

ENSCICON

ENGINEERING & CONSTRUCTION

EQUAL EMPLOYMENT OPPORTUNITY/ANTI-HARASSMENT

ENSCICON is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. The Company does not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation or any other status protected by state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees/subcontractors, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc. Any employee/subcontractor who believes that he/she is being discriminated against should contact their manager or Human Resources immediately.

DRUG-FREE WORK PLACE/SUBSTANCE ABUSE & TESTING

ENSCICON maintains a strong commitment to provide a safe, efficient and productive work environment that provides the highest quality service. The Company strives to allow employees to perform their duties safely and efficiently.

No employee/subcontractor may distribute, sell, manufacture, possess, consume or use any illegal controlled substance, on Company, or ENSCICON's client property, at any time, while on Company, or ENSCICON's client business or while operating a vehicle that is owned or leased by the Company, or ENSCICON's client. No employee/subcontractor shall work, report to work, or remain on duty while under the influence of illegal drugs or alcohol, nor use prescribed medications, which affect job performance or safety.

The foregoing policies do not generally apply to the use of controlled substances legally prescribed by a licensed physician, used in the prescribed manner. Employees on such medication are expected to be fit for duty.

Employees/subcontractors convicted of violating any criminal drug statute must report this fact to their manager immediately. Substance abuse testing will be conducted in accordance with the Company's, and/or ENSCICON's client's, policy and will be administered in accordance with applicable laws, rules and regulations and enforceable to the full extent allowed. Refusal to submit to a substance abuse test, or any attempt to invalidate or circumvent the testing process, will result in termination of employment or withdrawal of the applicant's employment offer.

SECURITY POLICY

Employees/subcontractors agree to abide by the security policies of ENSCICON's clients and will endeavor to ensure the security of the client's premises. Employees/subcontractors will immediately report any matters pertaining to security to a client representative at the work site. Employees/subcontractors further agree that their access to the work site may be revoked at any time, for any reason by ENSCICON's client.

ENSCICON and/or ENSCICON'S client, reserves the right at any time to inspect or search any employee/subcontractor or anything brought onto ENSCICON, or ENSCICON's client, premises by employee/subcontractor. An employee/subcontractor consents to a search as a condition of employment.

SEXUAL HARASSMENT

ENSCICON strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment, according to the Federal Equal Employment Opportunity Commission (EEOC), consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual nature or sex-based nature where:

Submission to such conduct is made either explicitly or implicitly a term for condition of an individual's employment. An employment decision is based on an individual's acceptance or rejection of such conduct. Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

All employees/subcontractors are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy.

Examples of unlawful sexual harassment include, but are not limited to, sexual advances; propositions of a sexual nature; sexually-oriented gestures, noises, remarks or jokes directed at any employee or made in the presence of any employee who indicates or has indicated that such conduct in his or her presence is unwelcome; any displays of pictures, cartoons or other materials that are in any way sexually revealing, suggestive, demeaning or pornographic.

It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination, whether that concern relates to harassment of, or discrimination against, the individual raising the concern or against another individual. ENSCICON will investigate any form of sexual harassment or sex discrimination or retaliation.

CONFIDENTIALITY/INTELLECTUAL PROPERTY

As an employee/subcontractor of ENSCICON, you may come in contact with confidential information. It is your responsibility to maintain the confidentiality of such information as it relates to the Company or other employees/subcontractors. Our clients and suppliers also entrust ENSCICON with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, ENSCICON earns the respect and further trust of our clients and suppliers.

Your employment with ENSCICON assumes an obligation to maintain confidentiality even after you leave our employ. Any violation of confidentiality seriously injures ENSCICON's reputation and effectiveness. Under no circumstances may any employee/subcontractor remove, reproduce or disclose to any unauthorized person confidential information respecting the Company, our clients, our suppliers or other employees/subcontractors. Because of its seriousness, disclosure of confidential information could lead to disciplinary action up to, and including, termination.

Any intellectual property developed during the course of employment is the sole property of ENSCICON and/or ENSCICON's client. It may not be used by any person for any other purpose than that intended when developed at ENSCICON or at ENSCICON's client. It may not be taken, reproduced or replicated after leaving ENSCICON's employment nor can it be sold, redistributed or recreated for any other ENSCICON client.

CLIENT ELECTRONIC COMMUNICATIONS

Every ENSCICON employee/subcontractor on contract assignment at any ENSCICON client location must abide by any policies or procedures as directed by the client regarding electronic communication. For purposes of this policy, electronic communication includes, but is not limited to, both hardware and software for email, Internet client WAN and LAN facilities, telephone, facsimile (Fax), and radio devices.

Our clients grant us access to their electronic communications resources so that we may perform job functions on their behalf. You must agree to not knowingly permit use of these resources for any purposes other than the uses necessary to perform functions related directly to job assignments as directed by clients.

You will not use any access mechanism that the client has not expressly assigned to us and will not disclose information concerning access to these resources unless properly authorized to do so by the client. All information maintained on a client's electronic communications system will be kept strictly confidential and no information will be released to any unauthorized person.

All ENSCICON clients reserve the right without notice to monitor, limit or restrict access and to inspect, remove or otherwise alter any data, file or system resource that may undermine the authorized use of any computing network or electronic communications media resource. You agree to abide by all applicable state, federal and client policies, guidelines and other procedures and standards that relate to the use of the client's computer and telecommunications resources.

SAFETY

ENSCICON's goal is to provide a safe and healthy work environment. The biggest single factor in insuring your safety on the job is YOU. It is your responsibility, to both yourself and those working in your area, to practice safe work habits. Failure to follow safety rules or use appropriate safety devices may result in a reduction of workers' compensation benefits in the event of injury. Report any unsafe practices and conditions to your supervisor so corrective action can be taken.

Report all accidents in writing, no matter how minor, to your supervisor immediately. We want to provide you with prompt medical treatment from our designated physician. Treatment for on-the-job injuries must be obtained from this physician or else you may be responsible for the cost of medical treatment. Prompt reporting of the accident will help us to take steps to reduce the possibility of future accidents.

Safety rules are only as effective as you make them. Safety is a cooperative endeavor and must be kept constantly in mind by all of us. Exercise common sense and good judgment in all that you do on the job. Then, we can all enjoy an excellent safety record.

ARBITRATION AGREEMENT

As an ENSCICON employee/subcontractor you agree to settle any and all previously unasserted claims, disputes or controversies arising out of or relating to your application of employment with ENSCICON exclusively by binding arbitration before a neutral Arbitrator, in accordance with the Federal Arbitration Act and applicable federal and state law. This provision does not intend to limit any statutory rights of ENSCICON or the employee/subcontractor under federal or state law. Understand that your agreement to this provision is a condition of your employment with ENSCICON.

POLICY ADHERENCE

ENSCICON's policies are intended to provide a safe, non-discriminatory and productive working environment for every employee/subcontractor. Adherence to the policies listed above is a

condition of employment. When there is both a client and an ENSCICON policy addressing the same issue, the most stringent provisions shall prevail.

Any employee/subcontractor who violates any of these policies is subject to corrective action up to, and including, termination.

I have received and read the ENSCICON Standards of Conduct. I agree to comply with these standards.

Employee's Signature

Employee's printed name

Date