

California Emergency Contact for Detainment or Arrest QRG

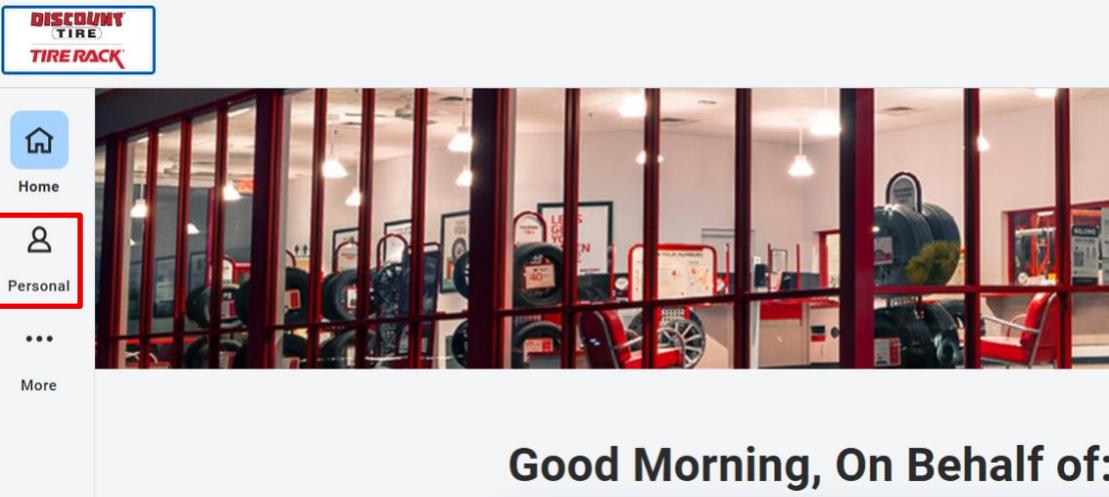
Purpose and Overview

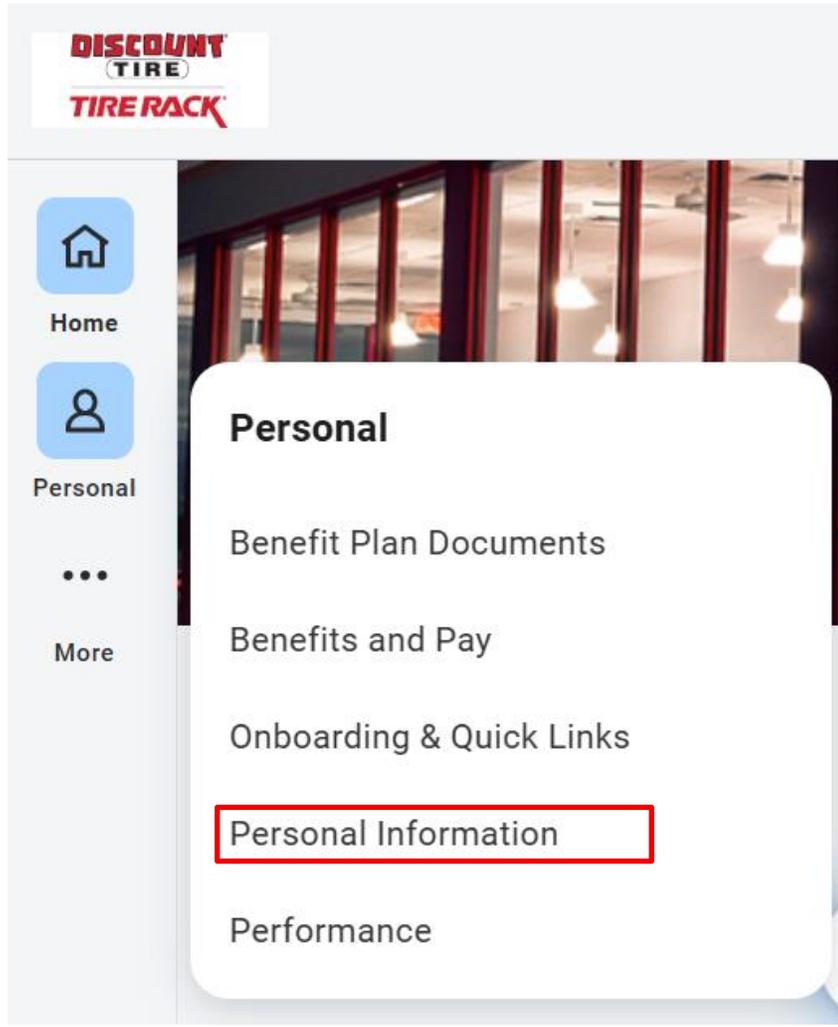
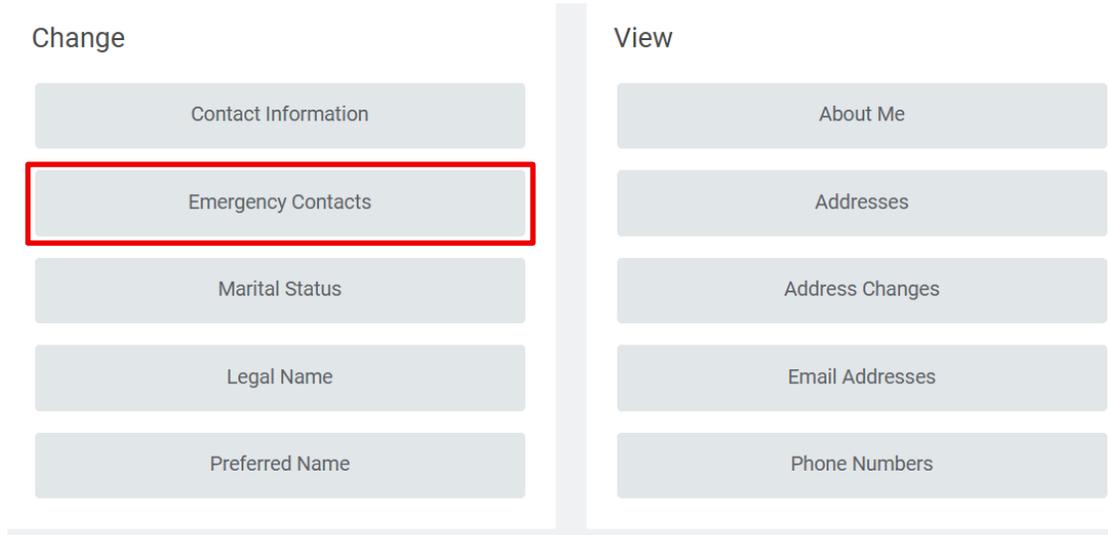
This document will provide you instructions to **opt-in** to have the company contact your emergency contact in case of your arrest or detainment while working or on company property.

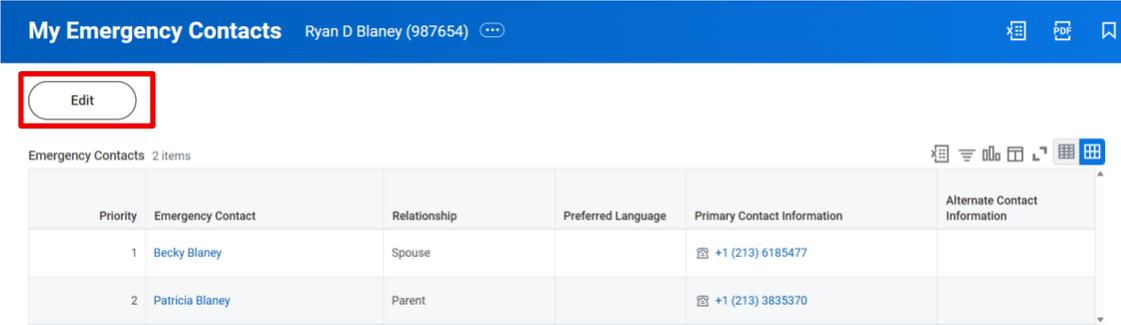
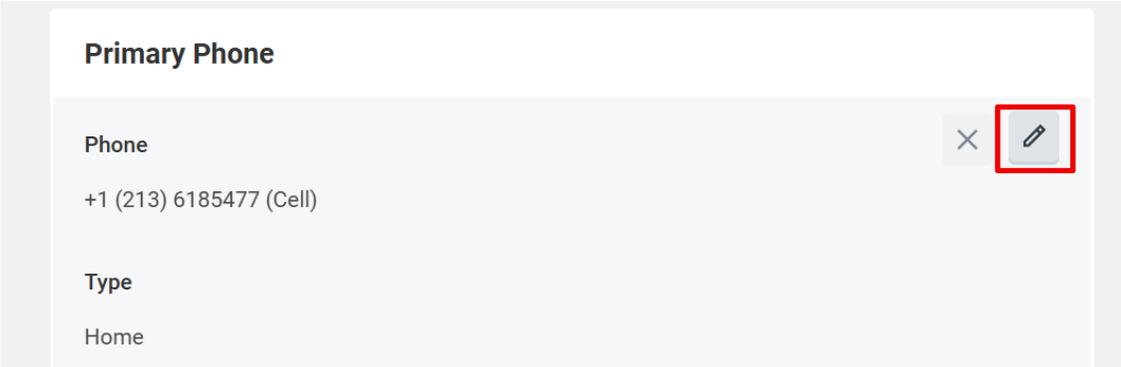
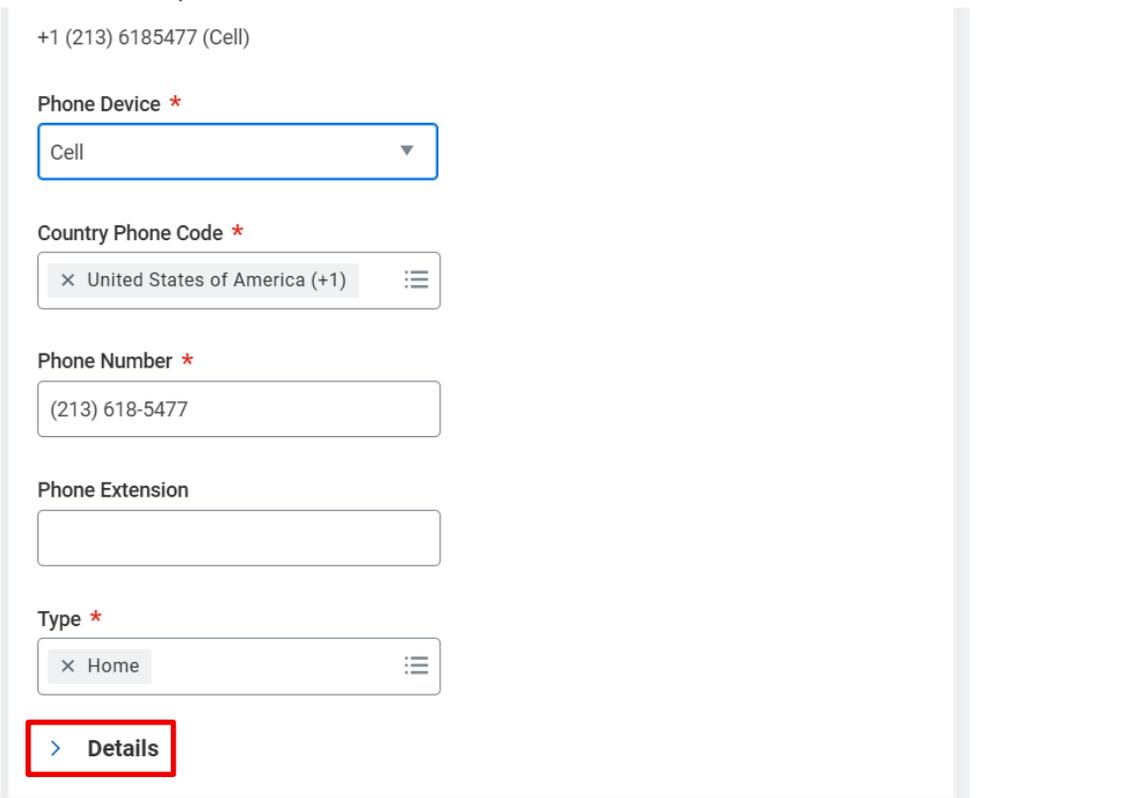
This document is divided into the following processes:

- Primary Contact Opt-in Process
- Alternate Contact Opt-in Process

Primary Contact Opt-in Process

Step	Action
1	Log into your workday account.
2	<p>From the home screen select the Personal button on the left side of the screen.</p> 

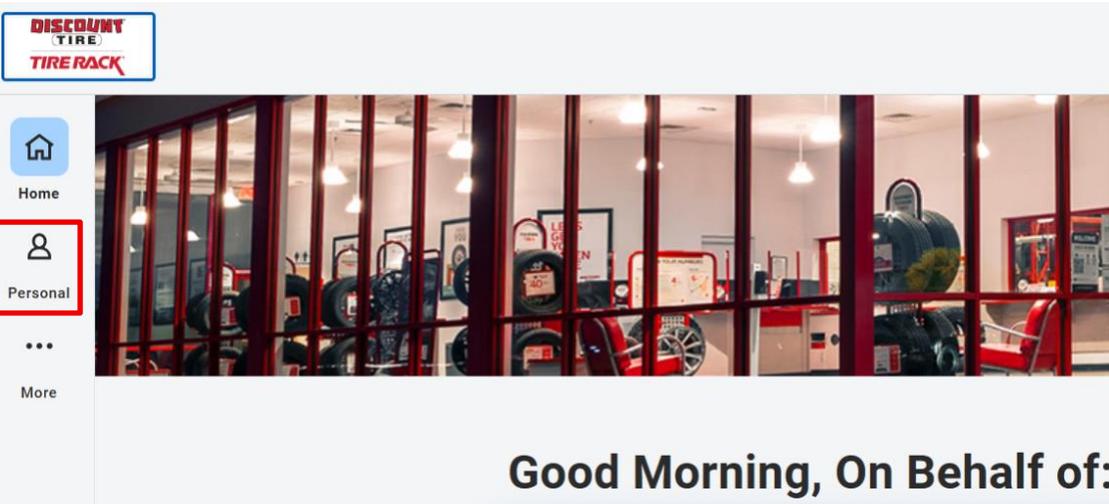
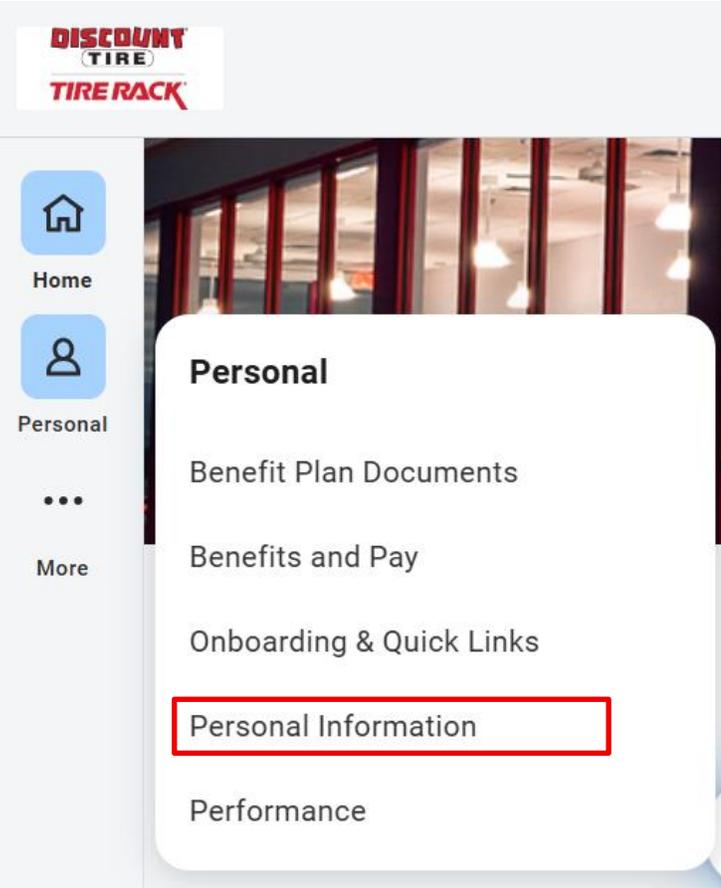
Step	Action
3	<p>Select Personal Information on the pop-up menu.</p>  <p>The screenshot shows a mobile application interface. At the top, there are logos for DISCOUNT TIRE and TIRE RACK. Below the logos is a navigation menu with icons for Home, Personal, and More. A pop-up menu is displayed over the Personal icon, listing several options: Personal, Benefit Plan Documents, Benefits and Pay, Onboarding & Quick Links, Personal Information (highlighted with a red box), and Performance.</p>
4	<p>On the next screen select Emergency Contacts.</p>  <p>The screenshot shows a mobile application interface with two columns: 'Change' and 'View'. The 'Change' column contains buttons for Contact Information, Emergency Contacts (highlighted with a red box), Marital Status, Legal Name, and Preferred Name. The 'View' column contains buttons for About Me, Addresses, Address Changes, Email Addresses, and Phone Numbers.</p>

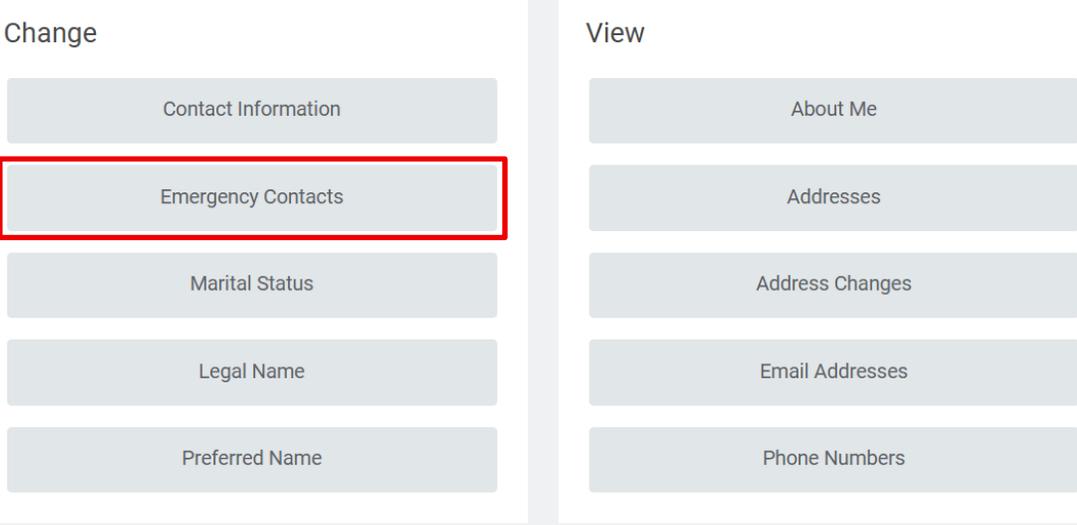
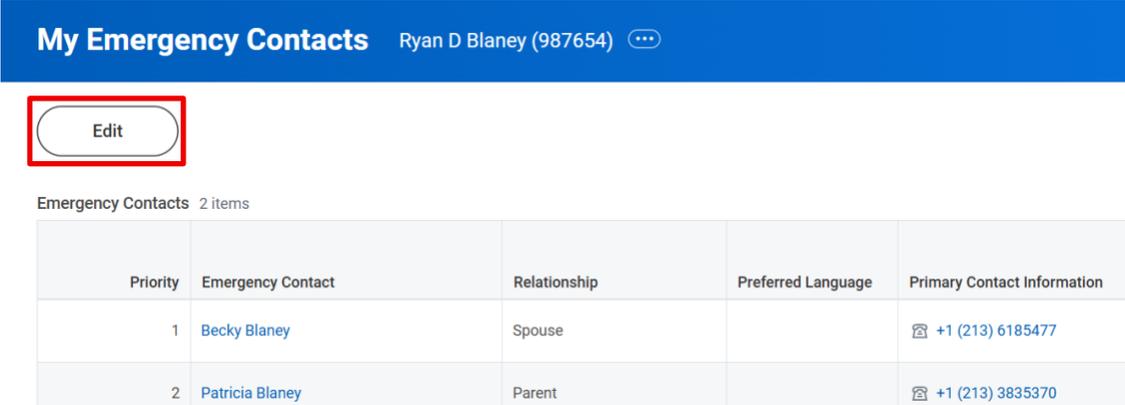
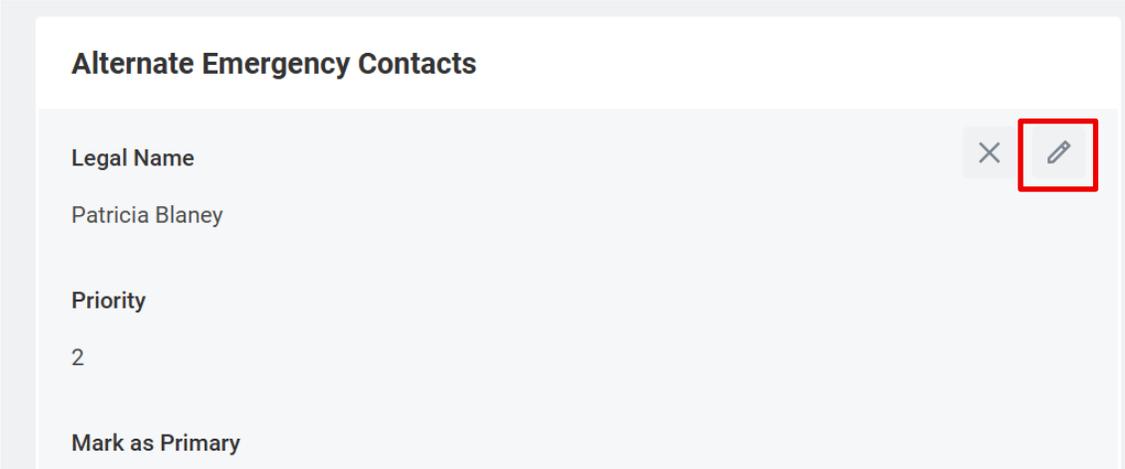
Step	Action																		
5	<p>Select Edit.</p>  <p>My Emergency Contacts Ryan D Blaney (987654) [Icons]</p> <p>Edit</p> <p>Emergency Contacts 2 items [Icons]</p> <table border="1"> <thead> <tr> <th>Priority</th> <th>Emergency Contact</th> <th>Relationship</th> <th>Preferred Language</th> <th>Primary Contact Information</th> <th>Alternate Contact Information</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Becky Blaney</td> <td>Spouse</td> <td></td> <td>+1 (213) 6185477</td> <td></td> </tr> <tr> <td>2</td> <td>Patricia Blaney</td> <td>Parent</td> <td></td> <td>+1 (213) 3835370</td> <td></td> </tr> </tbody> </table>	Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information	Alternate Contact Information	1	Becky Blaney	Spouse		+1 (213) 6185477		2	Patricia Blaney	Parent		+1 (213) 3835370	
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1	Becky Blaney	Spouse		+1 (213) 6185477															
2	Patricia Blaney	Parent		+1 (213) 3835370															
6	<p>On the next screen, scroll down to the Primary Phone field and click the edit icon.</p>  <p>Primary Phone</p> <p>Phone [Close] [Edit]</p> <p>+1 (213) 6185477 (Cell)</p> <p>Type</p> <p>Home</p>																		
7	<p>Make any changes or updates that are needed on this screen. Under the Phone Type box click the Details drop down.</p>  <p>+1 (213) 6185477 (Cell)</p> <p>Phone Device * Cell</p> <p>Country Phone Code * United States of America (+1)</p> <p>Phone Number * (213) 618-5477</p> <p>Phone Extension</p> <p>Type * Home</p> <p>> Details</p>																		

Step	Action
8	<p>In the Notes field that appears enter the word Yes.</p> <p>Phone Number *</p> <input type="text" value="(213) 618-5477"/> <p>Phone Extension</p> <input type="text"/> <p>Type *</p> <input type="text" value="x Home"/> <p>Details</p> <p>Notes</p> <input type="text" value="Yes"/>
9	<p>Click the check mark to save the changes.</p> <p>Primary Phone</p> <p>Phone <input checked="" type="checkbox"/></p> <p>+1 (213) 6185477 (Cell)</p> <p>Phone Device *</p> <input type="text" value="Cell"/> <p>Country Phone Code *</p> <input type="text" value="x United States of America (+1)"/>
10	<p>When you are done making changes, click the Submit button at the bottom of the screen to save the changes in the system.</p> <p>Phone</p> <p>+1 (213) 3835370 (Cell)</p> <p>Additional Phone</p> <p>Submit Save for Later Cancel</p>

Alternate Emergency Contact Opt-in Process

If you would like **someone other than your Primary Emergency Contact** called if you are arrested or detained, you will need to designate an Alternate Emergency Contact. Follow these steps to opt-in to allow the company to reach out to your alternate emergency contact(s).

Step	Action
1	Log into your Workday account.
2	<p>From the home screen select the Personal button on the left.</p> 
3	<p>Select Personal Information on the pop-up menu.</p> 

Step	Action															
4	<p>On the next screen select Emergency Contacts.</p>  <p>The screenshot shows two columns of buttons. The left column, under 'Change', includes: Contact Information, Emergency Contacts (highlighted), Marital Status, Legal Name, and Preferred Name. The right column, under 'View', includes: About Me, Addresses, Address Changes, Email Addresses, and Phone Numbers.</p>															
5	<p>Select Edit.</p>  <p>The screenshot shows a blue header 'My Emergency Contacts Ryan D Blaney (987654)'. Below it is an 'Edit' button (highlighted). Underneath is a table titled 'Emergency Contacts 2 items'.</p> <table border="1" data-bbox="334 1087 1425 1272"> <thead> <tr> <th>Priority</th> <th>Emergency Contact</th> <th>Relationship</th> <th>Preferred Language</th> <th>Primary Contact Information</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Becky Blaney</td> <td>Spouse</td> <td></td> <td>+1 (213) 6185477</td> </tr> <tr> <td>2</td> <td>Patricia Blaney</td> <td>Parent</td> <td></td> <td>+1 (213) 3835370</td> </tr> </tbody> </table>	Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information	1	Becky Blaney	Spouse		+1 (213) 6185477	2	Patricia Blaney	Parent		+1 (213) 3835370
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6	<p>On the next screen, scroll down to the Alternate Emergency Contacts section and click the Edit button.</p>  <p>The screenshot shows the 'Alternate Emergency Contacts' section. It includes a 'Legal Name' field with 'Patricia Blaney', a 'Priority' field with '2', and a 'Mark as Primary' button. An 'Edit' button (pencil icon) is highlighted with a red box.</p>															

Step	Action
7	<p>In the Notes box under the Phone Number Type enter the word Yes.</p> <p>IMPORTANT: Do not enter Yes in any other Notes field as this WILL NOT allow the company to contact your Alternate Emergency contact.</p> <div data-bbox="321 411 1250 583"><p>Notes</p><div style="border: 1px solid gray; height: 80px; width: 100%;"></div></div> <p>Phone Number</p> <p>+1 (213) 3835370 (Cell)</p> <p>Phone Device *</p> <div data-bbox="342 783 807 850"><p>Cell</p></div> <p>Country Phone Code *</p> <div data-bbox="342 934 810 997"><p>x United States of America (+1)</p></div> <p>Phone Number *</p> <div data-bbox="342 1081 810 1144"><p>(213) 383-5370</p></div> <p>Phone Extension</p> <div data-bbox="342 1228 810 1291"><p></p></div> <p>Type</p> <div data-bbox="342 1375 810 1438"><p>x Home</p></div> <div data-bbox="321 1480 823 1621"><p>Notes</p><div style="border: 1px solid gray; padding: 5px;"><p>Yes</p></div></div>

Step	Action
8	<p>Return to the top of the Alternate Emergency Contact Information and click the check mark to save the changes.</p> <div data-bbox="293 302 1425 1073" style="border: 1px solid #ccc; padding: 10px;"> <p>Alternate Emergency Contacts</p> <p>Legal Name ✕ </p> <p>Patricia Blaney</p> <p>Priority</p> <p>2</p> <p>Mark as Primary</p> <p>Relationship</p> <p>Parent</p> <p>Preferred Language</p> </div>
9	<p>When you are done making changes, click the Submit button at the bottom of the screen to save the changes in the system.</p> <div data-bbox="293 1157 1425 1413" style="border: 1px solid #ccc; padding: 10px;"> <p>Phone</p> <p>+1 (213) 3835370 (Cell)</p> <p>Additional Phone</p> <p>  </p> </div>

Contact

Contact the HR at HR_General@discounttire.com.