 - ☐ sending or posting harmful material or engaging in other forms of social aggression at any time – during scheduled work shifts or non-working time.

- **Verbal harassment** – spoken or written
 - ☐ Verbal threats toward persons or property; the use of vulgar or profane language toward others; disparaging or derogatory comments or slurs; offensive flirtations and propositions; verbal intimidation; exaggerated criticism or name-calling; spreading gossip or lies.

- **Physical harassment**
 - ☐ Any physical assault/ aggression such as hitting, pushing, kicking, holding, impeding, or blocking the movement of another person, or unwelcome physical contact.

- **Sexual Harassment**
 - ☐ May include unwanted and unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
 - ☐ Pressure for sexual activity
 - ☐ Repeated remarks with sexual or demeaning implications
 - ☐ Making sexual gestures, displaying, or sending unwelcome sexually suggestive or obscene objects, messages, or pictures
 - ☐ Graphic verbal or sexually degrading descriptions of an individual's body or unwelcome sexually suggestive or obscene letters, messages, or notes

- ☐ Unwelcome touching
- ☐ Treating others unfavorably because of that person's sex (male/female)
- **Sexting** – creating, sending, posting, and disseminating sexually suggestive text messages, pictures, or videos of oneself or others using cell phone, computers, web cams, digital cameras, and other electronic devices used to access the Internet.

What to do if you experience harassment, bullying, abusive behavior, or inappropriate conduct

- Tell the person engaging in the behavior to stop, if you are comfortable doing so. In many instances, offensive conduct is due to insensitivity and is discontinued once the offender is made aware of it.
- If the behavior doesn't stop or if you are uncomfortable confronting the person, report your concern immediately to your crew leader, field safety personnel, location management or Pioneer HR. Provide the following information:
 - ☐ What happened? Who engaged in the behavior? What did that person do or say? When and where did this happen? Who witnessed the situation? What did you do or say?

Crew Leader Responsibilities

- Communicate to your work crew the expectations for appropriate workplace behavior, including specific discussion of this Harassment Prevention Toolbox Talk.
- Remind your crew members that they should protect their personal information such as cell phone numbers and only share that information with other crew members that they know well and who will use the information in an appropriate manner.
- Be aware of the conduct of your crew members. Address problems as soon as you see or hear about them. Provide corrective direction, as needed.
- Take seriously any report of harassment, bullying, or inappropriate conduct.

- Act promptly to address and resolve the concern.
- Gather facts and determine appropriate action. Consult with Production location staff – assigned contact, as needed.
- Report the situation to your assigned field safety personnel, location management and the HR manager. Together, you will determine if the person who engaged in the inappropriate behavior should continue reporting to work while the matter is being addressed.

Crew Member Responsibilities

- Follow all policies and procedures that apply to your work assignment.
- Protect your personal information such as cell phone numbers and only share that information with other crew members that you know well and who will use the information in an appropriate manner.
- Contribute to a positive and productive work environment by treating coworkers and leaders in a respectful manner.
- Report concerns promptly.

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