



Employee Handbook



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Employee Handbook

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100 INTRODUCTION

101 Welcome

Welcome to Colville, Inc., Brooks Range Supply, Inc., Colville Transport LLC, and the other companies within our organization. In this Handbook, we refer to all these entities together as the “Company.” We are pleased that you are joining us, a leader in this community and in our industry. Pride in yourself, your work, and the contribution you make to support your colleagues and serve our customers is vital to our success.

Keep this Handbook as a guide and ready reference throughout your tenure with the Company. If you have questions as you read through this Handbook, please do not hesitate to discuss them with your manager or supervisor.

102 Functions of Manual

It is the policy of the Company that this manual be used as an outline of the basic policies, practices, and procedures for the Company. **The manual, however, is not intended to alter the employment-at-will relationship in any way.**

This manual contains general statements of Company policy and should not be read as including the details of each policy.

These policies apply and pertain to all employees of the Company. These policies supplement and interpret the written contracts entered into between some individual employees and the Company. All of these policies and procedures are subject to change or modification at the Company’s discretion at any time that circumstances warrant. These policies supplement and supersede any oral statements that may have been made. The Company reserves the right to change, modify, eliminate, or deviate from any policy or procedure at any time as it deems appropriate.

103 Employment at Will

A. Purpose:

To state the position of the Company in regard to promises of employment, employment agreements, or employment contracts for the employees.

B. Policy:

Although it is the desire of the owners and officers of the Company to provide stable and long-term employment opportunities, and to deal with all employees in a fair and equitable manner, the Company operates under an employment at will policy. More specifically, the term of your employment is not defined. Employees may resign and may be terminated at any time, for any reason, with or without notice.

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200 EMPLOYMENT

201 Employee Categories

The Company offers regular full-time and part-time employment opportunities to meet a variety of staffing requirements and accommodate employee needs and preferences. The Company also uses project and temporary employees to respond flexibly to changing staffing requirements.

A. Regular:

1. Full-time regular employees are hired to regularly work 30 or more hours each week.
2. Part Time regular employees are hired to regularly work less than 30 hours each week.

B. Temporary:

1. Full-time temporary employees are hired directly by the Company to work for the duration of specific projects or assignments and regularly work 30 hours or more each week.
2. Part-time temporary employees are hired directly by the Company to work for the duration of specific projects or assignments and regularly work less than 30 hours each week.
3. Temporary assignments generally do not extend beyond a 12-month period, unless approved by the respective Manager.

C. Exempt:

Exempt employees are not subject to federal and state overtime requirements and are paid a salary, rather than an hourly wage. An employee is exempt as defined by the Fair Labor Standards Act and state law.

D. Non-Exempt:

Any employee who is not classified as exempt is non-exempt. Non-exempt employees are paid an hourly wage and are covered by the State of Alaska Wage and/or Hour Law or by the Federal Fair Labor Standards Act.

202 Application

All persons wishing to be considered for employment with the Company must complete an application for employment. This information and supporting documents must be materially complete and accurate. Failure to follow this policy can result in removal from the application pool or termination if already offered employment.

203 Offer of Employment, Conclusion of Employment

A. Policy:

The Company's General Manager functions as the primary Human Resources Office. All offers of employment, and all terminations of employment, shall be decisions of the General Manager. The General Manager may delegate the role of hiring to the Operations Managers or to Department heads. The General Manager may not delegate the role of terminations.

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B. Procedures

The General Manager shall function as the primary HR resource within the company, with responsibility for ensuring the orderly and lawful management of staff resources, including payroll, work assignments, benefits, leave, recruiting, job offers, and terminations. The General Manager is expected to consult extensively with their respective Operations Managers and Department Heads to assist in human resource administration that is consistent with Company policy and available funding.

C. Appeals

Decisions of the General Manager may be appealed to the Company's President, whose decision will be considered final.

204 Promotions, Demotions, and Temporary Assignments

A. Promotions:

The promotion of an employee to higher classification with a higher salary range may include an increase in salary consistent with the budget and the salary schedule.

B. Demotions:

In the event that an employee is reclassified to a lower step or classification, the employee's salary may be reduced to any lower step in the lower salary range.

C. Temporary Assignments:

An employee may temporarily be assigned to a position of higher responsibility. If that assignment exceeds four consecutive calendar weeks, the General Manager may authorize compensation at the level of responsibility assigned.

205 Personnel Files

A. Policy:

The Company maintains records for each employee as required by local, state, federal laws and regulations.

B. Changes in Personal Information:

To keep personnel records up-to-date, employees are required to notify the Company of any changes in the following:

1. Name
2. Address
3. Telephone Number
4. Beneficiary Designations for any Company insurance and/or benefit plans
5. Persons to be notified in case of emergency
6. When a change in the number of dependents or marital status occurs, the employee should complete a new Form W-4 for income tax withholding purposes and forward it to payroll.

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300 COMPENSATION

301 Payroll

A. Payroll:

The Company complies with federal and state wage-hour and wage-payment laws. This policy is designed to help reduce the chance of pay-related misunderstandings and give employees the information they need to plan their personal finances.

B. Payday Schedule:

The Company customarily issues paychecks twice each calendar month. For specific dates, or other payroll-related details, employees may directly contact the payroll office.

C. Payroll Deductions:

Federal and state taxes are deducted from paychecks as required by law. Voluntary deductions such as health care benefits can be made after an employee completes the necessary authorization forms.

401(k) contributions are automatically deducted from salary and begin after 90-days of employment. Contribution levels and participation may be changed at any time, by the employee.

It is the employee's responsibility to satisfy any personal debt incurred while on the job. Personal debt must be repaid prior to separation from the Company, whether separation is voluntary or involuntary and the Company may deduct the outstanding debt from the employee's final paycheck.

The Company deducts court-ordered garnishments for personal debts (such as child support) without the employee's prior authorization. Deductions for federal, state, and city tax liens also can be made by the Company without prior employee authorization.

D. Direct Deposit:

Employees may elect to have their pay deposited directly into their personal checking or saving accounts instead of receiving printed paychecks. Employees desiring to use this convenient option should contact the payroll office for enrollment details.

E. Lost or Missing Paychecks:

An employee should report a lost or missing paycheck to the Payroll Office immediately. The Company will issue a new paycheck to the employee after payment is stopped on the original check. However, if a check is lost through no fault of the Company and the Company is unable to stop payment on the check, the Company is not obligated to indemnify the employee for the loss.

F. Administrative Pay Corrections:

The Company takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their respective manager. Corrections are normally made in the subsequent pay period.

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302 Payroll Advance

Advances on earned wages or salaries are discouraged and will be made on a case-by-case basis. All payroll advances shall be authorized by the General Manager in his or her sole discretion. The Company will not make any advances or loans over earned wages except in the case of an absolute emergency.

All advances or loans on unearned wages can only be approved by a Company Officer and will be properly documented by signed promissory note.

303 Rotation Schedule

The rotation will be reviewed and published by applicable General Managers. The standard rotation schedule is two weeks on followed by two weeks off. Exceptions to this rotation schedule must be agreed upon by both rotation partners and approved by the supervisor. If rotation partners cannot agree, the General Manager will make the final determination. In the event of an employee vacancy, the open position will be advertised with the current rotation schedule of the position. The Company reserves the right to alter rotation schedules with appropriate notice.

304 Work Hours

The work week for the Company begins at 12:01 am on Sunday and ends at 11:59 pm on Saturday. The Company reserves the right to change the workweek with appropriate notice. Wages shall be paid in accordance with the Alaska Department of Labor & Workforce Development statutes and regulation: <http://labor.state.ak.us/>

Rotation travel time to and from the North Slope, travel between camp facilities and a work site, meal breaks, time spent away from the designated job location, time spent on personal business, and scheduled or unscheduled personnel shift changes are not considered part of the work shift.

Each company may have varying work hours per shift. This typically changes seasonally, and will also change based on immediate circumstances such as increases and decreases in client demands, projects, and requirements.

305 Company Credit Cards

Personal use of the Company credit cards will not be permitted for any purpose.

Reasonable and customary reimbursable expenses, such as travel and business meals, may be charged on a personal credit card, and then submitted with a standard expense account report for reimbursement.

306 Severance Pay Policy

The Company will make severance payments, at the discretion of the General Manager and/or President, according to the guidelines below.

A. Length of Employment

Full-Time Employees

- Less than 1 year of continuous service – not eligible.

Employee Handbook

- At least 1 year of continuous service - 1 week of pay per each year of service capped at 26 weeks.

Part-Time and Temporary Employees

- Not eligible.

B. Calculating Severance Pay

The severance pay is calculated by averaging the annual salary for the previous 3 years, then dividing by 52. This results in 1 week of pay. This figure is then multiplied by the number of years of service.

C. Group Insurance

Life, accident, short and long term disability, and dental/medical insurance is canceled on the last of the month in which the employee departs the company.

Medical insurance may be continued by eligible employees under the federal COBRA law.

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400 TIME OFF- LEAVE

401 Leave

Generally except as noted below, Leave time is negotiated on an individual basis by the General Manager, who may delegate this role to the Operations Manager or Department head.

Military Leave (USERRA)

The Company recognizes the important role of the National Guard and Reserves and supports employee participation. The following provisions apply for military leave of absence when an employee is required by a branch of the armed forces to attend an annual training session or serve under emergency mobilization orders.

Leave of absence to perform military duties will be granted in accordance with applicable requirements of state and federal laws. In the event of an emergency mobilization order, the employee on military leave will be granted a leave of absence without pay for the duration of the mobilization orders, and will be reinstated upon release from military duty.

You are expected to notify your supervisor or manager of upcoming military duty by furnishing the Company with a copy of your official military orders plus inform the Company as soon as possible as to when you can return to work.

402 Medical Leave (unpaid)

Full-time and part-time employees are eligible for unpaid leaves of absence for family or personal medical reasons in accordance with the Family and Medical Leave Act (FMLA) for one of the following reasons:

1. The birth of the employee's child or to care for such child;
2. Placement of child for adoption or foster care;
3. The child's placement with the employee for adoption or foster care;
4. Family serious health condition;
5. The care of a spouse, child, or parent who has a serious health condition; or
6. The employee's own serious health condition.

Employees who have been with the Company for at least twelve months and who have worked at least 1250 hours during that period are eligible for up to twelve (12) weeks of unpaid leave in any twelve-month period. Intermittent leave may also be permitted. In determining the twelve weeks, we will consider time spent on Family Leave as well as Medical Leave during the twelve-month period.

Employees must notify their supervisor within three (3 days) after commencing leave taken as Family and Medical Leave To qualify for family leave to take care of a seriously ill spouse, child or parent, you will need to provide us with a statement from a physician or other health care provider that you are needed to care for the family member. To qualify for a medical leave of absence, you will need to provide us with a statement from your physician, indicating that you are unable to work due to one of the situations listed above. In either case, please give us as much advance notice as possible.

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The Company expects an employee on Family and Medical Leave to stay in communication with his or her supervisor as to the extent of leave and provide a contact phone number for further communications.

The Company supervisor of an employee on Family and Medical Leave will keep a record of all days taken under this unpaid leave category.

Your group health insurance will remain in effect during your leave on the same basis as before. If you are paying a portion of the insurance premium, you will need to make arrangements with Payroll for these payments before you go on leave.

When you return from leave, we will return you to your original position or an equivalent position. You may request an extension of your unpaid leave beyond the twelve (12) week limit described above, and such requests will be considered on a case-by-case basis. However, we cannot guarantee that we will be able to hold your position for you beyond the twelve weeks. If your position is filled, we will attempt to place you in another position for which you are qualified, provided one is available.

Employees who do not qualify for family or medical leave due to their length of service or the nature of their medical condition may request personal leave of absence. Such requests will be considered on a case-by-case basis.

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500 CODE OF ETHICS

501 Build Trust and Credibility

The success of our business is dependent on the trust and confidence we earn from our employees and customers. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching company goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions. Ultimately, we will be judged on what we do.

When considering any action, it is wise to ask: will this build trust and credibility for Colville? Will it help create a working environment in which the Company can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering “yes” to those questions and by working every day to build our trust and credibility.

502 Respect for the Individual

We all deserve to work in an environment where we are treated with dignity and respect. The Company is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success. We cannot afford to let anyone’s talents go to waste.

The Company is an equal employment/affirmative action employer and is committed to providing a workplace that is free of discrimination of all types from abusive, offensive or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to human resources.

503 Create a Culture of Open and Honest Communication

Everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

The Company will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the Company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

For your information, The Company’s whistleblower policy is as follows:

Retaliation against any employee who opposes a practice forbidden under this policy, or has filed a charge, testified, assisted or participated in any manner in an investigation, proceeding or hearing under this policy, or is otherwise engaged in protected activity is prohibited. Any employee who believes that he or she is or has been the subject of retaliation or harassment should report the behavior immediately. All information will be held in as much confidence as possible and will be disclosed only on a need-to-know basis to investigate and resolve the matter.

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504 Set Tone at the Top

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matters.

To make our code work, managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. At The Company, we want the ethics dialogue to become a natural part of daily work.

505 Uphold the Law

The Company's commitment to integrity begins with complying with laws, rules and regulations where we do business. Further, each of us must have an understanding of Company policies, laws, rules and regulations that apply to our specific roles. If we are unsure of whether a contemplated action is permitted by law or Company policy, we should seek the advice from the resource expert. We are responsible for preventing violations of law and for speaking up if we see possible violations.

506 Competition

We are dedicated to ethical, fair and vigorous competition. We will sell Company products and services based on their merit, superior quality, functionality and competitive pricing. We will make independent pricing and marketing decisions and will not improperly cooperate or coordinate our activities with our competitors. We will not offer or solicit improper payments or gratuities in connection with the purchase of goods or services for the Company or the sales of its products or services, nor will we engage or assist in unlawful boycotts of particular customers.

507 Proprietary Information

It is important that we respect the property rights of others. We will not acquire or seek to acquire improper means of a competitor's trade secrets or other proprietary or confidential information. We will not engage in unauthorized use, copying, distribution or alteration of software or other intellectual property.

508 Selective Disclosure

We will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material nonpublic information with respect to the Company, its securities, business operations, plans, financial condition, results of operations or any development plan. We should be particularly vigilant when making presentations or proposals to customers to ensure that our presentations do not contain material nonpublic information.

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509 Health and Safety

The Company is dedicated to maintaining a healthy, safe, and secure environment. We must be vigilant, disciplined, and always looking out for one another. Safety training is provided to educate you on safety in the workplace. These are some examples of how you can contribute to a safe workplace:

- Do not undertake work that you are not qualified to perform.
- Stop work, your own or others', if you consider it unsafe.
- Play your part in protecting the environment – make it a personal priority.
- Be sure that your performance is not impaired, for example by lack of sleep, alcohol, or any drugs – including prescription or over the counter medication.
- Speak up if you observe an unsafe or unhealthy working environment. Listen to others who speak up.
- Report any accident, injury, illness, or unsafe condition immediately. Never assume that someone else has reported or will report a risk or concern.
- Know the emergency procedures that apply where you work.

If you feel something needs to be added to enhance the safety of our personnel, please see your HSSE department.

510 Conflicts of Interest

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the business actions we take on behalf of the Company may conflict with our own personal or family interests. We owe a duty to the Company to advance its legitimate interests when the opportunity to do so arises. We must never use Company property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with the Company.

Here are some other ways in which conflicts of interest could arise:

- Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while you are employed with the Company.
- Hiring or supervising family members or closely related persons (see section 602 for further information)
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Having a personal interest, financial interest or potential gain in any company transaction.
- Placing company business with a firm owned or controlled by a Company employee or his or her family.

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- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all Company employees.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict of interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their managers or the HR department.

511 Gifts, Gratuities and Business Courtesies

The Company is committed to competing solely on a merit of our products and services. We should avoid any actions that create a perception that favorable treatment of outside entities by the Company was sought, received or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom the Company does or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or policies of The Company or customers, or would cause embarrassment or reflect negatively on the Company's reputation.

Accepting Business Courtesies

Most business courtesies offered to us in the course of our employment are offered because of our positions at the Company. We should not feel any entitlement to accept and keep a business courtesy. Although we may not use our position at the Company to obtain business courtesies, and we must never ask for them, we may accept unsolicited business courtesies that promote successful working relationships and good will with the firms that the Company maintains or may establish a business relationship with.

Employees who award contracts or who can influence the allocation of business, who create specifications that result in the placement of business or who participate in negotiation of contracts must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the company's reputation for impartiality and fair dealing. The prudent course is to refuse a courtesy from a supplier when the Company is involved in choosing or reconfirming a supplier or under circumstances that would create an impression that offering courtesies is the way to obtain Company business.

Meals, Refreshments and Entertainment

We may accept occasional meals, refreshments, entertainment and similar business courtesies that are shared with the person who has offered to pay for the meal or entertainment, provided that:

- They are not inappropriately lavish or excessive.
- The courtesies are not frequent and do not reflect a pattern of frequent acceptance of courtesies from the same person or entity.
- The courtesy does not create the appearance of an attempt to influence business decisions, such as accepting courtesies or entertainment from a supplier whose contract is expiring in the near future.

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The employee accepting the business courtesy would not feel uncomfortable discussing the courtesy with his or her manager or co-worker or having the courtesies known by the public.

Gifts

Employees may accept unsolicited gifts, other than money, that conform to the reasonable ethical practices of the marketplace, including:

- Flowers, fruit baskets and other modest presents that commemorate a special occasion.
- Gifts of nominal value, such as calendars, pens, mugs, caps and t-shirts (or other novelty, advertising or promotional items).

Generally, employees may not accept compensation, honoraria or money of any amount from entities with whom the Company does or may do business. Tangible gifts (including tickets to a sporting or entertainment event) that have a market value greater than \$100 may not be accepted unless approval is obtained from management.

Employees with questions about accepting business courtesies should talk to their managers or the HR department.

Offering Business Courtesies

Any employee who offers a business courtesy must assure that it cannot reasonably be interpreted as an attempt to gain an unfair business advantage or otherwise reflect negatively upon the Company. An employee may never use personal funds or resources to do something that cannot be done with Company resources. Accounting for business courtesies must be done in accordance with approved company procedures.

Other than to our government customers, for whom special rules apply, we may provide nonmonetary gifts (i.e., company logo apparel or similar promotional items) to our customers. Further, management may approve other courtesies, including meals, refreshments or entertainment of reasonable value, provided that:

- The practice does not violate any law or regulation or the standards of conduct of the recipient's organization.
- The business courtesy is consistent with industry practice, is infrequent in nature and is not lavish.
- The business courtesy is properly reflected on the books and records of the Company.

512 Accurate Public Disclosures

We will make certain that all disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable. This obligation applies to all employees, including all financial executives, with any responsibility for the preparation for such reports, including drafting, reviewing and signing or certifying the information contained therein. No business goal of any kind is ever an excuse for misrepresenting facts or falsifying records.

Employees should inform Executive Management and the HR department if they learn that information in any filing or public communication was untrue or misleading at the time it was made or if subsequent information would affect a similar future filing or public communication.

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513 Corporate Recordkeeping

We create, retain and dispose of our company records as part of our normal course of business in compliance with all Company policies and guidelines, as well as all regulatory and legal requirements.

All corporate records must be true, accurate and complete, and company data must be promptly and accurately entered in our books in accordance with the Company's and other applicable accounting principles.

We must not improperly influence, manipulate or mislead any unauthorized audit, nor interfere with any auditor engaged to perform an internal independent audit of Company books, records, processes or internal controls.

514 Promote Substance Over Form

At times, we are all faced with decisions we would rather not have to make and issues we would prefer to avoid. Sometimes, we hope that if we avoid confronting a problem, it will simply go away.

At the Company, we must have the courage to tackle the tough decisions and make difficult choices, secure in the knowledge that the Company is committed to doing the right thing. At times this will mean doing more than simply what the law requires. Merely because we can pursue a course of action does not mean we should do so.

Although the Company's guiding principles cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide us in our daily conduct.

515 Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about company policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the HR department.

The Company takes seriously the standards set forth in the Code, and violations are cause for disciplinary action up to and including termination of employment.

516 Confidential and Proprietary Information

Integral to the Company's business success is our protection of confidential company information, as well as nonpublic information entrusted to us by employees, customers and other business partners. Confidential and proprietary information includes such things as pricing and financial data, customer names/addresses or nonpublic information about other companies, including current or potential supplier and vendors. We will not disclose confidential and nonpublic information without a valid business purpose and proper authorization.

517 Use of Company Resources

Company resources, including time, material, equipment and information, are provided for company business use. Nonetheless, occasional personal use is permissible as long as it does not affect job performance or cause a disruption to the workplace.

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Employees and those who represent the Company are trusted to behave responsibly and use good judgment to conserve company resources. Managers are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use.

Generally, we will not use company equipment such as computers, copiers and fax machines in the conduct of an outside business or in support of any religious, political or other outside daily activity, except for company-requested support to nonprofit organizations. We will not solicit contributions nor distribute non-work related materials during work hours.

In order to protect the interests of the Company network and our fellow employees, The Company reserves the right to monitor or review all data and information contained on an employee's company-issued computer or electronic device, the use of the Internet or the Company's intranet. We will not tolerate the use of company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate.

Questions about the proper use of company resources should be directed to your manager.

518 Media Inquiries

In order to ensure that we speak with one voice and provide accurate information about the company, we should direct all media inquiries to the President/CEO through your supervisor. No one may issue a press release without first consulting with the President/CEO.

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with the Company guiding principles, Code of Conduct and company policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my decision at a staff meeting?
- How would it look if it made the headlines?
- Am I being loyal to my family, my company and myself?
- What would I tell my child to do?
- Is this the right thing to do?

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600 In the Workplace

601 Harassment-Free Work Environment

A. Policy:

It is the policy of the Company that all employees should be able to enjoy a work environment free from all forms of discrimination, including harassment.

B. Responsibility:

Every employee has a responsibility to maintain the workplace free of harassment, intimidation, and coercion, including sexual harassment. For Managers and Supervisors, this duty includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading, or exploitive harassment or sexual treatment. For employees, this duty includes immediately reporting behavior believed to be harassing.

C. Definition of Harassment:

- The definition of harassment is: unwelcome verbal or physical conduct which threatens, intimidates, or coerces an employee, creates a hostile working environment, or impairs an employee's ability to perform his or her job.
- Sexual harassment also includes threats or insinuations, either explicit or implicit, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.
- Harassment or sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is offensive, that lowers morale and that, therefore, interferes with one's work effectiveness.

While it is impossible to describe every action that would be sexual harassment, some examples of sexual harassment are:

- Verbal: Sexual innuendos, suggestive comments, joke of a sexual nature, sexual propositions, lewd remarks, and threats. Requests for any type of sexual favor (this includes repeated, unwelcome requests for dates). Verbal abuse or "kidding" which is sex oriented.
- Non-verbal: The distribution, display, or discussion of any written or graphic material; including calendars, posters, and cartoons that are sexually suggestive, or show hostility toward an individual or group because of sex, suggestive or insulting sounds, leering, staring, whistling, obscene gestures, content in letters and notes, facsimiles, e-mail, that is sexual in nature.
- Physical: Unwelcome, unwanted physical contact; including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, forced sexual intercourse, or assault.

Harassment, including sexual harassment, can occur in a variety of circumstances, including but not limited to the following:

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- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be anyone who affects the work place, the victim's supervisor, an agent of the Company, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be someone unreasonably affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to or discharge of the victim.

Any employee who violates this policy may be subject to disciplinary action up to and including termination.

D. Retaliation:

Retaliation against any employee who opposes a practice forbidden under this policy, or has filed a charge, testified, assisted or participated in any manner in an investigation, proceeding or hearing under this policy, or is otherwise engaged in protected activity is prohibited. The following behaviors may be seen as retaliatory:

- Open hostility to complainant, participant, or others involved;
- Exclusion or ostracism of the complainant, participant, or others;
- Creation of or the continued existence of a hostile work environment;
- Discriminatory remarks about the complainant, participant, or others;
- Special attention to or assignment of the complainant, participant or others to demeaning duties not otherwise performed;
- Tokenism or patronizing behavior;
- Discriminatory treatment;
- Subtle harassment; or
- Unreasonable imposed time restrictions on employees in preparing complaints or compiling evidence of unlawful harassment activities or behaviors.

Any employee who believes that he or she is or has been the subject of retaliation or harassment should report the behavior immediately. All information will be held in as much confidence as possible and will be disclosed only on a need-to-know basis to investigate and resolve the matter.

- The individual alleging retaliation or harassment should report the incident to their manager. If the alleged harasser is a manager it is to be reported directly to a corporate officer or director.
- The person against whom the complaint is filed may be reassigned temporarily, or placed on paid or unpaid administrative leave during the investigation, at the discretion of management

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- If the allegations are not substantiated, the alleged harasser will return to work with pay retroactive to the date of unpaid leave commencement, if applicable.
- Retaliatory activities will be treated as a violation of this policy and will subject the individual to the same disciplinary consequences up to and including termination.

602 Nepotism

A. Policy:

It is the policy of the Company to prohibit relatives from holding positions in which one family member directly supervises another, or has some influence over the relative's pay, promotion, or work situation. This policy also covers persons who cohabitate but are not legally related.

B. Definition:

Nepotism implies favoritism towards relatives and friends, including granting of employment, undeserved rewards, or other advantages. Typically nepotism refers to preferences in hiring, advancement, or work conditions based in part on the person's relationship with a supervisor, employee, officer, or other company affiliated party. This applies to both employment and contractual relationships.

C. Exceptions:

In certain limited circumstances, the Company's anti-nepotism policy may be waived, including:

- a. Summer "stick picker" hire for students who are children or relatives of employees.
- b. Inventory counts no longer than two weeks.
- c. Short-term public service jobs such as staffing polling stations and voter registration.

603 Attendance and Punctuality

It is the policy of the Company for employees to report for work punctually and to work all scheduled hours and any required overtime. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time. Tardiness and poor attendance disrupt workflow and customer service and will not be tolerated.

Employees are required to personally and promptly notify their supervisor if they are unable to report to work as scheduled. Such notification should include a reason for the absence and an indication of when the employee can be expected to report for work.

604 Drug and Tobacco-Free Workplace

A. Policy:

The Company believes that illegal drugs, tobacco use, and the abuse of prescription medicine or alcohol have no place in the workplace. Applicants who have had a conviction for a DWI/DUI within the previous five years will not be considered for driver positions. On-boarded tobacco users are required to quit within 12-months of onboarding and will be offered tobacco cessation

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resources. Effective January 1, 2014 the use of tobacco by employees was banned on all Company premises.

B. Procedure:

All Company employees or contractors are required to perform all Company related job duties, either on or off Company premises, without the presence of illegal drugs, tobacco, alcohol, or inappropriate legal drugs in their systems. The management of the Company will utilize every reasonable measure to maintain a drug- and alcohol-free work environment. All employees are required to abide by the **Non-DOT Drug and Alcohol Policy / DOT Drug and Alcohol Policy**,

C. On-the-Job Drug Use, Sale, Possession, or Distribution:

Any employee who is found to use, sell, possess, be under the influence of, or distribute alcohol or any illegal drug while performing Company related job duties, either on or off Company premises, or while operating any Company owned or leased equipment, or while transporting Company clients, will be subject to disciplinary actions up to and including termination.

D. Employees Convicted of Drug Activity:

Any employee who is convicted of illegal drug activity, either on or off the job, may be considered to be in violation of this policy.

E. Legal Medication:

It is a violation of the Company's policy for anyone to use prescription drugs illegally. If an employee is taking any over-the-counter medication or prescribed drugs, the employee should consult the prescribing medical professional to determine whether the drug may reasonably have an adverse effect on his or her personal safety or job performance while at work. If the effects of the medication could reasonably pose a danger or affect judgment, the employee should make his or her supervisor aware of this condition. Every effort will be made to adjust the worker's duties until such time as full, effective, and safe work activities can be resumed. If alternate duties are not available, the employee may be subject to provisions of the leave policy.

F. Drug/Alcohol Testing:

The Company may conduct drug and/or alcohol testing of employees under the following circumstances:

1. **Pre-employment:** Applicants offered employment will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. The Company will not discriminate against applicants for employment because of a past history of drug abuse. Individuals who have failed a pre-employment test may initiate another inquiry after a period of no less than 30 days, but must present themselves drug-free.
2. **Post-Accident:** The Company reserves the right to require a drug and alcohol screening test immediately after an on-the-job accident or incident to either confirm or refute drug or alcohol use as a possible cause. The manager will determine when post-accident testing will take place.

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3. Reasonable Suspicion: When there is reasonable suspicion to believe that an employee may be under the influence of alcohol or illegal drugs while at work or on work premises.
4. On a Random Basis: All employees will be subject to random drug testing as administered by the Company's contractor or authorized representative.
5. Waiting for Results: If an employee is tested due to a "post-accident or reasonable cause", that employee may be placed in an administrative paid or unpaid leave status until the test results come back. If the test results come back "negative for drugs of abuse and/or alcohol" the employee will be paid for any work time lost. If the test results come back "positive for drugs of abuse and/or alcohol" the employee will not be paid for any work time lost.
6. Follow-up Testing: Following a determination by a substance abuse professional that an employee is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the Company will require the employee to submit to follow-up alcohol and/or controlled substances testing as directed by the substance abuse professional.

G. Privacy Guidelines:

1. To protect the rights of the Company as well as that of the employee, the Company shall take reasonable measures to safeguard the privacy of employees in connection with this policy, including maintaining the confidentiality of employees who come forward to discuss alcohol or drug use affecting them. The Company will reasonably cooperate in rehabilitation; however, an employee may still be subject to disciplinary action for unacceptable behavior or policy violations at work.
2. Neither the Company, nor any of its supervisors/managers or other personnel, shall disclose any information regarding the fact of testing or test results to any other employee except supervisors, managers or officers of the Company on a need to know basis.

H. Contract with Testing Facilities:

Nothing in this policy shall preclude the Employer from entering into an agreement with a third party which imposes conditions that are different from those in this policy. In such circumstances the Company may vary from the procedure set forth in the agreement, so long as the variations do not reduce the minimum standards set forth herein regarding the testing method, results, and the basis upon which testing can be required.

I. Compliance with State Law:

The Company complies with all terms and conditions of drug and alcohol testing set out in AS 23.10.600 et. seq., including the right of employees to request a confirming retest, and to discuss negative results in private.

J. Leaving the Work Site:

An employee who needs help due to the use of drugs and alcohol is encouraged to voluntarily seek help, and is additionally encouraged to leave the work site, if necessary. When this occurs, the employee should notify his or her supervisor of the specific situation.

K. Good-Faith Efforts to Remain Drug Free:

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The Company will make a good faith effort to continue to maintain a drug-free environment through the implementation of this policy and ensure that all new employees are informed of the policy.

L. Company and Management Responsibility:

Every supervisor working for the Company is required to take responsibility for ensuring a safe and effective working environment and the well-being of each and every employee through awareness, education, and appropriate training in recognition of drug and alcohol issues.

605 Workplace Violence

It is the policy of the Company to expressly prohibit any threats or acts of violence against any employee, or its clients, suppliers, contractors, or visitors.

Employees must notify their supervisor of any suspicious workplace activity or situations or incidents, including but not limited to threats or acts of violence, aggressive behavior, offensive acts, and threatening or offensive comments or remarks. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent.

The Company will not condone any form of retaliation against any employee for making a report under this policy.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the Company, in its sole discretion, deems offensive or inappropriate to the work environment will be subject to disciplinary action, up to and including discharge.

606 Incidents

All employees must immediately report any work related incidents, no matter how small or apparently inconsequential to their supervisor.

607 Driving On Company Business

A. Driving Company- Owned Vehicles:

When driving a Company vehicle you must:

- Be at least 18 years old
- Have a valid driver's license that covers the type of vehicle to be operating
- Use seatbelts for the driver and all passengers
- Obey all traffic laws and speed limits, including using Use extra caution on wet or icy roads; and during times of reduced visibility
- Not smoke or use other tobacco or nicotine products in Company vehicles
- Be aware of and comply with other vehicle- specific operations procedures

In order to increase employee safety and eliminate unnecessary risks behind the wheel, employees will adhere to the following practices. These apply to any employee operating a company vehicle or using a company-issued cell phone while operating a personal vehicle.

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- Company employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
- If phone use is required while driving, you must pull over safely to the side of the road or another safe location.
- This policy does not apply to the use of CB or field radios, if company installed and affixed to the vehicle. Does not include handheld or portable radios.

On-the-job employees and authorized persons are the only people permitted to ride in Company-owned vehicles.

Drivers who drive a Company vehicle will immediately report:

- Traffic infractions and accidents
- Any change in driver's license status, including suspension, revocation, or restriction, and

B. Driving Non-Company Owned Vehicles:

Employees may, on occasion, be requested to drive their private vehicle on Company business. In such cases, the employee should submit a mileage log to their supervisor for the reimbursement of miles driven.

All employees who drive on Company business must first be cleared to drive through the Company's insurance carrier.

C. Violations:

Employees who are required to drive on Company business in Company owned vehicles or their private vehicle shall report to the manager any conviction for a traffic violation regardless of whether the offense occurred in the employees' vehicles, the Company –owned or leased vehicles, on personal business, or on Company business.

D. Substance Abuse:

Substance abuse by employees who operate Company-owned or -leased vehicles (including short-term car rentals) or their own vehicles on the Company business can create a very serious risk for both the employees and members of the public. Therefore, the following rules and disciplinary action shall apply to those employees”

- Employees who operate Company-owned or -leased vehicles (including short-term car rentals) shall be subject to disciplinary action, up to and including termination of employment, for a conviction from driving a vehicle while under the influence of alcohol or drugs. This provision applies regardless of whether the vehicle is being operated for personal or business use.
- Employees who operate their own personal vehicles shall be subject to disciplinary action, up to and including termination of employment, for a conviction of driving while under the influence of alcohol or drugs when the employees are operating the vehicles on Company

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business. For purposes of this paragraph, "operating on the Company business" shall mean that the employee would be entitled to reimbursement by the Company for that specific trip.

608 Electronic Media and Services Policy

The following procedures apply to all Electronic media and services that are:

- Accessed on or from Company premises;
- Accessed using Company computer equipment or via Company paid access methods
- Used in a manner that identifies the individual with the Company.

A. Prohibited Communications:

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing
- Derogatory to any individual or group
- Obscene
- Defamatory or threatening
- Engaged in for any purpose that is illegal, or contrary to the Company's policy or business interests

B. Personal Use:

The Company provides electronic media and services primarily for employees' business use. Limited, occasional, or incidental use of electronic media for personal, non-business purposes is understandable. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

The Company maintains the right to access and monitor employee communication by any method at any time. Employees have no expectation of privacy as to any communication while at work or while using Company equipment.

C. Security/Appropriate Use:

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by Company management, employees are prohibited from engaging in, or attempting to engage in:

- Monitoring or intercepting the files or electronic communications of other employees or third parties
- Hacking or obtaining access to systems or accounts they are not authorized to use
- Using other people's log-ins or passwords
- Breaching, testing, or monitoring computer or network security measures
- Attempting to hide the identity of the sender or represent the sender as someone else or encrypting the text

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Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner.

Departing employees are required to return all Company documents, computers, and electronic storage devices on their last day of employment. Employees may not retain copies of company documents after employment.

D. Telephones:

Proper use of telephones, voice mail, and other components of the Company's telephone system is important in controlling costs, ensuring effective communications, and maintaining productivity. While the telephone system is intended to be used for business purposes, the Company recognizes that some personal calls are necessary. Employees are permitted to make and receive personal calls that are urgent or extremely difficult or impractical to schedule outside of work hours. Such calls should be infrequent and as brief as possible. Whenever possible, employees should make their personal calls during meal or break periods.

E. Long Distance Telephone Calls:

Employees must pay for their personal long-distance calls. Employees should charge calls made at work to a credit card or calling card issued by their telephone company. Employees must reimburse the Company for any personal calls that are charged to the Company.

F. Fee- Based Telephone Services:

Employees should avoid using telephone services that charge the Company service fees. Using work telephones for recreation-for example, calling commercial chat lines-or for activities that others might find offensive is strictly forbidden under any circumstances.

G. Mobile Phones:

Mobile phones issued to employees are for use on Company business calls only. Managers may approve the use of personal cell phones are for work purposes with the Company reimbursing the portion of the bill used for business. This policy can allow an employee to carry one cell phone instead of both Company and personal cell phone.

H. Lost or Stolen Phones:

Replacement of lost or stolen phones will be the responsibility of the employee to whom the phone was issued. Phones must be returned at the end of a work rotation, termination of employment, or upon demand.

609 Social Media

We understand that social media can be a fun and rewarding way to share life and opinions with family, friends, and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions

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about their use of social media, we have established these guidelines for appropriate use of social media.

A. Social Media Can Mean Many Things

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log, or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

B. Employees Are Solely Responsible

The same principles and guidelines found in the Company's policies apply to employee activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. They should keep in mind that any conduct that adversely affects job performance, the performance of fellow employees, or otherwise adversely affects people who work on behalf of the Company or the Company's legitimate business interests may result in corrective action, up to and including termination.

C. Employees Should Know and Follow the Rules

Employees should carefully read these guidelines and the Employer policies and ensure postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in corrective action, up to and including termination.

D. Employees Should Be Respectful

Employees should always be fair and courteous to fellow employees and people who work on behalf of the Company and uphold the values of respect for the individual. Employees should not use their web site or web log to disparage the name or reputation of the Company and other employees. Also, they should keep in mind that work-related complaints are more likely to get resolved by speaking directly with co-workers than by posting complaints to a social media outlet. Nevertheless, if employees decide to post complaints or criticism, they should avoid using statements, photographs, and video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating, that disparages employees or that might constitute harassment or bullying.

Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation, or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.

E. Be Honest and Accurate

Employees should make sure they are always honest and accurate when posting information or news, and if a mistake is made, it should be corrected quickly. Be open about any previous posts that have been altered. Remember that the Internet archives almost everything;

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therefore, even deleted postings can be searched. Employees should never post any information or rumors that they know to be false about the Employer, fellow employees, or people working on behalf of the company or competitors.

F. Post Only Appropriate and Respectful Content

Confidentiality: Employees should maintain the confidentiality of the Employer's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Employees should not post internal reports, policies, procedures, or other internal business-related confidential communications.

Links: Employees should not create a link from their blog, website, or other social networking site to the company's website without identifying themselves as an employee.

Express Only Personal Opinions: Employees must never represent themselves as a spokesperson for the Company. If the Company is a subject of the content being created, employees should be clear and open about the fact that they are an employee and make it clear that their views do not represent those of the Company, fellow employees, or people working on behalf of the Company. If a blog is published or posts made online related to the work an employee does, subjects and/or representations associated with the Company, employees must make it clear that they are not speaking on behalf of the organization. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Company"

Security: Do not list or refer to your position with the Employer, your work location, schedule or any other information that could possibly compromise security or your personal safety.

G. Using Social Media at Work

Employees should refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by their manager or consistent with the Company's policy. Employees should not use the company's email addresses to register on social networks, blogs, or other online tools utilized for personal use.

610 Uniforms and Personal Protective Equipment

A. Company Provided Items:

The Company provides clothing items and some Personal Protective Equipment (PPE), which together comprise the "company uniform." Clothing items provided by the Company include shirts, coveralls, and jackets. Each employee is responsible to purchase his or her own safety-toed footwear and blue jeans or trousers of equivalent color. The Company also provides hard hats, hearing protection, safety glasses and work gloves. Other PPE is made available for specialized tasks requiring it.

Remember, the use of PPE, where required, is mandatory and a condition of your employment. High Visibility clothing (i.e. jackets or vests) is required to be worn outside while in performance of your duties.

B. Wear of the Uniform:

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All employees will wear the Company uniform while at work on the North Slope and/or while operating Company vehicles while on duty and they may wear the uniform while traveling, but are not required to do so. Uniforms are not to be worn at other, off duty, times.

C. Appearance

The Company uniform must be worn in a manner, together with personal grooming, that projects a professional image of the person and the Company. A professional appearance is important to the Company. Personal hygiene, including hair styles, should project a well-groomed and appropriate image.

Men's facial hair should be clean shaven or closely trimmed and neat looking. Any questions regarding this policy should be directed to your Operations Manager.

611 Safety and Training

We are committed to providing a safe and healthful workplace, and as such, you will receive initial and recurring safety and environmental training throughout your employment as well as job-specific training. Specific positions will be required to pass tests and evaluations to maintain job currency.

The entry level safety and environmental training is an eight hour safety basics course entitled North Slope Training Cooperative (NSTC). The course may be taken at Company expense in Anchorage or Fairbanks. All company employees are required to complete initial NTSC training and must be completed prior to reporting for your first rotation. In addition, all employees are required to attend refresher NTSC training every 36-months.

Please check with your hiring supervisor for details.

612 Worker's Compensation & Medical Insurance Coverage

The Company provides Worker's Compensation Insurance as required by Alaska Statutes. If you are injured on the job and placed on Worker's Compensation the Company will continue to provide medical insurance as it did while you were working, for a period of 90 days.

613 Salvage of Company Equipment and Material

Employees are prohibited from salvaging, selling, or removing any Company owned item regardless of its condition. Employees are ineligible to purchase used or surplus items from the Company. Such equipment or material will be disposed of through third parties.

614 Internal Investigations and Searches

The Company reserves the right to conduct searches of its premises and equipment at any time, including rooms, employee work areas, common areas, lockers, furnishings, and vehicles either on or off premises, at any time. Employees have no expectation of privacy in these areas. An employee who fails to cooperate with such a search may be subject to disciplinary action.

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700 Feedback Management System (FMS)

The Company values its employee's input. Because of this, The Company uses a Feedback Management System designed for employees and clients to report problems, suggestions, policy questions, safety concerns, or various other types of feedback. The FMS is completely anonymous, unless you wish to identify yourself.

When using the FMS, please be as specific and complete as possible and be sure to include the name of the location you are calling about. If the Company does not know the location of concern, the company cannot properly investigate. If you would like a Company representative to contact you to discuss your concerns, you can leave your name, a telephone number, and times when you prefer to be called, but this information is totally optional.

There are two methods to submit feedback:

A. TOLL FREE AT 1-844-894-2990

Before you begin your message, please note that you do not have to identify yourself. Your message will be transcribed by the independent company providing this helpline service and then erased. Only the written transcript of your call will be sent to the Company. No one at the Company will hear your voice. In every case, the message you leave will be confidential and unless you provide your name and/or other identifying information, your message can also be

B. EMAIL COLVILLE@GETINTOUCH.COM

Employees can submit feedback via email. Your message will be transcribed by the independent company providing this service and then erased. Only the written transcript of your email will be sent to the Company. No one at the Company will see your original email or email address, In every case, the message you leave will be confidential and unless you provide your name and/or other identifying information, your message can also be anonymous.

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Employee Handbook Acknowledgement

This employee handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of Colville, Inc., Colville Transport, LLC, and Brooks Range Supply, Inc. (hereinafter referred to as the "Company"). Please read it carefully.

Upon completion of your review of this handbook, please sign the statement below, and return it to your supervisor for placement into your personnel file.

I, _____, have received and read a copy of the Company Employee Handbook which outlines the goals, policies, benefits and expectations of the Company, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook.

By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me by the Company. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of the Company.

I understand that the Company Employee Handbook is not a contract of employment and should not be deemed as such.

(Employee Signature)

Date: _____