

RAILCREWXPRESS TEXAS INJURY BENEFIT PLAN

Procedures For Workplace Injuries

1. Report Your Injury Immediately

Within 24 hours of the time of the injury, report your injury to your supervisor. Don't wait! Your injury might get worse and we want to help you.

2. Fill Out an Incident Report

Within 24 hours of the time your injury is reported, you must complete a report that provides details of the incident that resulted in your injury. You and the Company will then work together to investigate your claim.

3. Use an Approved Physician or Approved Facility for Medical Treatment

In order to receive injury benefits, you must use medical providers and facilities that have been approved by the Claims Administrator. You must also receive your first medical treatment from an Approved Physician or Approved Facility within seven days after the date of your injury.

4. Submit to a Drug and Alcohol Screen

If you are injured on the job, you must submit to a drug and alcohol test in accordance with the Company's substance abuse policy.

5. Follow the Physician's Orders

You must follow the approved physician's instructions and keep all scheduled appointments with healthcare providers.

6. Welcome Back!

You must keep the Company informed about your return to work status. We will look forward to welcoming you back as soon as the treating physician issues a medical release saying you are able to work.

Mandatory Arbitration Of Injury Disputes

The Company has a mandatory policy requiring that certain **claims or disputes relating to an on-the-job injury** (that cannot otherwise be resolved between the Company and me) **must be submitted to an arbitrator**, rather than a judge and jury in court. All covered claims brought by the Company or an employee or his or her spouse, children, beneficiaries, representatives, executors, administrators, guardians, heirs or assigns are subject to the this arbitration policy, and any decision of an arbitrator will be final and binding on such persons and the Company. Please see the Summary Plan Description you received for more information.

If you have any questions, please refer to the injury benefit Summary Plan Description or contact your supervisor.