

URS | CH2M Oak Ridge (UCOR) LLC

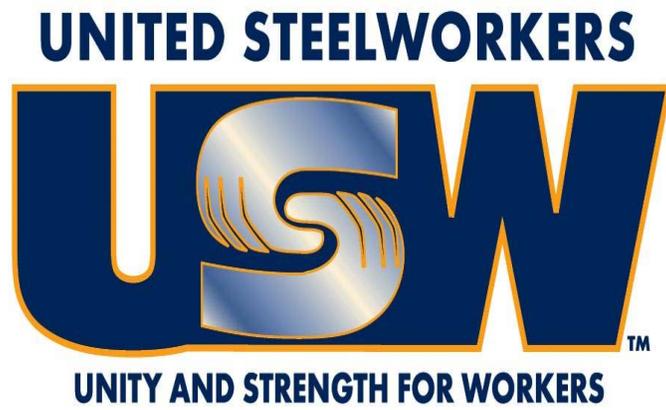


UCOR
URS | CH2M
Oak Ridge LLC



Employment Information for
USW and ATLC
Represented Employees

Document Presently Under Revision



ATOMIC TRADES AND LABOR COUNCIL
AFFILIATED WITH METAL TRADES DEPARTMENT AFL-CIO
Oak Ridge, Tennessee 37831-4000
WWW.ATLCUNION.ORG

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Introduction:

Welcome to the Department of Energy's (DOE) Oak Ridge Facility and the URS | CH2M Oak Ridge (referred to hereafter as UCOR) project team. As an employee of UCOR or one of our many subcontractors, we consider you an integral member of the project team that will perform major work at our installations. As you are aware, work rules, regulations, and standards of conduct are important to the efficient operation of any project and to ensure quality and productivity within a safe work environment. This document identifies those work rules, regulations, and standards of conduct that are applicable to all UCOR USW and ATLC-Represented worker employed at our installation.

The work Rules, Regulations and Standards of Conduct contained herein were developed based on DOE requirements, OSHA standards, UCOR procedures, and other federal, state, and local requirements and apply to all UCOR employees.

President and General Manager UCOR

UCOR EMPLOYMENT CONDITIONS

1. HOURS OF WORK

Some operations at UCOR installations are in production 24 hours a day, seven days a week. For these operations, workdays may be divided into eight-hour shifts, 12-hour shifts, or 10-hour shifts, with some employees working on rotating shifts. Working hours and shift schedules are subject to change and may vary for different employees, depending upon the demands of the job.

2. ABSENCES

Employees are expected to be at work each day for which they are scheduled, to be on time, and to remain at their workstations for the full shift unless they are excused or specifically instructed otherwise by supervision. The Company recognizes that you may find it impossible to report to work at times. In such circumstances, notify your supervisor in advance, either in person or by telephone. In the event that you cannot reach your supervisor, you should notify the Plant or Laboratory Shift Superintendent.

Every absence must be reported and is recorded as either excused or unexcused as determined by management. Reporting an absence and giving a reason does not necessarily ensure that the absence is excused. An excessive number of absences, excused or unexcused, or unexcused absences for five or more consecutive days are cause for termination.

If you are absent for three days or more because of a non-occupational illness or injury or absent for part of the day as a result of a work related injury or illness, you must report to the Occupational Medical Department upon your return and before reporting to work. When the Health Services Center is not open, report to your supervisor.

3. PAYCHECK

The pay period commences on the start of shift Monday and ends on the last shift on Sunday. Paychecks are issued on Thursday each week for Bargaining Unit employees. You are encouraged to use direct bank or credit union deposit for your payroll check. Undelivered payroll checks are returned to Payroll Services, where they may be picked up during regular office hours. If you are absent for illness or injury on a payday, you can arrange to have your supervisor send your paycheck to you.

4. HOLIDAYS (May vary depending on negotiated work schedule)

As referred in your respective Collective Bargaining Agreement

5. SMOKING

Smoking is not permitted within any DOE facility, office, change house, RADCON area, government vehicle, or any area not designated as smoking.



6. USE OF PROPERTY AND MATERIALS

Property, materials, and equipment at the Oak Ridge facilities are owned and provided by the United States Government and are entrusted to the care of the Company and its employees. Some equipment, materials, and parts are classified, and their existence, design, output, chemical form, quality, dimensions, and other characteristics must be concealed in accordance with DOE regulations and are not to be discussed outside a secure area.

The United States Government imposes severe penalties in the form of fines and jail sentences for the theft or misuse of its property, equipment, and materials. The United States Code defines penalties for violating this trust.

United States Code, Title 18, Section 641. "Whoever embezzles, steals, purloins, or knowingly converts to his use or the use or the use of another, or without authority, sells, conveys or disposes of any record, voucher, money, or thing of value of the United States or of any property made or being made under contract for the United States or any department or agency thereof; or

"Whoever receives, conceals, or retains the same with intent to convert it to his use or gain, knowing it to have been embezzled, stolen, purloined or converted—

"Shall be fined not more than \$10,000 or imprisoned not more than ten years or both; but if the value of such property does not exceed the sum of \$100, he shall be fined not more than \$1,000 or imprisoned not more than one year, or both."

Supplies, materials, equipment, tools, documents, and instruments (even scrap associated with the work of these installations) are the property of the United States Government. Except with official authorization, no one is privileged to remove items from the Oak Ridge facilities. Employees who violate this regulation are subject to termination. Theft or misappropriation of property or materials belonging to subcontractors, vendors, service personnel, or other employees is handled as if the items were Government property. The value of any items taken will not be a consideration in determining disciplinary action. In addition to immediate discharge, anyone violating this regulation may be subject to prosecution under federal and state laws.

All areas, buildings, equipment, offices, desk, lockers, enclosures, and materials are subject to periodic inspection for the purpose of ensuring that illegal or prohibited articles are not present in the interest of maintaining security. Security inspectors may ask to inspect any bundle or article being carried into or out of the facilities, including purses, lunch boxes, and briefcases. Security inspectors may make these requests under orders given to protect the installations and its employees. When such requests are made, employees are expected to cooperate fully.

Report incidents of unauthorized removal of property to your supervisor or to the Security Department.

7. GOVERNMENT VEHICLES

Government vehicles are provided only for employees' use in conducting Company business. To operate a vehicle, you must have a valid motor vehicle operator's license. The use of seat belts in Government vehicles is mandatory. Failure to comply with this mandate is grounds for disciplinary action.

8. PARKING FACILITIES

Parking facilities are located outside the fence of the installations. The Company assumes no responsibility for damage to or loss of your car, theft of articles left in your car, or for your personal safety in the parking lots. Traffic patterns and rules have been established for the safety of individuals who use the parking facilities. Please follow all rules, drive safely, and observe all customary precautions and courtesies of parking.



9. LOST AND FOUND ARTICLES

Any articles lost or found on the premises should be reported to Public Affairs to be posted on the UCOR intranet web page. Unclaimed items may be returned to the finder after 30 days.

10. ISSUING, CARE, AND USE OF TOOLS

Tools are provided as needed and are issued on a temporary or permanent loan basis. Employees are responsible for these tools and must report articles lost or stolen within 48 hours of discovering the loss or theft. Upon leaving the Company, you must obtain clearance indicating that all property issued to you by the Company is accounted for.

11. LOCKER ROOMS



Locker rooms are provided as a convenience in some areas of the facilities. Supervisory personnel can arrange access to a locker. The Company is not responsible for lost or stolen articles. Employees are cautioned to keep their lockers locked. Personal locks are permitted for use on Company equipment.

Periodic inspections are made of all lockers. Valuables and combustible materials are not to be stored in lockers. Please keep the locker rooms clean.

UCOR STANDARDS OF CONDUCT

Good conduct and respect for the rights of your fellow employees on UCOR (Company) projects is essential to ensure that all work will be performed safely and efficiently. Employees are expected to conduct themselves with decorum and propriety. The following is a list of some, but not all, actions that are prohibited. Any one of the following acts is grounds for disciplinary action, including termination.

1. Failure to give facts or supplying false information on employment application, materials or other Company documents.
2. Taking or offering a bribe in exchange for employment, or obtain any action or change status with the Company, or in connection with any negotiations or transactions.
3. Refusal to carry out orders, instructions, or willful or careless neglect of duty.
4. Sleeping while on duty.
5. Misuse or destruction of Government property, including the use of plant material or equipment for personal benefit.
6. Stealing or dishonesty, including aiding or abetting in the removal of Government property, regardless of value, from the premises.
7. Use or possession on the premises of intoxicants, scheduled drugs (other than those prescribed for you by your physician), or other mind-altering substances that may create safety or other problems; or coming onto Company premises or reporting for work under the influence of such substances.
8. Use, possession or trafficking of illegal drugs, whether on or off the job or on or off the Company premises.
9. Refusal to comply with instructions or directions issued by members of the Plant Protection Force in or on controlled facility premises.
10. Disregard of any safety rule or regulation.
11. Willfully hindering or limiting production, engaging in sabotage, or violating the Espionage Act, the Atomic Energy Act, or Executive Orders.

12. Willfully signing, recording, or charging your own time or the time of another employee for the purpose of creating a false record (in which case, one or both employees would be subject to disciplinary action up to and including termination).
13. Willfully creating a false Company or Government record or, without authority, changing or altering such a record in any way.
14. Unauthorized disclosure of propriety, business confidential or classified information concerning Company facilities or work being done therein.
15. Possessing ammunition, firearms, or explosives on Company premises, except by persons authorized by the Plant Protection or Security Department.
16. Any of the following acts while on Company premises:
 - fighting, assault, or battery;
 - horseplay or disorderly conduct;
 - abusive or threatening language;
 - gambling or promoting or assisting gambling; or
 - indecent conduct or making improper remarks or proposals to another individual.
17. Participating in any activity that constitutes a conflict of interest.

Workplace Violence Prevention Principle:

One of UCOR's goals is to provide a safe work environment for all employees; therefore, UCOR will not tolerate violence or threat of violence within the work environment. Employees who engage in or threaten violent behavior will be subject to discipline, up to and including termination. Supervisors will be subject to disciplinary action if they fail to report acts of violence or threats of violence brought to their attention. Additionally, UCOR will not tolerate retaliation or disciplinary action against an employee who reports threats.

When informed of a threat of violence against an employee, UCOR will take all reasonable precautions necessary to protect the employee while he or she is at the workplace.



UCOR RULES AND REGULATIONS

UCOR establishes rules and regulations. Employees are subject to appropriate disciplinary action for violation of established rules and regulations. The following is a list of some of these rules.

1. Employees are allowed inside the facilities only during their shift hours.
2. Employees are prohibited from conducting personal business on Company time. Soliciting other employees and distributing literature during working hours and/or in work areas for any purpose is prohibited.
3. The use of Government telephones is limited to official business. Employees should refrain from making unnecessary calls. Government telephone numbers and/or email addresses are not to be listed in advertisements for employees' private businesses.
4. Personal cell phones, pagers, personal electronic equipment, etc. are not permitted for use during working hours.
5. Employees are to abide by all local, county, state, and federal laws while on Company premises.
6. No unauthorized cameras, television sets, stereo sets, tape players, radios (other than car radios), recording devices, or transmitters are permitted inside the facilities.
7. Employees are not permitted to bring personal property into the plant, except for those items authorized by supervision or small personal items that will not interfere with work performance or create safety or other problems.

ALCOHOL AND SUBSTANCE ABUSE

UCOR has a **Zero Tolerance** for the increased safety risk posed by employees who report to work under the influence of alcohol and/or other illegal drugs. All UCOR employees, applicants for employment, and former employees who are subsequently rehired, reinstated or recalled to work are prohibited from using illegal drugs and misusing or abusing alcohol, prescribed drugs, intoxicants, or other mind-altering substances.

Buying, selling, using, possessing, distributing, or manufacturing illegal drugs as well as the possession of drug related paraphernalia on UCOR/DOE premises is prohibited by law and by UCOR policy, whether such actions occur on or off the job. Reporting to work under the influence of alcohol, use or possession of alcohol on company premises, or while on company business is prohibited.

Any employee who takes a controlled substance under instruction from his/her physician that affects the ability to perform work safely, must inform the onsite Occupational Medical Department and their Supervisor. If a medical determination is made that the prescribed drug may cause dizziness, drowsiness, nausea or other effects which may pose a safety hazard to you or your fellow employees, you may be placed on work restriction's and/or not be permitted to start work.



UCOR EMPLOYEE RESPONSIBILITIES

1. SECURITY

UCOR (Company) is responsible for managing this facility to ensure the security of information and materials, the protection of property, and the safety of employees. As a Company employee, you are charged with honoring these commitments.

If your responsibilities require that you maintain a security clearance or that you be cleared to handle classified materials, you are responsible to the U.S. Department of Energy for maintaining your clearance. In addition, the Company requires that you adhere to prescribed methods for handling classified matter and that you report possible breaches of security. The ability to maintain your clearance is, in many instances, a condition of employment in these installations.

Your responsibilities may include assisting with emergency situations when and if they arise. Employees are given periodic training and/or instructions to handle emergencies and may be required to serve on emergency squads or groups that aid in the control of emergency conditions.

The photographic take-home badge issued to you is your identification while at work and is used for gaining admission to the facilities. It should be protected against loss or misappropriation. **Immediately** notify the Security Department if you lose or misplace your badge.

Supervisory personnel for new employees schedule security orientations. General security responsibilities are as follows:

- a. Your identity badge is to be worn prominently displayed

above the waist on your outer clothing at all times while you are in the plant or laboratory areas.

- b. Enter security areas only as required by your job.
- c. Report unauthorized personnel in work areas to your supervisor immediately.
- d. A clearance alone does not authorize your access to all classified information in your work area or facility. Such access is granted as is necessary for the performance of your job.
- e. Do not release classified information except to personnel known to have appropriate level of clearance and a “need to know.”
- f. Follow established procedures in handling, safeguarding, transferring, and storing classified documents and materials, particularly when moving items outside security areas.
- g. Report any unusual incident or circumstance immediately to your supervisor.
- h. Release information for publication only after appropriate review through the Classification and Technical Information Offices.
- i. Do not discuss classified information over the telephone or where there is a possibility of being overhead by unauthorized personnel. Discussions of classified information may take place only in approved security areas.
- j. Adhere to DOE’s “No Comment” Policy in communications with all uncleared persons.
- k. Reporting requirements exist for foreign travel. Report any contemplated travel to Soviet-bloc countries and those under Communist control or other sensitive countries to the Security Department 45 days in advance of your departure.
- l. In advance of travel outside the United States, contact the Security Department at your installation for guidance and information about requirements for reporting foreign travel.
- m. Obey all security request, sign, and instructions from protective forces personnel.

- n. The security system is in place for the protection of the facilities and employees. Do not attempt to circumvent the security system in any way.
- o. Marriage subsequent to applying for a security clearance should be reported to the Security Department within 45 days.
- p. Notify DOE within five working days of any arrest, charges filed (including charges that are dismissed), or detention by federal, state, or local authorities, except in the case of traffic violations in which a fine of \$100.00 or less was imposed.

2. PROTECTING INFORMATION

Protecting information in the interest of security is vital to the mission of UCOR employees who divulge classified information and can jeopardize national security. As custodians of sensitive information, the Company and its employees are responsible for knowing how to protect information and for carrying out this responsibility. The United States government imposes severe penalties ranging from fines to jail sentences for persons who disclose classified information. The laws apply to the protection of classified information:

Atomic Energy Act of 1954, Section 227. Disclosure of Restricted Data. “Whoever being or have been ... a contractor of the Commission, or ... being or having been an employee of a contractor of the Commission ... knowingly communicates, or who ever conspires to communicate or to receive, any restricted data, knowing or having reason to believe that such data is restricted data, to any person not authorized to receive restricted data pursuant to the provisions of this Act or under rule or regulation of the provisions of this Act or under rule or regulation of the Commission issued pursuant thereto, knowing or having reason to believe such person is not authorized to receive restricted data shall, upon conviction thereof, be punishable by a fine of not more than \$2,500.”

United States Code, Title 18, Section 793(f). “Whoever, being entrusted with or having lawful possession or control of any document, writing, code book, signal book, sketch, photographic, photographic negative, blueprint, plan, map, model, instrument, appliance, note or information relating to the national defense, (1) through gross negligence, permits the same to be removed from its proper place of custody or delivered to anyone in violation of his trust, or to be lost, stolen, abstracted, or destroyed, or (2) having knowledge that the same has been illegally removed from its proper place of custody or delivered to anyone in violation of his trust, or lost, or stolen, abstracted, or destroyed, and fails to make prompt report of such loss, theft, abstraction or destruction to the superior officer shall be fined not more than \$10,000 or imprisoned not more than ten years, or both.”

In general, you should know your security responsibilities and should never discuss or answer questions outside the installation on topics related to any sensitive or classified activities associated with your work or the activities of the facilities in which you are employed. Request for such information should be referred to supervisory personnel.



OFFICIAL USE ONLY	
<small>May be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption number and category: _____</small>	
<small>Department of Energy review required before public release</small>	
<small>Name/Org: _____</small>	<small>Date: _____</small>
<small>Guidance (if applicable) _____</small>	

**UCOR
ZERO ACCIDENT PERFORMANCE/
INTEGRATED SAFETY MANAGEMENT SYSTEM/
SAFETY RULES**

The foundation upon which our safety culture is built is our commitment to “Do Work Safely.” This is an absolute belief—our core value—that the safety and health of every worker, the public at large, and our environment, are the most important assets that we are entrusted to protect. As such, UCOR is dedicated to the concept that all accidents and environmental incidents are preventable. Accordingly, UCOR is committed to our organizational goal of achieving and sustaining “Zero Accident Performance” and zero unplanned releases through continuous improvement practices. Key to this commitment is our Integrated Safety Management System (ISMS) that promotes the company’s core values. We will do work safely. ISMS and our safety culture provide environmental protection, worker safety, public health protection, feedback and improvement, pollution prevention, waste minimization, and quality assurance (QA) programs. These programs are tailored to specific projects and activities. The objective of ISMS is to systematically integrate environment, safety and health (ES&H), pollution prevention, waste minimization and QA into management and work practices at all levels so that workers, the public, and the environment are protected while our missions are accomplished while obtaining feedback for continuous improvement. ES&H has been integrated into all facets of UCOR’s work planning and execution processes.

*President and General Manager
UCOR*

The effort to prevent accidents and unsafe work conditions is promoted by making safety an integral part of all jobs at these installations and a significant factor in the design of equipment and job procedures. Operations and practices are evaluated and reevaluated continually to ensure that facilities are in compliance with prescribed standards for protecting employee health and safety and the environmental protection regulations. An active hazardous materials control program has been designed to ensure that hazardous materials are handled properly and that employees who handle such materials are charged with the responsibility of protecting the environment by preventing spills and by disposing of waste materials appropriately.

All UCOR employees have a personal responsibility for their safety and the safety of those working around them. This fundamental safety responsibility cannot be delegated and as such, employees are required to report all unsafe or unusual conditions to their immediate supervisor. Where a condition or behavior exists that is likely to result in injury, illness, death, damage to property or the environment that places you or your fellow employee(s) in danger—**IMMEDIATELY STOP WORK!**

Every employee has the responsibility and authority to stop work **IMMEDIATELY**, without fear or reprisal. Once work is stopped immediately, report the situation to your responsible supervisor or manager. Further, it is each employee's responsibility to fully cooperate in any investigation involving a safety incident.

The Company furnishes equipment, tools, and protective devices that are needed to perform work safely. It is the responsibility of each employee to know and follow established procedures for preventing occupational illness and injury and to protect his or her health both on and off the job. Of equal importance are pre-placement and periodic health evaluations conducted by Occupational Health Services and that organization's emphasis on preventive medicine both in and out of the work place.

Your supervisor will instruct you in safe practices and safety equipment used for your work. You should follow all established health and safety policies and instructions as directed by your supervision. Report any unsafe acts or hazardous conditions to your supervisor immediately.

Please keep your address and telephone number information up to date at all times. Should you become ill or injured on the job, such records would be essential in efforts to contact your family. Forms for filing this information are supplied by your supervisor.

SAFETY RULES:

Both general and specific safety rules and procedures are established for the protection of all employees. General safety responsibilities are as follows:

1. Comply with all safety rules and regulations.
2. Follow instructions, and do not take chances. If you do not know the safety rule or the proper procedure for your job, ask your supervisor.
3. Report unsafe acts or conditions to your supervisor as soon as possible.
4. Use the prescribed protective equipment for each job.

5. Report all injuries occurring on the job to your supervisor and to the Health Services Center as soon as possible.
6. Use, adjust, or repair equipment only when you are authorized to do so.
7. Always use the right tool for the job, and use it correctly and safely.
8. Lift objects properly and always get help for lifting heavy loads.
9. Do your part in maintaining a clean, uncluttered working environment.
10. Do not engage in horseplay.
11. Report all accidents or unusual incidents to your supervisor immediately.



EMPLOYEE CONCERNS PROGRAM

UCOR is committed to creating an environment of open communication where employees, including subcontractors and site visitors, feel free to raise an issue or concern without fear or intimidation or retaliation. This includes safety, health, environmental, ethics, and other work-related issues. Every employee has the right and responsibility to report concerns and be assured that concerns will be addressed in a timely and discrete manner.

If you have a concern, you are encouraged but not required to address concerns at the lowest level by speaking with your immediate supervisor, manager, or Human Resources representative as soon as possible. However, if you feel uncomfortable going to your supervisor or if your concern cannot be resolved or addressed within your “chain of command,” UCOR’s managers and supervisors are available through our “open door” policy to assist you in resolving your concern. You may raise concerns using any of these available avenues, including the UCOR Employee Concerns Program by calling the Employee Concerns Hotline (865) 241-0931 or (888) 584-8329. Alternatively, you may complete a written Employee Concern to the Employee Concerns Manager, using your name or remaining anonymous, by completing Form 190 and submit it by email, interoffice mail (K-1007, MS -7007, Room 1100), or by secure fax (865) 574-7762.

The Employee Concerns Program is designed to:

- encourage open communication,
- inform employees of the proper forum for consideration of their concerns,
- ensure employees can raise issues without fearing reprisal,
- address employee concerns in a timely and objective manner; and
- provide employees with an avenue for consideration of concerns that fall outside of existing systems.

I CARE/WE CARE (IC/WC) Safety Concerns Program

The *I CARE/WE CARE Safety Concerns Program* provides a means to identify work-related safety issues, communicate suggestions or draw attention to problems having the potential for adverse consequences to safety, health or the environment.



IC/WC concerns may be submitted anonymously. While two-way communication is preferable, it is recognized that any reluctance to identify a safety issue must be overcome. The provision for anonymous submittals is intended to ensure that fear of retaliation, harassment, embarrassment, or any other adverse outcome does not allow a safety issue to remain un-identified.

The IC/WC process uses a standardized form (Form-168) and a collection box system that is monitored by Bargaining Unit Safety Advocates/Representatives. Personnel with access to the UCOR Intranet can also submit concerns electronically.

Additional information regarding this program can be found in POL-GM-009, *I Care/We Care Safety Concerns Program*.

ATTACHMENT “A”
UCOR
EQUAL EMPLOYMENT OPPORTUNITY (EEO)/
AFFIRMATIVE ACTION (AA)

Employment at URS CH2M Hill Oak Ridge (UCOR) is based on individual merit, qualification and competence. Personnel policies and practices must not be influenced or affected by unlawful consideration of an applicant’s or employee’s race, color, religion, sex, national origin, age, citizenship status, mental or physical disability, special disabled veterans who are protected by law receive an equal opportunity to compete for jobs for which they are qualified.

Our strong Affirmative Action and Equal Employment Opportunity commitment enhances our workplace and community. UCOR understands that true diversity goes beyond compliance with AA and EEO laws. Therefore diversity is a core value and strategic business imperative that factors into every aspect of what we do. Know that I personally meet this commitment and that I expect all managers, supervisors and employees to meet the commitment too.

UCOR will not tolerate discrimination. The law that prohibits race and sex discrimination, for example, require us to ignore those factors in making employment decisions. For individuals with disabilities, the Americans with Disabilities Act (ADA) requires us to provide a reasonable accommodation that makes it possible for such a qualified individual to perform the job.

The UCOR “Affirmative Action Plan” (AAP) applies to individuals with disabilities and covered veterans and commits us to practicing affirmative action in all of our employment practices. UCOR personnel involved in employment-related decisions must work to implement out AAP.

We periodically review our personnel processes to ensure that there are no barriers for any individual to receive full consideration for any job for which he or she is qualified. We also review the qualifications for each job to make sure they are based on actual job requirements. During our application and screening process, only job related questions may be asked. We do not ask weather an applicant has a disability, or the nature or extent of a disability. We also let applicants know that we will provide a reasonable accommodation, if needed, to ensure equal access to the company’s hiring process.

The AA and EEO policy applies to all personnel policies and practices. Affirmative steps ensure that protected individuals get full and fair consideration for any promotion for which they are qualified. This means performance evaluations must be fair, that employees have an equal opportunity to be considered for promotion, and that all candidates for promotion are equally considered based on their abilities. Similarly, our policy is to ensure that employees with disabilities and covered veterans are paid on the same basis as other employees for doing the same job. And that they receive equivalent training opportunities and other benefits.

All UCOR employees and other Stakeholders must know of our commitment to employment opportunities for protected individuals. We post the policy in an accessible format on company bulletin boards and discuss the policy in New Employee Orientation. We also monitor the workplace to ensure that protected employees are not subjected to harassment, intimidation or discrimination.

If you have any questions concerning UCOR's AA/EEO Policy, please contact Mary Alice Douglass, EEO/AA Compliance Manager at (865) 241-1167.

*President and General Manager
UCOR*

**ATTACHMENT “B”
UCOR
ANTI-HARASSMENT POLICY**

UCOR is committed to maintaining a work environment that is free of harassment. In keeping with this commitment, UCOR will not tolerate harassment of applicants or employees by anyone, including managers, supervisors, co-workers, other employees, suppliers, subcontractors, or clients of UCOR.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, toward an individual based on sex, color, race, ancestry, religion, national origin, age, physical or mental disability, veteran status, or other protected group status.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, offering or making employment benefits conditional in exchange for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
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This conduct is illegal and UCOR will not tolerate such behavior and will take all reasonable steps to prevent this from occurring. Violation of this policy shall be considered grounds for disciplinary action up to and including discharge. In addition, the harasser may be personally liable to the victim for damages.

Examples of Harassment

Unlawful harassment may take many different forms, for example:

- Verbal conduct, such as derogatory or suggestive comments, statements about an individual's body, slurs, unwanted comments, or jokes;
- Visual conduct, such as derogatory or suggestive posters, cartoons, drawings, gestures, literature, or other behavior intended or inferred to belittle, demean, or otherwise insult any protected group of people or segment of the population;

- Physical conduct, such as assault, blocking normal movement, restraint, touching, or other physical interference with one's work;
- Threats and demands to submit to certain non-work-related actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion;
- Retaliation for reporting harassment, having assisted another employee with reporting harassment, or having made a negative response to harassment; and
- In certain circumstances, conduct that occurs off duty but impacts an employee's employment.

How to Report a Case of Harassment Using UCOR's Internal Policy

All employees have the opportunity to seek information, advice, or assistance from management, a Human Resources Representative, or the Employee Concerns Program and to communicate freely with these persons regarding all matters relating to their work, including unwelcome sexual overtures or comments. This policy is designed to encourage you to bring opinions, criticisms, suggestions, problems, and complaints into the open without fear of reprisal or recrimination.

If you feel you have been harassed, or if you witness harassment, you must promptly report the incident to your manager or the Employee Concerns Program Office at 865-574-8463, Employee Concerns Program Hotline 865-241-0931 or 1-888-584-8329. Managers and supervisors are responsible for assuring that all concerns are promptly forwarded to and brought to the attention of the Employee Concerns Manager for thorough and prompt investigation of all concerns.

To the fullest extent practicable, UCOR will keep complaints and the terms of the resolution confidential. If an investigation confirms that harassment has occurred, UCOR will take appropriate corrective action.

UCOR will not tolerate retaliation against anyone who has reported harassment. All employees must be familiar with this policy. Violation of this policy shall be considered grounds for disciplinary action, up to and including termination, even for a first offense. In addition, the harasser may be personally liable to the victim for damages.

*President and General Manager
UCOR*

ATTACHMENT "C"

AMERICANS WITH DISABILITIES

The American with Disabilities Act (ADA) of 1990 makes it unlawful to discriminate in employment against qualified individuals with a disability. The ADA also outlaws discrimination against individuals with disabilities in state and local government service, public accommodation, transportation, and telecommunications. The Equal Employment Opportunity Commission (EEOC) and state and local civil rights enforcement agencies that work with the EEOC enforce the section of the ADA regarding job discrimination. The ADA covers all employment practices, such as recruiting, hiring, promotion, training, layoffs, job assignments, leave, benefits, and all other terms, conditions, and privileges of employment.

As an employer, UCOR requirements include:

- Not discriminating against a qualified person with a disability with respect to any term or condition of employment.
- Not asking an applicant about the existence, nature, or severity of a disability.

Making reasonable accommodations to allow a qualified person with a disability to apply for or perform a job. An individual has a disability if he or she falls into one or more of the following categories:

- Has a physical or mental impairment that substantially limits a major life activity;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

If you have a disability and would like to self identify, complete FORM-14 ***Employment Voluntary Information Form Regarding Individuals with Disabilities and Veterans***. Submission of this form is voluntary and confidential, except that (1) supervisors and managers may be informed regarding restrictions on the work of, or accommodations for employees who are disabled; (2) first aid and safety personnel may be informed if the condition might require emergency treatment; and (3) government officials investigating compliance with applicable law shall be informed.

*President and General Manager
UCOR*