



EMPLOYEE HANDBOOK

Guide for Contract Solutions, Inc. (CSI) Employees

- ✓ Diversity Policy & Procedures
- ✓ Workplace Safety & Expectations
- ✓ Compensation
- ✓ Benefits



Integrity. Commitment. Quality.

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EMPLOYEE HANDBOOK**

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INTRODUCTION

WELCOME TO OUR COMPANY!

We're very happy to welcome you to our company. Thank you for joining us! We want you to feel that your association with Contract Solutions, Inc., (CSI) will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality products and services. Credit for this goes to every one of our employees. We hope you too, will find satisfaction and take pride in your work here.

BACKGROUND / HISTORY

CSI is a SBA Certified 8(a), Economically Disadvantaged Woman Owned and minority small business that is focused on providing our customers with high quality customer satisfaction by applying relevant, cost efficient, and high performance solutions.

CSI is a professional acquisition and management services firm that supports federal, state and local government, private for-profit and non-profit clients. CSI is team-oriented and understands how to deliver quality services. We provide quality professional support that adheres to the highest standards of excellence expected by our clients.

HANDBOOK PURPOSE

The Guidelines for CSI Employees are presented as a matter of information and has been prepared to inform you about CSI's philosophy, employment practices, policies, the benefits provided to you as a valued employee, as well as the conduct expected from you. While this handbook is not intended to be a book of rules and regulations, it does include some important guidelines about which you should know. Except for the at-will employment provisions, these guidelines can be amended at any time.

The Guidelines will not answer every question you may have, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this guide will help you feel comfortable with us. We depend on you, and your success is our success. Please don't hesitate to ask questions. Your manager will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find CSI a good place to work.

No one other than authorized management may alter or modify any of the policies contained within the Guidelines. No statement or promise by a supervisor, manager, or department head is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

We ask that you read these guidelines carefully, become familiar with CSI and our policies, and refer to it whenever questions arise.

CSI VALUES AND COMMITMENTS

Values

1.1.1 Honesty and Integrity

We will always act consistently with our principles. We will not compromise our principles for long-term or short-term benefit. We will say what we do and do what we say.

1.1.2 Justice and Fairness

Individuals will be evaluated and rewarded objectively based on their contributions toward accomplishing our mission and adherence to our values. Individuals will be judged on their personal merits.

1.1.3 Thinking

Team members are challenged to think independently. We expect team members to learn from each other, yet each individual is responsible for their own actions and their own personal success.

All human progress is by definition based on *creativity*. We believe that creativity is the source of positive change. We also believe that creativity is only possible when one engages in independent thinking. We believe that creativity is not about just doing something differently; it is about doing something **better**.

1.1.4 Productivity

We are committed to providing solutions. When we provide the needed services to our clients in an efficient manner, then we are productive. We are looking for people who want to create, to produce, and who are committed to turning their thoughts into actions that provide solutions and positive outcomes for our clients.

1.1.5 Teamwork/Mutual Supportiveness

Independent thought and strong personal goals are critically important; however, our individual work is a part of the whole. Therefore, we must consistently act to achieve objectives which align with the corporate mission and vision.

While we are looking for self-motivated and independent thinking individuals, we believe that nothing at CSI can be accomplished without embracing a team perspective. We need **outstanding** individuals who are willing to make **outstanding** contributions and want to be a part of an **outstanding** team!

Commitments

1.2.1 Commitment to Clients

- Deliver excellent outcomes within budget through hard work and timely performance.
- Execute winning strategies and solutions.
- Provide services that exceed our clients' expectations.

1.2.2 Commitment to Team Members

- Strive to be the best employer and always appreciate your value.
- Be available to you at all times because we know that CSI's success depends on you and your commitment to execute with excellence.
- Welcome your ideas, recommendations, and insights.
- Recognize CSI team members who demonstrate excellence.

1.2.3 Commitment Expected from Team Members

- Contribute to a positive and professional company reputation, and agree to not participate in any actions or activities that might disparage the Company or any of its partners and clients.
- Answer all client phone calls and emails by the end of the business day.
- Diligently execute tasks and inform management of potential improvements expressed by the client.
- Treat clients with professional courtesy and respect.
- Deliver positive experiences and solve problems.
- Represent CSI when interacting with CSI clients. Team Members must not engage in actions or conversations that promote themselves or other business entities.

1.2.4 Commitment to Community

- Add value to our environment by matching our knowledge, skills, and talents to the needs of the community.
- Demonstrate our support of our military and veterans and their families by participating in events and activities that assist them in finding meaningful employment.
- Commit our time to providing young people the opportunity to learn professional skills as they start their careers.

- Consistently look for opportunities to make our community a better place by keeping an open mind, an open heart, open eyes, and open ears.
- Remember that our community is not bound or defined by geographical boundaries but rather our community is defined by need.

EMPLOYMENT

EQUAL EMPLOYMENT

It is the established policy of Contract Solutions, Inc. (CSI) (the “Company”), to provide equal employment opportunities to all qualified persons and to administer all aspects and conditions of employment without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental disability, medical condition, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. CSI takes allegations of discrimination, harassment and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination.

BACKGROUND CHECKS

Prior to making a final offer of employment, CSI and/or government agencies may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, and/or criminal record and credit checks. Third-party services may be hired to perform these checks.

Certain government positions may require security clearances in order to access sensitive government data and equipment. Security requirements will be outlined in accordance with the terms and conditions of the specific contract. If a security clearance is required by the contract that you are supporting, you are required to successfully obtain and maintain a mandatory security clearance, which is mission essential with our company. When you accept employment, you are acknowledging it is your responsibility as an employee, and not the Company’s responsibility, to pass all required security background checks in order to gain and maintain employment. Should you not be able to pass, obtain and/or maintain the necessary security clearance requirement, your employment will be immediately terminated.

The granting of an interim security clearance to commence work with CSI is not the final conclusive security clearance that is required for continued employment. An interim clearance, when granted, is temporary and is based on preliminary information investigated by the clearance granting authority. Upon conclusive findings of the complete background investigation and security check, either a suitability or non-suitability for employment determination will be reported. If a non-suitability or denial of a cleared background check is determined by the clearance granting authority, the employee will be in violation of the terms and conditions of their employment with will be terminated immediately.

AT-WILL NOTICE

The contents of the Guidelines are presented as a matter of information. While these guidelines are not intended to be an all-inclusive book of rules and regulations, it does include some important guidelines, which you should know. Except for the at-will employment provisions, the guidelines can be amended at any time. The guidelines, plans, policies, and procedures described herein and the language used herein, are not intended to create, or is it to be construed to constitute, a contract between CSI and any or all of its employees. Likewise, neither are the Guidelines, the plans, policies and procedures described herein, nor the language used herein, intended to be or is, a guarantee or promise of employment or continuing employment.

You are not hired for any definite or specified period of time even though your wages are paid regularly. You are an at-will employee of CSI and your employment can be terminated at any time, with or without cause and with or without prior notice. Company policy requires all employees to be hired at-will and this policy cannot be changed except by a written document signed by you and an Officer of CSI. There have been no implied or verbal agreements or promises to you that you will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by these guidelines or any other Company document or written or verbal statement or policy.

IMMIGRATION LAW COMPLIANCE

All individuals hired by CSI will be required to establish and certify their identity and right to work in the United States. Each individual employed by CSI will be required to produce, within three (3) days of hire, proof of his/her identity and eligibility to work in the United States. Each individual hired by CSI will be required to certify on the appropriate Form I-9 his/her identity and right to work in the United States. CSI uses the E-verify system to verify employment eligibility. For any questions regarding E-verify, please contact Human Resources.

INTRODUCTORY PERIOD

Your first ninety (90) days of employment at CSI are considered an introductory/probation period. This period will be a time for getting to know your fellow employees, your manager and the tasks involved during this time, CSI will evaluate your suitability for employment, and you can evaluate CSI as well. At any time during this first 90 days, you may voluntarily resign. If, during this period, your work habits, behavior, attendance, performance, or other relevant factors are out of company guidelines, we may release you.

At the end of the 90 days, your manager will discuss your job performance with you. During the course of the discussion, you are encouraged to give your comments and ideas as well.

This period is necessary for you to become settled in your job position, as well as becoming familiar with CSI. Your manager will work closely with you to help you understand the needs and processes of your job.

Please understand that completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee

be discharged only for cause. Please also understand that completion of the introductory period does not imply that you now have a contract of employment with CSI, other than at-will. Completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from CSI of more than one year is considered an introductory employee during their first 90 days following rehire.

EMPLOYMENT CLASSIFICATIONS

CSI has established the following Employee Classifications for compensation and benefit purposes only. Management will inform you of your classification, status, and responsibilities at the time of hire, rehire, promotion, or at any time that a change in status occurs. These classifications do not alter your at-will employment status.

- **Regular Full-Time Employee:** An employee who is scheduled to work no less than 100% of the scheduled work hours in a work week on a fixed work schedule (not less than 40 hours). The employee may be exempt or non-exempt and is eligible for all employment benefits offered by CSI.
- **Regular Part-Time Employee:** An employee who is scheduled to work less than 40 hours in a work week. Regular part-time employees working at least 30 hours per week are eligible for PTO, and holiday pay on a pro-rated basis. They are ineligible for any other benefits.
- **Temporary Employee:** An employee who is scheduled to work on a specific project or assignment for CSI. The employee will not receive any benefits unless specifically authorized in writing. The employee is non-exempt and is compensated on an hourly basis.
- **Exempt:** Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay or compensatory time off requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet his/her work responsibilities. This includes managers and assistant managers, as well as designated corporate office personnel.
- **Non-exempt:** Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by Management, all employees of CSI are non-exempt.

ANNIVERSARY DATE

The employee's date of hire is his or her official employment anniversary date.

PERSONNEL RECORDS

CSI will maintain your personnel and related employment files. If you should have any changes with respect to personal information, such as a change in your home address and telephone number or a change of name, you are required to notify your supervisor/project manager or Human Resources so the appropriate changes can be made in your files.

Your files have restricted access. You and management, or its designated agents, may have access. In the event that you wish to review your personnel file, you must do so in the presence of management or designee. You may review your personnel file by making a written request to management. The written request will become a permanent part of your file.

EMPLOYEE REFERENCES

CSI makes strict provision regarding information provided to people outside CSI for current and former employees. This information is restricted to the employment dates and positions held in CSI. This is done to protect CSI and its employees. This information will only be released by authorized management personnel.

JOB VACANCIES

It is the policy of CSI to promote qualified individuals from within rather than to select persons from outside the organization to fill vacancies in established positions or to fill newly created positions.

JOB POSTINGS

When job openings occur, CSI will, at its discretion, post those openings in order to provide Company employees the opportunity to submit their applications.

TRANSFERS

Management reserves its right to place you where and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions or lateral transfers are at the discretion of CSI.

EMPLOYMENT OF RELATIVES

CSI does not have a general prohibition against hiring relatives. However, a few restrictions have been established to help prevent problems of safety, security, supervision and morale.

While we will accept and consider applications for employment from relatives, close family members such as parents, grandparents, children, spouses, brothers and sisters, or in-laws, generally they may not be hired into positions where they have access to sensitive information regarding a close family member, or if there is an actual or apparent conflict of interest.

SENIORITY

Seniority is your length of continuous service commencing on the date of hire at CSI. Should you leave CSI's employ and subsequently be rehired, seniority will begin as a new employee on the date of rehire. Seniority does not accrue during leaves of absence without pay or leaves of absence that exceed thirty (30) calendar days, except for paid PTOs.

CONDUCT AND BEHAVIOR

GENERAL GUIDELINES

Orderly and efficient operation of CSI requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing herein is intended or shall be construed to change or replace, in any manner, the "at-will" employment relationship between CSI and you. CSI views the following for **“zero tolerance”** and if violated will consider the conduct/behavior for further disciplinary action, up to and including termination.

- (1) Negligence, carelessness or inconsiderate treatment of Company clients and/or their matters/files.
- (2) Theft, misappropriation, or unauthorized possession or use of property, documents, records or funds belonging to CSI, or any client or employee; removal of same from Company premises without authorization.
- (3) Divulging confidential information, of any kind, to any unauthorized person(s) or without an official need to know.
- (4) Obtaining unauthorized confidential information pertaining to clients or employees.
- (5) Changing or falsifying client records, Company records, personnel or pay records, including time sheets without authorization.
- (6) Willfully or carelessly damaging, defacing or mishandling property of a client, CSI or other employees.
- (7) Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to Management.
- (8) Entering Company premises without authorization.
- (9) Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
- (10) Unauthorized use of a personal vehicle for Company business.
- (11) Rude, discourteous, or unprofessional-like behavior; creating a disturbance on Company premises or creating discord with clients or fellow employees; use of abusive language.
- (12) Insubordination or refusing to follow instructions of the immediate supervisor or management; refusal or unwillingness to accept a job assignment or to perform job requirements.
- (13) Failure to observe scheduled work hours, failure to contact supervisor in the event of illness or any absence within thirty (30) minutes of the scheduled start of work; failure to report to work when scheduled; unauthorized or excessive use of PTO leave or any other leave of absence.
- (14) Leaving the office during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
- (15) Sleeping or loitering during regular working hours.
- (16) Recording time for another employee or having time recorded to or by another employee.
- (17) Use or possession of intoxicating beverages or illegal use or possession of narcotics or drugs, on Company premises during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance.
- (18) Unauthorized possession of a weapon on Company premises.
- (19) Gambling on Company premises.

- (20) Soliciting, collecting money, vending, and posting or distributing bills or pamphlets on Company property. These activities are closely controlled in order to prevent disruption of Company services and to avoid unauthorized implication of Company sponsorship or approval. However, this general rule is not intended to hinder or in any way curtail the rights of free speech or free expression of ideas. Therefore, such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the orderly and regular conduct of CSI business, is lawful, in good taste, conducted in an orderly manner, and does not create safety hazards or violate general good housekeeping practices. Any person who is not an employee of CSI is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on Company property at all times.
- (21) Falsification of one's employment application, medical or employment history.
- (22) Unlawful or unprofessional-like conduct, on or off Company premises, which adversely affects CSI services, property, reputation or goodwill in the community, or interferes with work.
- (23) Not being able to obtain or maintain a security clearance, which is an essential function of your position.

ANTI-HARASSMENT

CSI affirms its commitment to provide a work environment free from intimidation and harassment. Abuse of the dignity of anyone through ethnic, racist or sexist slurs or through other derogatory or objectionable conduct is offensive employee behavior. If you harass another employee of CSI or applicant to CSI because of race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, or any other protected classification, in accordance with applicable federal, state, and local laws, you will be subject to disciplinary action, including discharge. Likewise, if you feel you have been the object of harassment or intimidation based upon the aforementioned, you are to advise your supervisor, follow the normal open-door policy or, in the event of sexual harassment, institute the procedure indicated below.

Sexual harassment is a form of sex discrimination, which includes gender-based harassment of a person of the same sex as the harasser. It is the express policy of CSI that sexual harassment of employees or applicants, by you or agents of CSI, is unacceptable and will not be tolerated. Unwelcome or unwanted sexual advances, requests for favors or other visual, verbal or physical conduct will be deemed sexual harassment when:

- (1) Submission to such conduct is explicitly or implicitly a condition of employment;
- (2) Submission to or rejection of such conduct is used as the basis of employment decisions; and
- (3) Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination. CSI further recognizes that allegations of this type of discrimination may have serious effects on innocent women and men. Therefore, CSI has devised two procedures to process a sexual harassment complaint. First, the normal complaint procedure as set forth herein may be utilized. Second, if the employee desires confidentiality, the following procedure may be requested:

- (1) Any employee who believes he or she has been the subject of sexual harassment should report the alleged act(s) promptly to a member of management or designee, giving details as related to the complaint. This can be done orally or provide a written statement.
- (2) Management or designee, upon receipt of the complaint, shall take immediate and appropriate steps to investigate the complaint. Confidentiality is mandatory to the maximum extent possible, so therefore it is highly suggested to provide to management or designee and full detailed written report of the allegations.
- (3) Following the investigation of the complaint, management or designee shall weigh the facts and determine the validity of the charge. If the complaint is determined to be valid, the offender(s) shall face immediate and appropriate disciplinary action based upon the severity of the charge. Disciplinary actions might include oral or written warnings, deferral of a raise or promotion, demotion or reassignment, suspension, or discharge. CSI might also require counseling for the harasser. Be aware that just because CSI disciplines the harasser, that does not necessarily mean that the conduct is severe enough to legally qualify as sexual. Should the complaint be found invalid, the complaining party may request Step 2 of the normal complaint procedure.

COMPLAINT PROCEDURE

CSI subscribes to the open door policy. You may bring a particular complaint to your supervisor for resolution. When matters cannot be handled on an informal basis, CSI has established a formal procedure for a fair review of any work related controversy, dispute or misunderstanding. A complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner.

Step 1 - The complaint must be submitted in writing to management or designee within promptly after the incident occurs. A written request for a meeting must be submitted simultaneously. Generally, a meeting will be held within three (3) working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting management or designee will give the employee a written resolution within three (3) working days. If the employee is not satisfied, the employee may proceed to Step 2.

Step 2 - If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 2 solution to the CEO/President or her designee. Such a request must be made within three (3) working days following the receipt of the Step 1 resolution. The CEO/President or appointed representative will review the complaint and proposed solution and may call a further meeting to explore the problem. This meeting is to be attended by the employee concerned, the employee's immediate supervisor, and any other employee of CSI whom the aggrieved employee chooses. The CEO/President or appointed representative will render the final decision within ten (10) working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's personnel file.

CORRECTIVE ACTION

A high level of job performance is expected of you. In the event that your job performance does not meet the standards established for your position, you should seek assistance from your supervisor to attain an acceptable level of performance. If you fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of CSI to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool CSI may select to enhance job performance. CSI is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral warning, notice(s) of poor or unacceptable job performance, suspension, discharge or in any combination of the above, if CSI so elects. CSI reserves the right to discipline, and the manner and form of discipline, according to federal and state laws.

If you violate established Company procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, CSI may elect to administer disciplinary action up to and including termination.

COMPENSATION

PAY PERIODS

The standard workweek for CSI will begin at 12:01 a.m. Sunday and end at midnight the following Saturday.

The designated pay period for all employees is every two weeks which will be every other Friday. There are twenty-six pay periods in the year.

All paychecks are electronically deposited into your account and online viewing is available.

WAGE PAYMENT ON TERMINATION

The company shall pay an employee, or the authorized representative of an employee, all wages due for work that the employee performed before the termination of employment, on or before the day on which the employee would have been paid the wages if the employment had not terminated.

PAY ADJUSTMENTS

All pay increases are based upon merit and market factors. There may not be an automatic annual cost of living or salary adjustment to reflect current economic conditions.

Your pay also may be adjusted downward in the event of job restructuring, job duty changes, job transfers, or adverse business economic conditions.

OVERTIME

CSI complies with all applicable federal and state with regard to payment of overtime work.

Employees may be required to work overtime when assigned. Any overtime you work must be authorized by management, in advance. Working unauthorized overtime or refusal or unavailability to work overtime is not acceptable work performance, subject to discipline including but not limited to termination.

PERFORMANCE EVALUATION

You will receive an appraisal of your job performance upon the completion of one year of employment and annually thereafter for **employees not under an SCA contract**. This evaluation may be either written or oral. Such evaluation may not occur exactly on the anniversary date, but thereabout, at the discretion of management.

If in this appraisal you are given an evaluation sheet or other written document, you will be required to sign it. Your signature does not necessarily indicate that you agree with all the comments, but merely that you have had the opportunity to examine the evaluation and fully discuss the contents of it with your supervisor. The completed and signed evaluation form will be placed in your personnel file. You will receive a copy of the performance evaluation.

Because pay increases are based on merit, the performance evaluation is an important element in the merit review. In addition to the formal annual review, informal counseling sessions may be conducted from time to time.

PROMOTIONS

CSI is most interested in providing maximum opportunity for your advancement within the company if advancement opportunities are available. Accordingly, present employees of CSI may be considered for promotions and may be preferred for promotion before any new employees are hired to fill vacancies that may arise. CSI retains sole discretion to determine the factors to be applied in any promotion decision, and the relative weight of the factors.

DEMOTION

Demotion is a reduction in responsibility usually accompanied by a reduction in salary. If and when a demotion occurs, you may maintain your seniority with CSI.

WORK ASSIGNMENTS

In addition to specific duties that may accompany an individual's job responsibilities, each job also includes "and other assigned duties." From time to time, you may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. You will be compensated at your regular rate of pay while performing other assigned duties on a temporary basis.

MILEAGE REIMBURSEMENT

CSI will reimburse employees at the business standard mileage rate per GSA per diem rates for miles traveled by the employee in the employee's car while traveling to and returning from clients, meetings, etc. This policy does not apply to SCA employees.

ADVANCES AND LOANS

CSI does not give salary advances or loans to its employees.

BENEFITS

HOLIDAYS

Regular full-time employees (SCA and employees working on federal contracts) are entitled to the following 10 paid holidays observed by CSI:

New Year's Day	January 1 st
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Columbus Day.	2 nd Monday in October
Veteran's Day.	November 11 th
Thanksgiving	Fourth Thursday in November
Christmas	December 25 th

No holiday pay will be paid to an employee who is on an unpaid status, any leave or absent due to workers' compensation. If a holiday falls on a Sunday, the holiday will be observed on the following Monday. If the holiday falls on a Saturday, the holiday will be observed on the preceding Friday.

Regular full-time employees that are not working directly on a federal contract entitled to the following 6 paid holidays observed by CSI:

New Year's Day	January 1 st
Memorial Day.	Last Monday in May
Independence Day.	July 4 th
Labor Day.	First Monday in September
Thanksgiving	Fourth Thursday in November
Christmas	December 25 th

PAID TIME OFF (PTO)

All full-time regular employees and part-time employees, **who are bounded by SCA employment** generally working at least thirty hours per week will accrue paid PTO according to the following schedule. Employees normally working less than full time will have their PTO accrual prorated to reflect the percentage of the full week that is worked.

Employment Years	PTO Earned
After 1 year	Two weeks
After 5 years	Three weeks
After 15 years	Four weeks

For all employees, PTO begins 90 days after hire. All new hires are eligible to take earned PTO time after working 90 days with the company. If any time has to be taken before the 90 day period has been completed, that time will be unpaid.

Under some non-SCA contracts, PTO earned may be slightly different from the above. In such cases, the company will abide by that particular contract. Employees (subcontractors) should consult with the Project Manager or Human Resources for their entitled PTO allotment.

Employees are not paid wages in lieu of unused PTO time.

For employees who work under an SCA agreement, all earned PTO time must be taken by the contract end date or it will be forfeited. For employees working under an SCA agreement, if termination occurs before the contract end date, all earned but unused PTO time will be paid out. No earned but unused PTO time will be paid out at the end of the contract date. It's use or lose.

Furthermore, should there be a balance by the end of the year, only 40 hours can be carried only and must be used no later than March 31st of the following year.

PTO time need to be scheduled with the appropriate manager with sufficient notice so as to not disrupt the workplace.

Should PTO go into a negative balance, that deduction will be made immediately from the next pay date. Should excessive/gross misuse of PTO be used, disciplinary action will be taken up to and including termination (see Conduct of Behavior) section.

FAMILY MEDICAL LEAVE

The Federal Family & Medical Leave Act of 1993 (FMLA) as amended in 2008 requires employers with 50 or more employees to provide eligible employees with unpaid leave. The following provides a general overview of two types of leave available, including the basic 12-week leave entitlement (Basic FMLA Leave), as well as the military family leave entitlements (Military Family Leave) described in this policy. (Note: Employees with any further questions about their eligibility for FMLA leave should contact Project Manager/Human Resources representative for more information.)

Employees are eligible for FMLA leave if they:

1. Have worked for CSI for at least 12 months in the last 7 years;
2. Have worked at least 1,250 hours for CSI during the 12 calendar months immediately preceding the request for leave; and
3. Are employed at a work site that has 50 or more employees within a 75-mile radius.

Basic FMLA Leave. Employees who meet the eligibility requirements described above are eligible to take up to 12 weeks of unpaid leave during any 12-month period for one of the following reasons:

1. To care for the employee's son or daughter during the first 12 months following birth;
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent ("covered relation") with a serious health condition;
4. For incapacity due to the employee's pregnancy, prenatal medical or child birth; or
5. Because of the employee's own serious health condition that renders the employee unable to perform an essential function of his or her position.

Military Family Leave. There are two types of Military Family Leave available:

1. *Qualifying exigency leave.* Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, son, or daughter, is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include:
 - o Short-notice deployment (up to 7 days of leave)
 - o Attending certain military events
 - o Arranging for alternative childcare
 - o Addressing certain financial and legal arrangements
 - o Periods of rest and recuperation for the service member (up to 5 days of leave)
 - o Attending certain counseling sessions
 - o Attending post-deployment activities (available for up to 90 days after the termination of the covered service member's active duty status)
 - o Other activities arising out of the service member's active duty or call to active duty and agreed upon by CSI and the employee
2. *Leave to care for a covered service member.* There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

After the leave, the employee must be restored to the same or essentially-same position held before the leave. Health care benefits will be maintained during the leave.

TEMPORARY DISABILITY LEAVE

CSI recognizes that a temporary disability may preclude your attendance at work. In

such cases, CSI does not have a predetermined specified period of time in which this unpaid leave is granted. Rather, CSI will attempt to reasonably accommodate your needs, as well as the needs of CSI. If a leave is granted, any extensions will be subject to the same considerations.

Your request for a temporary disability leave must be in writing. That request should be accompanied by a doctor's statement identifying the temporary disability, the date and the estimated date of return and, where appropriate, diagnosis and prognosis. At any time during a temporary leave, Management may request that you furnish a written statement(s) of your health. Prior to returning to employment with CSI, you will be required to submit written medical certification of your ability to work, including any restrictions. Upon your return to work, if you qualify, you will be reinstated to your former position or one that is substantially the same, depending upon the availability of any position at that time.

CSI observes and complies with all federal and state medical leave regulations that pertain to our employees. This includes the federal Family Medical Leave Act and any state FMLA provisions that might apply.

Any earned, but unused paid time off (PTO) will be required to use during the temporary disability according to how many weeks/days of earned PTO time is available for use. Should your temporary disability last longer than PTO available, that time will go unpaid.

If you live in the state of Maryland, you will need to file a claim directly with the state. If you live in the District of Columbia, you can receive information on leave through the local government. Please check your state listings for further information or contact your Human Resources representative.

MEDICAL INSURANCE

All full-time regular employees are entitled to benefits under CSI's paid medical and life insurance plans. CSI reserves the right to change or terminate medical plans or other benefits at any time.

New full-time employees joining CSI will be eligible for coverage the 1st day of the month, following the date of employment. New employees, with the permission of CSI, may elect not to be covered, provided the percentage of employees not covered is within the plan.

CONTINUATION OF BENEFITS

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may be allowed to continue their health insurance benefits, at the employee's expense, for up to 18 months after either voluntary or involuntary termination, if the employer has 20 or more employees.

To qualify for COBRA continuation coverage, an employee must have a qualifying event that causes the employee to lose group health coverage. The following are qualifying events for:

Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

Spouses

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Dependent Children

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

MILITARY LEAVE

If you are on an extended military leave of absence, you are entitled to be restored to your previously held position or similar position, if available, without loss of any rights, privileges or benefits provided you meet the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. A letter from your commanding officer is required to establish the dates of duty.

JURY SERVICE LEAVE

If you are summoned to report for jury duty, you will be granted a leave of absence without pay when you notify and submit a copy of the original summons for jury duty to your supervisor. CSI reserves the right to request that you seek to be excused from or request postponement of jury service if the absence from work would create a hardship to CSI.

Any fees received for jury duty, including travel fees, are to be retained by you. You are to report to work on any day, or portion thereof, that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service shall be certified by the Court and filed with CSI no later than Wednesday of the following week.

WITNESS LEAVE

If you are requested to serve as a witness on behalf of CSI, you will be granted a witness leave at regular pay for such time as it is necessary to comply with the request. Paid witness leave shall not be granted to an employee subpoenaed as an expert witness, as a party in a case, or as a lay witness other than as delineated above.

VOTING LEAVE

If you cannot vote because of your scheduled work hours, you will be given up to two hours to vote in any state or federal election. The two hours shall be uncompensated.

BEREAVEMENT LEAVE

A full-time employee of CSI may request a leave of absence without pay for a maximum of three (3) consecutive working days upon the death of a member of his or her immediate family. Members of the immediate family are defined as: father, mother, spouse, child, sister, brother, grandmother, grandfather, father-in-law, or mother-in-law. Proof of death may be required.

PERSONAL LEAVE OF ABSENCE

Once you have been employed as a full-time regular employee of CSI for more than one (1) year, you may request a personal leave of absence without pay. You must submit your request in writing and state the date the leave is to begin, the date of return to work and the reasons for the leave. You will receive either written approval or denial of the request. If approved, you must use your leave of absence for the approved reason or purpose. PTO leave, PTO time and seniority and other benefits are not earned during an unpaid leave of absence. Any paid holidays that fall within the leave of absence are not paid. If you fail to return to work on the scheduled date of return, you will be considered to have abandoned your position and voluntarily terminated your employment.

TUITION REIMBURSEMENT

Employees are encouraged to take education and training courses related to their profession. To be eligible for tuition reimbursement, an employee must be full-time, have completed a year of service, must not be under an SCA agreement; and be on the payroll when the course is completed. When appropriate, and with prior approval of CSI, the company will pay for a portion or all of such courses.

For approved tuition expenses (not including fees, books or supplies) paid to accredited schools, colleges and universities, no reimbursements will be made for grades lower than a "C" grade or for courses in which the employee can receive a grade of only "PASS" or "FAIL," unless no other grade option is available for the course.

HEALTH, SAFETY, AND SECURITY

NON-SMOKING

Smoking is not permitted in any company buildings, facilities, work sites, or vehicles. Employees wishing to smoke should do so during their break times, outside company buildings, in designated areas, and in accordance with local ordinances.

DRUG AND ALCOHOL

CSI is dedicated to providing employees with a workplace that is free of drugs and alcohol. CSI discourages drug and alcohol abuse by its employees. CSI has a vital interest in

maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at CSI. Employees who are under the influence of a drug or alcohol on the job compromise Company interests, endanger the employees own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for coworkers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in our products, and disruption of customer relations. Any identified usage of drugs or alcohol, or being under the influence of same during working hours will be grounds for discipline up to and including termination.

For the safety of our employees and clients CSI reserves the right to test any employee for the use of illegal drugs or alcohol. This may be done in cases where the employee's job carries a risk of injury or accident due to such use, or there is an apparent inability to perform the requirements required of that position. Specific jobs may, at CSI's discretion, require regular drug testing. Such a test may be conducted after an accident or with probable cause of impairment while on the job. Under those circumstances the employee may be driven to a certified lab, at CSI's expense, for the drug test.

Any employee found to use, sell, possess or distribute any illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on CSI premises, performing Company-related duties, or while operating any Company equipment, is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.

Any employee taking medication should consult a medical professional to determine whether the drug may affect his or her personal safety or ability to perform the essential functions of the job and should advise his or her supervisor of any job limitations. Upon notification of job limitations, CSI will make reasonable efforts to accommodate the limitation.

The moderate use of alcohol at Company approved meetings, with business meals, travel, entertainment, or in an appropriate social setting, is not prohibited by this policy.

To the extent any federal, state or local law, rule or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended to be in compliance.

REASONABLE ACCOMMODATIONS

It is the policy of CSI to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. CSI will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training.

Employees who become disabled should notify administration if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause CSI undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a Management decision has been made in regard to the employee's immediate employment situation.

SAFETY

In the event you become injured or witness an injury during your work hours, you are to report it immediately to the nearest available management personnel. You are to render any assistance requested by your management. Any questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials. You should report all nonfunctioning hazardous office equipment to your immediate supervisor.

WORKERS' COMPENSATION

CSI provides insurance for all work-related injuries or illness. The name of CSI's workers' compensation insurance carrier and other pertinent information is posted. The carrier governs all insurance benefits provided by CSI. These contracts shall not be limited, expanded or modified by any statements of Company personnel or Company documents. Any discrepancies shall be determined by reference to the insuring contracts.

SECURITY

It is the intent of CSI to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom we do business. CSI has zero tolerance for violent acts or threats of violence.

CSI expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any employee or Company property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits or threatens to commit a violent act against any person while on Company premises will be subject to immediate discharge.

Employees within CSI share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor or a member of management. Any threat reported to a supervisor should be brought to the attention of Management and/or CSI's Human Resources Representative or CEO/President. All reports will be carefully investigated by the Human Resources Representative or CEO/President, and employee confidentiality will be maintained to the fullest extent possible.

WORKPLACE GUIDELINES

HOURS OF WORK

The standard work week for CSI will begin at 12:01 a.m. Sunday, and end at midnight the following Saturday. The normal workweek for a full-time employee will consist of forty (40) hours.

CSI's office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. However, you are expected to be at your desk, ready to work according to contract and your specific job assignment.

You will be given your individual duty hours upon hire and at the time of any change in position or work hours. If your normal duty hours are changed or if CSI changes its operating hours, you will be given written notice.

LATE ARRIVALS/ABSENCE

We understand that sometimes emergencies happen that either causes you to be tardy or miss reporting to work. Please keep in mind, that if you will be late, please contact your supervisor and Project Manager by email and or phone call to advise them of the tardy or absence.

Being late three (3) times or more in a month is considered excessive, and you will be provided with a verbal warning. If the behavior continues, further disciplinary actions may be taken including termination.

MEAL PERIODS (CHECK 1 HOUR IT THINK IT IS ONE HOUR INCLUDING TWO BREAKS)

You are entitled to take a non-compensated meal period each workday to not be in excess of (1) hour. For those under a SCA, please adhere to the approved specifics of the contract at your location. Your one-hour meal period should be completed between the hours of 12:00 p.m. and 1:30 p.m. or according to departmental regulations. There must be at least one employee working during this period. The onsite supervisor must approve any variation in the normal schedule in advance.

No employee will be scheduled to work more than five (5) consecutive hours in a workday without taking a meal period. In no case may any meal period be waived to shorten an employee's work hours or to be used in lieu of time without pay. Any employee who is scheduled to work not more than six (6) hours in any workday, may, by mutual agreement between CSI and the employee, work without a meal period.

REST PERIODS

Employees can take a fifteen-minute unpaid rest period during each half of a full workday.

Breastfeeding. In recognition of the well documented health advantages of breastfeeding for infants and mothers and as part of our family-friendly policies and benefits, CSI provides a supportive environment to enable breastfeeding employees during work hours. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will

not be tolerated at CSI.

CSI may require medical certification to support the stated intent of this policy. If you have any questions, please contact your Supervisor/Project Manager/Human Resources Representative.

ATTENDANCE / TARDINESS

Your attendance is a major concern of CSI. Unsatisfactory attendance, including tardiness and leaving work early, is unacceptable performance. You will be rated in your performance appraisal in the categories of attendance and punctuality.

If you are ill, injured or an unexpected emergency arises which prevents you from coming to work, you must notify your supervisor no later than thirty (30) minutes after the start of your scheduled work day. If your supervisor is not available, you should contact a member of management. If you are physically unable to contact CSI, you should direct another person to make the contact on your behalf. Leaving a message with a fellow staff employee or with the answering service is not considered proper notification.

When you call in absent, you are to advise CSI of your expected date of return. Management reserves the right to require proof of illness, injury or accident, including a doctor's statement(s) or notice(s), for any temporary disability.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. If you are absent for three (3) consecutive days and have not provided proper notification, CSI will assume that you have abandoned your position and you may be treated as having voluntarily terminated your employment with CSI.

If you become ill at work, notify your supervisor immediately. If you are unable to perform your job task, you will be either sent to a doctor or your home. You will be paid only for time actually worked and may receive paid PTO time if eligible.

You shall be at your workstation, prepared to begin work at the start of your scheduled work time or resumption of your work duties. If you are not, you will be considered tardy. Excessive tardiness, whether excused or unexcused, constitute unacceptable work performance. CSI does not categorize tardiness as excused or unexcused. If you are tardy, your wages will be reduced by the amount of time you are tardy, calculated in whole minutes according to CSI's clock.

All absences are to be arranged for as far in advance as possible. This includes PTOs and time off for other reasons. If a doctor or dental appointment must be scheduled during the workday, it should be scheduled as early in the morning or as late in the afternoon as possible.

Employees who use all of their allotted PTO time within the contract time frame may not make up the time.

TIMESHEET SUBMITTAL

It is the responsibility of each individual employee to complete an accurate time sheet and submit it promptly for authorization by the appropriate supervisor and company representative/Project Manager. All non-exempt employees are expected to complete a time

sheet for hours worked on a bi-weekly basis. Employees should record their total hours on a daily basis or starting and stopping times when required. Since this is the only record of an employee's time, it must be recorded accurately to reflect time worked.

Time sheets must be submitted to Payroll email by 12 noon on the Monday following the end of each pay period. Failure to submit timesheets on a timely basis may result in disciplinary action.

Time sheets may be required to be entered online, via a manual time sheet or both. Please see your onsite supervisor or Human Resources representative to find out which is applicable to you.

Salaried employees are not required to submit a bi-weekly timesheet. Exempt (salaried) employees work the hours needed to get their job done. Positions must meet the FLSA requirements/testing in order to be classified as exempt.

Time sheets that are submitted late or missing hours, will not be reconciled and paid out until the next company pay date -- *no exceptions*.

Please note: It is not the responsibility of the Project Manager/Supervisor or company representative to provide more than one reminder of time sheet submission before they are due. Should an employee not submit all time worked within a given pay period, they are to notify the appropriate staff to have that time paid to them on the next payroll cycle. No manual checks will be issued to employees who turn in time sheets or missing hours late.

PERSONAL APPEARANCE

CSI is a professional business based on the trust and goodwill it engenders from its clients. In addition to providing excellent services, we must treat all clients with the utmost courtesy. . You will be evaluated in your performance appraisal in this category.

Since clients tend to think in terms of the individual employees with whom they come in contact with at CSI, the way you perform your job and treat the individual client will determine, in part, the client's satisfaction with CSI. As a valued employee please approach your job duties and responsibilities with a positive attitude and respect. A neat personal appearance and good grooming habits reflect respect for yourself and your workplace.

Please wear clothing that reflects a well-groomed appearance and that is appropriate for your assigned duties. If you have any questions, you should contact your supervisor for counseling.

CONFIDENTIALITY

The rule of thumb to remember is that all information gathered by, retained or generated by CSI is confidential. There shall be no disclosure of any confidential information to anyone outside CSI without the appropriate authorization.

It is your duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax and e-mail. When any inquiry is made regarding an employee or any former

employee, the inquiry must be forwarded to your supervisor without comment on your part. When any inquiry is made regarding any client, the inquiry must be forwarded to management.

Confidential information shall be disclosed and/or discussed only on a “need to know” basis. Conversation of a confidential nature must never be held within earshot of the public or clients.

BUSINESS GIFTS

We want at all times to avoid the appearance of impropriety in the acceptance of gifts from business contacts or clients. It is the express policy of CSI that you are prohibited from, either directly or indirectly, accepting, receiving, or agreeing to receive anything of value for yourself or for any other person or entity (other than your pay check from CSI) for or in connection with any transaction or business of CSI that has a value of \$50 or more. If you are promised, offered, or given anything of value from any member, perspective member, customer, or perspective customer for or in connection with any transaction or business of CSI, you are to advise your immediate supervisor at once.

CONFLICT OF INTEREST

CSI is judged by the collective and individual performance of its officers and employees. CSI has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, CSI holds itself and its employees to the highest standards of lawful and ethical conduct.

Therefore, you must be very careful that your relationship with clients or vendors or other activities do not subject you or CSI to question or undue criticism. You must refrain from engaging in any activity that could be in conflict with your status as a Company employee. This includes the use of your position with CSI for personal profit or advantage or entering into transactions or relationships where it may appear you have a conflict of interest, are improperly benefiting from your affiliation with CSI, or are violating laws governing fiduciary relationships. Good judgment and common sense are to supplement these provisions to avoid even the appearance of impropriety. To the extent there is a conflict or ambiguity between permissive conduct and that which is not permitted, the latter shall have precedence.

If you question the propriety of a transaction or activity, you should seek guidance from your supervisor or a member of management of CSI. If necessary, you should seek written approval.

OUTSIDE ACTIVITIES

You may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with your job performance or constitute a conflict of interest. Prior to accepting outside employment, you are to notify management in writing. The notice must contain the name of the potential employer, the title and nature of the position, the number of working hours per week and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with your Company job, at any time, you may be required to curtail or terminate such activity.

REPORTING IRREGULARITIES

It is the responsibility of each employee of CSI to report, immediately, any and all irregularities indicating actual or suspected existence of a loss, fraud, embezzlement or similar impairment of Company funds or property, or suspicious persons or activity.

If you have actual or constructive knowledge of any irregularity, and do not report it to your supervisor, you have engaged in unacceptable job performance.

INSPECTIONS / SEARCHES

Any items or parcels taken out of or off Company premises or property (or property controlled by CSI) are subject to inspection/search. Your desk, workstation, work area, computer terminal, memory, files, etc. and your voice mail are subject to inspection/search at any time. CSI may monitor any telephone conversation you have on Company owned or controlled equipment, premises or property. While on Company owned or controlled premises or property, your vehicle, meal containers, purse, etc., as well as yourself, are subject to inspection/search. Any inspection/search conducted by CSI or its designee may occur at any time, with or without notice.

You are prohibited from placing any passwords or restrictors on any document, computer or computer software without the prior authority of management. Any password or restrictor must be revealed to and maintained by a second authorized source. Removing, changing, deleting or erasing any Company information, without the appropriate authorization, is strictly prohibited.

ELECTRONIC ASSETS USAGE

CSI recognizes that use of the Internet has many benefits for CSI and its employees. The Internet and e-mail make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place CSI and others at risk.

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner:

- CSI Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited.
- Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon CSI or be contrary to CSI best interests; and any illegal activities – including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail – are forbidden.
- Copyrighted materials belonging to entities other than CSI may not be transmitted by employees on CSI's network. All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a

single copy to reference only. If you find something on the Internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (Uniform Resource Locator or “address”) to the person who may be interested in the information and have that person look at it on his/her own.

- Do not use the system in a way that disrupts its use by others. This includes excessive dial-in usage, sending or receiving many large files and “spamming” (sending e-mail messages to thousands of users.)
- The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately. Instructions on how to check for viruses are available through the IT Support. Also, many browser add-on packages (called “plug-ins”) are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
- Each employee is responsible for the content of all text, audio or images that he/she places or sends over CSI’s Internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that CSI’s name is attached to all messages so use discretion in formulating messages.
- E-mail is not guaranteed to be private or confidential. All electronic communications are Company property. Therefore, CSI reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so don’t assume that others cannot read or possibly alter your messages.
- Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside CSI.

All company-supplied technology, including computer systems and company-related work records, belong to CSI and not the employee. CSI routinely monitors usage patterns for its e-mail and Internet communications. Although encouraged to explore the resources available on the Internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the e-mail and Internet connection, are company-owned, all company policies are in effect at all times. Any employee who abuses the privilege of company-facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.

PHONE USAGE

The telephones of CSI are to be restricted to business calls for Company business. All employees are required to be professional and conscientious at all times when using company phones and to refrain from usage of personal cell phones including texting and downloading of web content unless subject to emergency situations and/or as authorized by your Supervisor.

PERSONAL PROPERTY

CSI is not liable for lost, misplaced or stolen property. You should take all precautions necessary to safeguard your personal possessions. You should refrain from having your

personal mail sent to CSI because mail may be automatically opened.

Your work area and any other Company property are subject to inspection/search at any time, with or without notice. Desks and office areas are to be kept as neat and organized as possible.

EMPLOYMENT SEPARATION

RESIGNATION

All employees are requested to provide a minimum of two (2) weeks written notice of their intent to resign. Your notice of resignation to voluntarily terminate employment with CSI should be submitted to your supervisor or a member of management. An exit interview may be requested.

TERMINATION

All employment with CSI is “at will” employment. This means that you have not been hired for a specified duration, but that you can terminate your employment or CSI can terminate your employment at any time, with or without cause, and with or without prior notice. Your at-will employment status can only be changed by a written agreement between you and CSI, signed by both you and an Officer of CSI.

Upon separation of your employment you are to remove your personal possessions. You will be paid for all earned, but unused PTO time. Upon separation, you are not entitled to severance pay, except at the sole discretion of management.

RETURN OF COMPANY PROPERTY

Any company property issued to employees, such as computer equipment, keys, tools, parking passes or company credit cards, must be returned to CSI at the time of termination. Employees will be responsible for any lost or damaged items.

MISCELLANEOUS

AUTOMOBILE ACCIDENT

If you are involved in an automobile accident while on Company business (personal or Company car) you must report the accident to your supervisor immediately. You should request and obtain a police report and police investigation at the scene of the accident.

You are not to drive a personal vehicle for Company business unless authorized to do so. If your job requires you to operate your personal vehicle, you shall be required to submit proof of a current and valid state driver’s license.

If you use your own vehicle, either by authorization or requirement, to carry out the business of CSI, you must submit a photocopy of the cover page of your insurance policy covering that vehicle as proof of that insurance. Insurance must be maintained current as a term and condition of continuing employment for that particular position.

PARKING & TRANSPORTATION

CSI provides you with parking at no cost **only at company headquarters**. All parking is at your own risk. It is recommended that you lock your car and take other appropriate safeguards. You are not to park in areas reserved for visitors.

CSI does not supplement transportation costs for an employee to get to and from work.

ACKNOWLEDGEMENT

The undersigned acknowledges receipt of CSI's Guidelines for CSI Employees.

The contents of the Guidelines are presented as a matter of information. Except for the at-will provisions, the guidelines can be amended at any time. I agree to read the guidelines and to follow the guidelines and policies set forth in the guidelines and any amendments to the guidelines along with the other policies and procedures of CSI.

It is specifically understood and agreed that the guidelines is for informational purposes only and is not intended to create a contract, nor is it a contract, of employment or continuing employment between myself and CSI. It is further understood that neither the guidelines nor any policy of CSI is a guarantee or promise of employment or continuing employment.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and with or without prior notice either by CSI or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with CSI only under certain circumstances or after certain events.

Company policy requires all employees to be hired at-will and this policy cannot be changed except by a written document signed by me and an appropriate officer of CSI, specifically changing my at-will employment status. I have neither been requested nor have I signed any such document.

My at-will employment status with CSI has been fully explained, and I have been given an opportunity to ask any questions regarding Company policies and my at-will employment status. No representative of CSI has made any promise or other statements implying employment will be other than what has been stated above.

Dated

Signature

Print Name

APPENDIX A

Safety on a Construction Work Site

Implementation of Plan: The Project Manager and Safety Officer will represent Contract Solutions, Inc. management to ensure strict Compliance with the Company's Accident Prevention Program, OSHA and 29 CFR / EM 385.

Code of Safe Practices: The safe practices described in the Corps of Engineers Safety and Health Requirements Manual EM 385 is made part of Contract Solutions, Inc. "Accident Prevention Plan" along with the following "Code of Safe Practices" which will be introduced to all new employees and trained on periodically during construction.

10a. General Safety practices: The safe practices described in this section are for YOUR protection. Read and observe them. In addition to the following practices you should become familiar with the above referenced 29 CFR / EM 385. Accidents happen without warning – and many are caused by lack of knowledge, inattention, and/or thoughtlessness. Lack of knowledge of these safe practices will not justify noncompliance/violations.

1. **KNOW HOW TO DO YOUR JOB.**
 - a. Check your work area to determine if a problem or hazard may exist.
 - b. Your activity may endanger fellow workers or nearby equipment and materials. Take all precautions to safeguard them.
 - c. Review the safety requirements for each assigned job with your supervisor. You will not be expected or permitted to do your work in an unsafe manner.
 - d. If you are not provided with the proper equipment to do the job safely, you have a right to refuse to perform the work.

2. **A SAFETY RULE CAN ONLY BE CHANGED WHEN LIFE OR PROPERTY IS IN IMMEDIATE DANGER OR BY PERMISSION OF YOUR SUPERVISOR.**

3. Be sure you understand emergency instructions. Anticipate what you will do in case of emergency. Above all BE CALM.

4. Do not wear jewelry (bracelets, neck chains, etc.) on the job-site.

5. Report all unsafe equipment, hazardous conditions, and unsafe acts by anyone to your supervisor.

6. Use safety equipment when it is when it is job specified or is determined to be appropriate. Safety equipment is available through the tool room or the project office.

7. Practice good housekeeping in your work area. Pick up your tools. Do not leave material and scrap where they will be hazardous to others.

8. Obey all warning signs, e.g. KEEP OUT, NO SMOKING, EYE PROTECTION REQUIRED, AUTHORIZED PERSONNEL ONLY, CAUTION, etc.

9. Do NOT take shortcuts; use appropriate ladders, ramps, scaffolds, stairways, pathways.

10. Do not use compressed air or oxygen to blow dust or dirt from clothing.

11. Carbon tetrachloride must not be used for any purpose on this project.

12. Adequate sanitary facilities are provided on this job-site. Use of government bathrooms are not

allowed unless authorized by the contracting officer.

13. Do not engage in HORSEPLAY or ROUGHHOUSING on this job-site. To do so may lead to injury or is cause for your immediate discharge.

14. Failure to follow practices relating to you or your fellow worker's safety and to safeguard equipment, tools, or materials properly may lead to your discharge.

15. Use of drugs or alcohol on the job or being under the influence of either is prohibited and will cause your discharge.

16. Comply at all times with all known federal, state, and local safety laws, employer regulation, and policies.

17. All posted safety rules must be obeyed and must not be removed except by management's authorization.

18. You must understand the foreman's instructions. If you do not know how to do the job safely, ask your foreman. Attend all scheduled safety meetings.

19. Use and / or possession of intoxicants, alcohol or drugs are strictly prohibited.

20. Report all accidents, unsafe conditions / practices immediately to your supervisor. Any horseplay, fighting, misconduct or insubordination of any kind will NOT be tolerated and could result in automatic termination.

21. Personal Protective Equipment:

- a) All employees and visitors shall wear hard hats and safety glasses at all times.
- b) Dress properly. Long pants and shirt with 4" minimum sleeves are required at all times. Loose clothing and jewelry shall not be worn.
- c) Ear protection and respiratory protection devices will be worn in accordance with OSHA standards.
- d) Hard toe (ANSI Z41) shoes are required. No tennis shoes are allowed. Appropriate gloves must be available for use and on your person at all times.

22. Full body harnesses with double locking, shock absorbing lanyards shall be used when at unprotected heights of 6' or greater. All tie-off points must be able to support 5,000 pounds per person.

23. Only authorized personnel are permitted to operate equipment/vehicles. No riders on machinery or equipment. Operators must daily inspect their equipment and repair or report any hazardous conditions. The onsite speed limit for all vehicles and equipment is 5mph.

24. All machinery must have operable backup alarms at all times. Never operate a machine unless all guards and safety devices are in place and in proper operating conditions.

25. Gasoline must be stored and transported in authorized cans only (NO PLASTIC); engines must be shut off when refueling and no smoking anywhere near flammable liquids. Gas cans shall not be stored in conex(s).

26. Only authorized employees shall be allowed to enter a trench or excavation.

27. No employee shall enter a confined space such as a manhole, tunnel, shaft, etc., unless they have the approval of their supervisor and proper air test is first conducted.

28. When burning or welding is being done, a fire extinguisher must be close at hand at all times and all personnel protective equipment shall be worn.

- a) Compressed gas cylinders must be secured in an upright position.

- b) Fire protection is not to be tampered with or removed from its assigned location.
29. No employee shall conduct any blasting operating or air test unless they have been properly instructed in the proper procedures and the required certification obtained.
 30. Stay alert on the job and keep out from under overhead loads.
 31. Place ladders on a substantial base and do not use ladders with broken, split or missing rungs or rails. All ladders must be used with a 4:1 slope, extend at least three (3) feet above the landing platform and be securely fastened at the top. Workers are not to carry loads up or down ladders. All tools and materials are to be raised and lowered by rope or machine. You must face the ladder and keep a three (3) point contact at all times.
 - a) Stepladders must be used with spreader fully engaged. The top and second from the top step shall not be used.
 - b) All job made ladder shall be built in accordance to OSHA standard 1526.1503 and EM 385-1-1, Section 21D.
 32. All housekeeping shall be done on a continual basis. Construction debris shall be removed to dumpsters continually. Work areas shall be cleaned as needed to provide for worker safety. Trash receptacles shall be provided on site for the disposal of cans, garbage and trash. These receptacles shall be emptied as needed to comply with sanitary requirements.
 33. Electric tools must have good cords with three prongs. Cords must be grounded with no exposed wiring. Always use a Ground Fault Circuit Interrupter.
 34. All temporary power shall be on ground fault circuits or a ground fault circuit interrupter (GFCI) pigtail shall be used between the tool and the power source.
 35. Only licensed employees shall operate Powder Actuated Tools.
 36. On Site parking will be verified with FEAD. Towing is enforced at owner's expense.
 37. Proper Work Attire: All employees working on this project are required to wear proper work attire. The following minimum work attire is mandatory.

Hard Hats Must be worn at all times. No ball caps are allowed under the hard hat and must be worn per manufacturer's recommendations.

Eye Protection Approved (shall meet the ANSI ZS87.1-1989 standard) safety glasses must be worn at all times. Additional eye/face protection must be worn when performing any task that generates flying materials.

Hearing Hearing protection is required when working in high noise areas.

Clothing No torn or ragged clothing shall be permitted.

Pants Long type to the ankles. No shorts are allowed.

Shirts All shirts must have a minimum 4" sleeve (tank tops and muscle shirts not allowed)

Shoes Hard toe (ANSI Z41) shoes are required –No tennis shoes are allowed.

Jewelry The wearing of neck chains, loop earrings and rings is discouraged.

Gloves Appropriate gloves to protect your hands from the assigned task must be available for your use and on your person at all times.

10b. Housekeeping: Good Housekeeping is an important and essential part of our safety program.

General Criteria: A vital and important step toward Accident Prevention is keeping work areas free of debris and obstructions. Contract Solutions, Inc. will require all their subcontractors to cleanup and dispose of debris on a daily basis. Special attention will be given to the proper disposal of flammable materials from within the buildings. Hazardous materials and other debris resulting from construction

activities will be hauled-off and disposed of in the designated disposal site.

Execution: Contract Solutions, Inc. shall clean up trash and debris created by its work and personnel daily. Scrap material shall be hauled out of the facility daily and disposed of by Contract Solutions, Inc. Contract Solutions, Inc. shall remove from the job site all combustible scrap materials daily. All material shall be stored in an orderly manner and kept clean. Should Contract Solutions, Inc. housekeeping not meet the standards defined herein, after twenty four (24) hours' notice, Contract Solutions, Inc. management should be contacted for resolution. Contract Solutions, Inc. personnel will ensure that all stairways, passageways, gangways and access ways will be kept free of materials, supplies and obstructions at all times.

- A. No glass bottles are allowed on the job site.
- B. No hazardous waste of any type shall be disposed of on the job site.
- C. Upon completion of the work, Contract Solutions, Inc. shall leave the construction area in a clean, neat and orderly condition.
- D. Contract Solutions, Inc. and their Subcontractors will dispose of excess materials and debris into dump trucks, dumpsters, or hauled off-site.
- E. All debris and containers will be kept within the confines of site work limits.
- F. If Contract Solutions, Inc. inspector feels clean-up is insufficient, working operations of the Subcontractor's personnel will be stopped and redirected to the clean-up operation only until clean-up is acceptable.

IT IS THE RESPONSIBILITY OF ALL EMPLOYEES – SUPERVISORS AND CRAFTSMEN ALIKE TO PRACTICE GOOD HOUSEKEEPING AT ALL TIMES!

- 1. Scrap materials and rubbish are fire and accident hazards. If an excess of these materials exists in your work area, ask your supervisor to arrange for removal.
- 2. You must use the trash barrels, dumpsters or other containers which are located throughout the job-site. If you need one in your immediate work area, notify your supervisor.
- 3. Return all surplus materials to the stockpile at the completion of your job.
- 4. Do not leave tools and materials where they will create a hazard for others. Put them in the gang box or return them to the tool room.
- 5. Place oily rags in approved metal containers only.
- 6. Wipe up spilled liquids immediately. If you cannot handle the problem, notify your supervisor so that he/she can arrange for the necessary clean up.
- 7. Keep break areas clean. Do not let food scraps and soft drink bottles or cans accumulate. If drinking cups are used, deposit them in the containers provided. Also, place sandwich wrappers, paper bags, and other trash in these containers.

10c. Personal Protective Equipment: Read **PERSONAL PROTECTIVE EQUIPMENT** of the "Accident Prevention Plan".

First Aid: First Aid facilities are provided for your safety. Qualified personnel are available to render treatment and to maintain required records of job related injuries and illnesses.

- 1. Report all injuries **IMMEDIATELY**, no matter how minor, to your supervisor or the Safety Officer. First Aid treatment will be provided, if necessary and the accident/incident will be noted. Should future medical care be necessary, you will have fulfilled your legal obligations.
- 2. You must notify your supervisor or the Safety Officer prior to leaving the job-site because of injury or illness, whether personal or work-related.

3. If you get outside medical treatment (without clearing through the Safety Officer or your Supervisor) you must notify them at the start of the next scheduled work day. Failure to do so may result in complications resolving any possible claim.
4. Prior to returning to work after a medical visit or a disabling injury or illness, you must present a medical clearance from the attending physician to the Safety Officer or your Supervisor.
5. Drugs, tranquilizers, and insulin must not be taken on the job site unless authorized in writing by your personal physician. A copy of this authorization must be given to the Contract Solutions, Inc. Office or the Safety Officer.
6. Designated First Aid personnel are trained to render assistance. In the event of injury or illness you will get proper first aid treatment. You will be immediately transported to a nearby qualified physician in the event of any emergency.
7. If you have had military, Red Cross, or other first aid or medical training, inform the Contract Solutions, Inc. Office, Safety Officer, or your Supervisor. You may be invited to join the designated list of First Aid personnel.
8. Never move an injured or seriously ill person UNLESS necessary to prevent further injury. First aid should not be administered by any non-designated employee except in case of severe bleeding or cessation of breathing.

Contract Solutions, Inc. will advise all construction personnel of the Personal Protective Equipment requirements as contained in 29 CFR / EM 385 and the following General Safety Requirements listed below. All subcontractors will be furnished with a copy for their use and will be part of their subcontract agreement with Contract Solutions, Inc. Each of the following topics will be covered during the weekly scheduled safety meetings.

Protective Headgear: The wearing of nonconductive hard hats meeting the requirements of ANSI Z89.1, ANSI Z89.2 and the 29 CFR / EM 385, is required at all times, except in break areas, offices, canteens or restrooms. Hard hats shall be worn with the bill in front to provide protection against falling objects. All points of entry to a hard hat area should have a hard hat caution sign posted if indicated during hazard analysis review. The job site is classified a “hard hat” area from start to finish. All persons working on, or visiting, non-administrative activities, i.e., construction, operations and maintenance, shall be provided with and required to wear protective headgear.

Protective Clothing: Employees will wear clothing in accordance with the requirements of 29 CFR Subpart E / EM 385 Section 5, Appendix “L” and should be suitable for the weather and work conditions prevalent. The minimum shall be short-sleeved shirts, long pants and leather or other protective work shoes or boots.

Noise Control: Working equipment without mufflers shall not be allowed and motorized equipment shall not be left idling near housing. Loud noises that are not incidental to the work being performed, such as loud playing of vehicle radios shall not be allowed. No portable radios shall be allowed on the job site. All necessary steps for noise abatement shall be enforced. All personnel working within, or around, the confines of loud noise shall receive and must wear the proper ear device protection as required by 29 CFR 1926.101 / EM385-1-1, Section 5, paragraph 05.C.

Eye Protection: All personnel shall be provided with eye and face protection equipment when machines or operations present potential eye or face injury from physical, chemical or radiation agents or other hazardous exposures as outlined in 29 CFR 1926.102 / EM385-1-1, Section 5, paragraph 05.B.

Respiratory Protection: All personnel shall be provided with the proper respiratory protection in accordance with 29 CFR 1926.103 / EM385-1-1, Section 05, paragraph 05.E. All respiratory protection shall be OSHA approved.

Ventilation: Entry shall not be permitted to manholes or un-vented vaults unless forced ventilation is provided or the atmosphere is tested and determined to be suitable. No person entering such an area shall be without a lifeline attended by a person safely located outside. An effective signal system will

be established for communication in the event of incapacitation.

Electrical Wiring and Apparatus: All wiring will be performed by skilled craftsmen having full knowledge of all applicable electrical codes. Care will be taken to make sure that any potential “live” wiring or related parts are adequately protected to preclude harmful contact. Any areas containing high voltage equipment will be posted with warning signs and suitably enclosed to prevent access by unauthorized personnel. Temporary lighting/electricity shall meet the requirements of Section 00800. All temporary wiring shall be inspected weekly and certified for compliance on a Temporary Electrical Inspection Form.

Hand Tools and Power Tools: All tools will be inspected prior to start of construction to determine if they are in need of repair. Similar types of inspections will be conducted periodically throughout the duration of the job. All power tools will be inspected prior to use and periodically thereafter for compliance.

Ramps, Runways, Platforms, Scaffolds and Towers: Care shall be taken to ensure that all scaffolds, ramps, platforms, etc. are of the proper type for all work that will involve working from elevated heights. No work of any heavy nature is to be performed from ladders. While performing work from the roofs of the structures, personnel will be protected from falling by means of the installation of approved handrails, scaffold or other means, thus allowing no greater than a six foot (6') drop for workers.

Insects, Vermin & Snakes: Protection against hazards associated with the foregoing shall be provided by ensuring that all personnel are wearing the proper protective clothing. Furthermore, all personnel will be instructed in recognizing and identifying hazards associated with the dangerous species. Appropriate medicines and repellents will be stored in the first-aid kit located in the project office trailer for minor treatments.

Poisons: All handling and use of poisons, acids, caustics and harmful chemicals shall be under the supervision of a qualified person. Facilities for quick emergency drenching of eye and body shall be provided within the immediate work area vicinity where any poisons are being handled.

Inspection of Mechanized Equipment: Before any machinery or mechanical equipment is used on the project, it shall be inspected by a competent mechanic and checked for safety compliance. All equipment shall be inspected to ensure that it is equipped with the proper rollover protection devices, back-up bells and safety belts.

Project Specific Safety PPE Requirements: Heavy protective shoes shall be worn at all times during the course of all construction activities. Tennis shoes, track shoes, sandals, loafers and hush puppies are not permitted. The wearing of safety glasses with side shields meeting the requirements of ANSI Z78.1 is required at all time on the job site; except while in break areas, offices and restrooms. Full-face shields shall be worn over safety glasses for all grinding operations, sawing with abrasive cutting blades, overhead drilling, in cutting with a band saw or hacksaw and entry into process lines.

The wearing of tank tops, low-cut shirts or sleeveless shirts are prohibited. Loose fitting garments, shirrtails, floppy sleeves or loose jewelry which may catch or become entangled in equipment are prohibited. Employees shall be sent home to change clothing if they come to work improperly dressed. Hair that falls below the nape of the neck shall be put up under the hard hat or contained in a hair net. Ponytails are not considered proper containment of long hair.

Long pants are required at all times.

OSHA approved hearing (per 29 CFR / EM 385) equipment shall be worn when required. John C. Grimberg Co. shall meet the selection, fitting and maintenance requirements of OSHA. Project Specific Protective Clothing, Equipment and Supplies:

*Three complete clean sets of PPE will be available for government visitors

PROJECT SPECIFIC PROTECTIVE GEAR



SAFETY ITEM	QTY	U/ M	SI DIVISION REQUIRED	PROPER USE / NOTES
HARD HAT	1 PER WORKER	EA	EVERY ACTIVITY	WEAR 100% OF TIME ON CONSTRUCTION
REINFOR TOE	1 PER WORKER	PR	EVERY ACTIVITY	WEAR 100% OF TIME ON CONSTRUCTION
SINGLE HEARING PROT.	1 PER WORKER	BX	EVERY ACTIVITY	84DB PPL OR IN POSTED AREAS.
DOUBLE HEARING PROT.	20	EA	2, 3, 31, 32, 33	104DB PPL OR IN POSTED AREAS.
GLOVES(LEATHER)	1 PER WORKER	PR	EVERY ACTIVITY	PINCH POINTS OR CUTTING HAZARD.
GOGGLES	20	EA	EVERY ACTIVITY	IN DUST AREAS/FLYING OBJECTS.
EYE PROTECTION	1 PER WORKER	EA	EVERY ACTIVITY	WEAR 100% OF TIME ON CONSTRUCTION
EYE WASH STATION	1 PER 25 WORKER	EA	EVERY ACTIVITY	ACCESSIBLE /BIWEEKLY WATER CHANGED.
FIRST AID KIT	1 PER 25 WORKER	EA	EVERY ACTIVITY	ACCESSIBLE,100% STOCKED.
FIRE EXTINGUISHER	PER OSHA REQ.	EA	EVERY ACTIVITY	NEAR FIRE HAZARDS/CHECK OFTEN.
SUN SCREEN	10	BT	EVERY ACTIVITY	WEAR REGULARLY ON EXPOSED SKIN.
HEATERS	10	EA	EVERY ACTIVITY	USE IN WELL VENTILATED AREA.
WATER JUGS	1 PER 25 WORKER	EA	EVERY ACTIVITY	CLEAN DAILY/NEW WATER DAILY.
HARD HAT SIGNS	30	EA	EVERY ACTIVITY	POSTED IN NOTICEABLE AREAS.
HEARING PROT. SIGNS	10	EA	EVERY ACTIVITY	POSTED IN NOTICEABLE AREAS.
GFCI	25	EA	EVERY ACTIVITY	ALL POWER DISTRIBUTED THROUGH.
CAUTION TAPE	30	RL	EVERY ACTIVITY	BLOCK OFF PROJECT AREA.
FLAM LOCKER	4	EA	EVERY ACTIVITY	STORE ONLY COMPATIBLE MATERIAL.
CUPS	20	BX	EVERY ACTIVITY	MAKES DRINKING WATER ACCESSIBLE.

END OF SAFETY INSTRUCTIONS

Accident Prevention (Nov 1991)

- (a) The Contractor shall provide and maintain work environments and procedures which will --
- (1) Safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to Contractor operations and activities;
 - (2) Comply with the standards issued by the Secretary of Labor at 29 CFR Part 1926 and 29 CFR Part 1910; and
 - (3) Ensure that any additional measures the Contracting Officer determines to be reasonably necessary for the purposes are taken.
- (b) Shall comply with all pertinent provisions of the latest version of U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, in effect on the date of the solicitation.
- (c) Whenever the Contracting Officer becomes aware of any noncompliance with these requirements or any condition which poses a serious or imminent danger to the health or safety of the public or

Government personnel, the Contracting Officer shall notify the Contractor orally, with written confirmation, and request immediate initiation of corrective action. This notice, when delivered to the Contractor or the Contractor's representative at the work site, shall be deemed sufficient notice of the noncompliance and that corrective action is required. After receiving the notice, the Contractor shall immediately take corrective action. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any stop work order issued under this clause.

(d) The Contractor shall insert this clause, including this paragraph with appropriate changes in the designation of the parties, in subcontracts.

(End of Clause)

Alternate I (Nov 1991). If the contract will involve (a) work of a long duration or hazardous nature, or (b) performance on a Government facility that on the advice of technical representatives involves hazardous materials or operations that might endanger the safety of the public and/or Government personnel or property, add the following paragraph (f) to the basic clause:

Before commencing the work, the Contractor shall --

(1) Submit a written proposed plan for implementing this clause. The plan shall include an analysis of the significant hazards to life, limb, and property inherent in contract work performance and a plan for controlling these hazards; and

(2) Meet with representatives of the Contracting Officer to discuss and develop a mutual understanding relative to administration of the overall safety program.