

**INCIDENT REPORTING PROTOCOL & CONTACT INFORMATION**

TO: All Mohawk Employees in United States & Canada

FROM: Andrew Whitcomb, Sr. Director – Treasury & Risk Management

This notice serves as a reminder regarding proper incident reporting procedures. In the event of the following types of incidents, please **immediately** contact the appropriate Mohawk department by phone **and** email, as indicated below.

**INJURIES** – Immediately contact **Mohawk Corporate Safety** in the event of injuries involving the following conditions:

1. Death
2. Serious injuries – coma, amputation, significant burns over 30% of the body, serious internal injuries, paralysis, loss of vision
3. Being transported to hospital due to incident
4. Any injury to a Contractor or Visitor

**Mohawk Corporate Safety** contact **1-800-241-4900** ext. **29688** [CorporateSafety@MohawkInd.com](mailto:CorporateSafety@MohawkInd.com)

**PROPERTY LOSS** – Immediately contact **Mohawk Corporate Risk Management, before any third party,** in the event of any property loss (buildings, equipment, inventory) OR business interruption from any cause, including but not limited to:

1. Fires or explosions of any kind or size 4. Flood or earthquake events
2. Storm related damage (wind, rain, hail, etc.) 5. Damage due to power outage
3. Meaningful mechanical breakdown or interruptions in supply of raw materials or other key components

**Mohawk Corporate Risk Management** contact **1-800-241-4900** ext. **42284** [Risk@Mohawkind.com](mailto:Risk@Mohawkind.com)

***Leaving a voicemail is unacceptable. Continue to contact the Risk Dept. by phone or email with a callback number.***

**ENVIRONMENTAL INCIDENTS**– Immediately contact **Mohawk Corporate Environmental** in the event of any environmental spills or releases. Also report any of the possibilities of:

1. Hazardous materials, petroleum, or chemicals reaching drinking water source, entering a public sewer system, or entering into the basements of buildings
2. Employees or members of the public being exposed to hazardous chemicals
3. Any Truck Accidents that involve cleanup operations by a governmental agency.

**Mohawk Corporate Environmental** contact **1-800-241-4900** ext. **29230** Denise\_Wood[@Mohawkind.com](mailto:Risk@Mohawkind.com)

**CORPORATE TRANSPORTATION**– Immediately contact **Mohawk Corporate Transportation** in the event of any significant instances, *beyond normal accident reporting*, involving the following:

1. Any Truck Accidents that involve cleanup operations by a governmental agency.
2. Any incidents in which our drivers are arrested or an inspections by a government agency is conducted.

**Mohawk Logistics Transportation** contact **706-275-7641 ext. 57641** Mitchell Chastain[@Mohawkind.com](mailto:Risk@Mohawkind.com)

**THREATS OF LEGAL ACTION**– Immediately contact **Mohawk Corporate Legal Department** in the event there may be serious legal repercussions or threat of legal action against the Company or an employee, or a significant adverse public reaction or news media coverage that would reflect on the company.

**Mohawk Corporate Legal Department** contact **1-800-240-4900 ext. 42099** [Valerie\_Barney@Mohawkind.com](mailto:Valerie_Barney@Mohawkind.com)

Thank you for your dedicated service to our Company, and for your conscientious participation in these important programs.

If you have any questions regarding proper incident reporting, please contact Andrew Whitcomb at 706-624-2284 or email [Andrew\_Whitcomb@mohawkind.com](mailto:Andrew_Whitcomb@mohawkind.com)