



New Hire Packet

Contents

1. EEO & Affirmative Action Program Statement
2. Self Identify Affirmative Active Program
3. Affordable Care Act (ACA), Notice of Exchange
4. Health Coverage Options
5. Safety Program & Policy – Welcome Letter
6. Motor Vehicle Accident reporting Procedure Memo
7. No Idle Policy
8. Privacy Notice
9. Voluntary Self-Identification of Disability
10. Drug and Alcohol Policy and Procedures
11. Statement of Understanding (for #1, 3, 5, 6, 7, 8, and 10)
12. Combating trafficking in Person
13. Ethics Policy w/ corresponding statement of Understanding
14. New Employee Questionnaire
15. Residency Verification
16. Health Questionnaire (Both pages)
17. W-4 Form, w/ worksheet
18. I-9 Form, w/ instructions/ & list of Acceptable ID Documentation
19. Direct Deposit Authorization
20. Driver Packet **(CDL if applicable)**
21. Safety Orientation

Please return all flagged forms completed and signed where applicable.

- Voluntary Self-Identification Affirmative Action and Disability forms**
- Statement of Understanding (for #1, 3, 5, 6, 7, 8, and 10)**
- Page 6 of the Ethics Statements of Understanding**
- New Employee Questionnaire**
- Residency Verification**
- I-9 Form and **2 forms of ID****
- W-4 Forms**
- Health Questionnaire**
- Direct Deposit Authorization attach a voided check**
- Driver Packet **(CDL if applicable)****
- Safety Orientation**



Date: January 4, 2020

To: All Davis Employees

Subject: Equal Employment Opportunity & Affirmative Action Program Statement

As President of Davis Constructors & Engineers, Inc., I would like to remind all employees that it is our corporate policy to take positive action to ensure equal opportunity in the conduct of all business activities.

Further, Davis has undertaken good faith efforts to employ and advance in employment minorities, women, qualified individuals with a disability and covered veterans. If you know qualified individuals who are seeking employment, please have him or her inquire at the appropriate craft union or at the construction jobsite.

This EEO Policy Statement is a reminder that all employees are protected under the law and may seek assistance if they believe they have been subject to unlawful employment discrimination. Our policy is to hold all employees accountable for keeping our workplace free from discrimination and ensuring that we provide equal employment opportunity for all in our workforce and for those seeking to enter our workforce.

Employees and applicants for employment are protected by federal laws, Presidential Executive Orders, and state and local laws designed to protect employees and job applicants from discrimination on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

Our Equal Employment Opportunity & Affirmative Action Program Statement is on the reverse side of this notice. Please take a moment to review it as each of us is obligated to act in accordance with this statement and to demonstrate the sincerity of our commitment. Please feel free to contact Jed Shandy, the EEO Administrator, if you have any questions or concerns.

Thank you for your hard work and dedication.

Sincerely,

A handwritten signature in blue ink, appearing to read "L Blomfield", is written over a light blue horizontal line.

Luke Blomfield

President

1/4/2019

Equal Employment Opportunity & Affirmative Action Program Statement

Davis Constructors & Engineers, Inc. (Davis) is committed to equal employment opportunity (EEO) and affirmative action. As President I want to share with you our commitment to providing a work environment in which everyone is treated with respect, equality, and dignity.

It's our corporate policy to take positive action to ensure equal opportunity in the conduct of all business activities without regard to race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, disabled veteran, recently separated veteran, other protected veteran, and/or Armed Forces service medal veteran (covered veteran) status, other non-merit based factors, or any other status protected by law. These activities include: recruiting, hiring, training, promotion, benefits, compensation, job assignments, transfers, terminations, client and vendor relations, community relations, use of facilities, and participation in employee activities. All employment decisions are based solely on valid job qualifications.

Employees and applicants will not be subject to harassment, intimidation, threats, coercion or discrimination based on their status, for filing a complaint, assisting in a review or investigation, or exercising any other right related to any Federal, state, or local law regarding equal employment opportunity.

Further, Davis has undertaken good faith efforts to employ and advance in employment minorities, women, qualified individuals with a disability and covered veterans. To attract qualified individuals who possess the required skills, our affirmative action efforts include targeting recruitment efforts by notifying organizations within the community of job openings and other employment opportunities. As a Federal contractor, Davis is required to maintain a written affirmative action program which sets forth how we implement these efforts regarding qualified individuals with a disability and covered veterans. To measure the effectiveness of the program an internal audit and reporting system is maintained. The Affirmative Action Program for Individuals with a Disability and Covered Veterans will be made available upon request.

While all employees are obligated to act in accordance with our corporate EEO policy and affirmative action program I have selected Jed Shandy as the EEO Administrator in order to assure dissemination and implementation throughout all levels of the company. Each employee is responsible for demonstrating the sincerity of the commitments outlined in this statement.

Sincerely,



Luke Blomfield

President



Invitation to Self Identify for Consideration Under
the Affirmative Action Program for Individuals with a Disability and Covered Veterans

Davis Constructors & Engineers, Inc. (Davis) is subject to Section 503 of the Rehabilitation Act of 1973, as amended and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. Davis will take affirmative action to employ, advance in employment and otherwise treat individuals without discrimination based on their status as a qualified individual with a disability, disabled veteran, recently separated veteran, other protected veteran, and/or Armed Forces service medal veteran (covered veteran) and will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability or disabled veteran absent any undue hardship on the operations of the operations of the company.

If you are an individual with a disability, or a covered veteran and would like to be considered under the affirmative action program, please contact the Jed Shandy EEO Administrator. You may inform us of your desire to benefit under our Affirmative Action Program at this time or at any time in the future.

Jed Shandy EEO Administrator
6591 A Street, Suite 300
Anchorage, AK 99518
(907) 562-2336

If you are an individual with a disability or a disabled veteran it would assist us if you tell us about (i) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind, and (ii) the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations. This information will assist us in placing you in an appropriate position and in making accommodations for your disability.

- Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with section 503 of the Rehabilitation Act of 1973, as amended or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.
- The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities or disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by OFCCP, or enforcing the Americans with Disabilities Act, may be informed.

Definitions

The term qualified individual with a disability means an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

The term disabled veteran refers to a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary, or was discharged or released from active duty because of a service-connected disability.

The term recently separated veteran refers to any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty.

The term other protected veteran refers to a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized; under laws administered by the Department of Defense.

The term Armed Forces service medal veteran refers to a person who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (62 FR 1209).

**Applicant Affirmative Action Program
Self Identification Form**

Required Information

Name: _____ Date of Application: _____

Position(s) for which you are applying: _____

Voluntary Information

NEMA is a government contractor and to comply with the regulations for equal employment opportunity and affirmative action (EEO/AA), we must track our applicants by gender and race/ethnicity and the position they applied for to the government. We are an organization that values diversity and encourages women and minorities to apply. For this reason, we invite you to indicate your gender and race/ethnicity below. This information is kept separate from your application.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Responses will remain confidential within the Human Resources Department; and will be used only for the necessary information to include in our Affirmative Action Program and reporting requirements to the government. When reported, data will not identify any specific individuals.

Gender: Male Female

Definitions of race/ethnicity are on the next page (as defined by the Equal Employment Opportunity Commission).

Race/Ethnic Identification (check one):

Are you Hispanic or Latino? Yes No

If you answered “Yes” you have completed this form. If you answered “No” please select a race from the options below.

- | | |
|---|--|
| <input type="checkbox"/> White (Not Hispanic or Latino) | <input type="checkbox"/> American Indian or Alaska Native (Not Hispanic or Latino) |
| <input type="checkbox"/> Black or African American (Not Hispanic or Latino) | <input type="checkbox"/> Two or More Races (Not Hispanic or Latino) |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) | <input type="checkbox"/> I do not wish to disclose. |
| <input type="checkbox"/> Asian (Not Hispanic or Latino) | |

Definitions of race/ethnic categories

Hispanic of Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

To Davis Constructors & Engineers, Inc. Employees:

The Affordable Care Act (ACA) requires employers to provide the attached notice to all employees. The notice provides basic information about individual health insurance options that will be available through public (state or federal) exchanges (also called marketplaces) beginning in 2014.

The required notice also explains that some individuals may be eligible for federal subsidies to help pay for some of the cost of individual health insurance policies sold through a public exchange. The value of these subsidies will vary based on an individual's household income.

According to the ACA and IRS regulations, if an employee is eligible for an employer sponsored health plan, and that plan meets the government's definition of affordable, minimum value coverage, then the employee and any family members eligible for the employer plan are not eligible for the federal subsidies described in the attached notice, regardless of household income.

Important Note for Employee's Who Are Eligible for our Employer Health Plans:

Is our plan "affordable" to you according to ACA rules?

The ACA defines "affordable" as a plan that requires an employee to contribute no more than 9.5% of their household income to participate in employee only coverage.

- Because all plans offered to eligible employees by Davis Constructors do not require an employee contribution for employee only coverage all plans offered to eligible employees are deemed affordable and you and any family members eligible for our plan will not be eligible for any federal subsidy if you choose to purchase individual health insurance coverage through the exchange.

Information regarding each plan offered by Davis Constructors is attached to this notice (Part B). *Some of this information may not pertain to you.*

Important Note for Employees Who are Not Eligible for our Employer Health Plan

If you are not eligible for our employer plan (for example due to your part-time status), you may want to review the attached notice and explore individual health insurance options available to you through a public exchange. Since you are not eligible for an employer sponsored plan, you may qualify for the federal subsidies described in the notice. Remember, all Americans are required to have health insurance starting in 2014.

For more information on individual health plans available in your area go to www.healthcare.gov.

Safety Program and Policy

1.0 Introduction and General Information

1.1 Policy

It's the policy of Davis Constructors & Engineers, Inc. (Davis) to provide a safe, accident-free, and healthy work environment for everyone. Excellent safety and health conditions do not occur by chance. They're the result of diligent work and careful attention to company policies by everyone.

Effective safety demands cooperation on everyone's part. Its important communication is kept open at all times. For this reason management exercises an open-door policy. Workers who notice hazards or other safety problems, or feel they need additional training, should notify their super-visor. Supervisors and management will address these concerns and take corrective action when warranted.

Everyone is responsible for knowing the safety requirements and standards for their area or job and to abide by them. Supervisors must instill positive attitude and awareness of the Safety Culture in their workers through personal adherence, personal contact, training, and regularly scheduled safety meetings. It's the duty of all employees to perform their work with maximum regard for the safety of themselves and their co-workers. Safety and health is every bit as important as productivity and quality. If a job cannot be done safely, it will not be done.

Davis safety policies are an integral part of the personnel policies. This means compliance with the policies is a condition of employment and must be taken seriously. Failure to comply with the Safety Program and Policy is grounds for disciplinary action up to and including termination.

1.2 Purpose

The purpose of this policy is to maintain a safe work environment and to effectively reduce the number of accidents which result in personal injury, property damage, and damage to Davis equipment.

1.3 Applicability

This policy applies to all Davis employees. By contract, all subcontractors are required to comply with this policy in addition to their own safety program and policy.

1.4 Compliance with Applicable Laws and Regulations

This policy complies with applicable local, state, and federal laws concerning safety including 29 CFR 1926 and 29 CFR 1910. In the event a discrepancy exists between this policy and any applicable law, the provisions of that law will govern.

1.5 Availability of Policy

- ◆ A copy of this revised policy is made available to each newly hired employee in the new hire packet.
- ◆ A copy of this revised policy is available in the jobsite office.
- ◆ A copy of this revised policy is available upon request to the supervisor.

2.0 Health and Safety Responsibilities

The effectiveness and success of the safety program depends upon the active participation and cooperation of all employees. Duties and responsibilities of all employees under this policy are:

2.1 Safety Coordinator

- ◆ Coordinate health and safety training for management and supervisors.
- ◆ Coordinate monthly supervisor safety meetings.
- ◆ Coordinate jobsite safety audits.
- ◆ Maintain and revise the safety policy, corporate safety manual, and site-specific safety plans as needed.
- ◆ Maintain the jobsite postings and notices required by law.
- ◆ Ensure the proper filing of any paperwork relating to accidents.
- ◆ Participate in post-accident investigations.
- ◆ Maintain all records and reports related to this policy.
- ◆ Implement Davis safety program and policy.
- ◆ Prepare the site-specific safety plan.

2.2 Project Manager/Project Engineer

- ◆ Direct and coordinate health and safety regulations related to area of responsibility.
- ◆ Participate in post-accident investigations.
- ◆ Assist in formulating policy matters.
- ◆ Implement Davis safety program and policy.
- ◆ Oversee and evaluate Subcontractor safety compliance.

2.3 Superintendent

- ◆ Be familiar with health and safety regulations related to area of responsibility.
- ◆ Direct and coordinate health and safety activities within area of responsibility.

- ◆ Ensure arrangements for prompt medical attention in case of serious injury are provided for each job, to include transportation, communication, and emergency telephone numbers.
- ◆ Ensure all employees supervised use required personal protective equipment (PPE) and safety devices.
- ◆ Ensure that safety equipment is available, maintained, used, and stored correctly.
- ◆ Instruct and train all persons within area of responsibility in job health and safety requirements.
- ◆ Direct correction of unsafe conditions.
- ◆ Conduct weekly safety meetings.
- ◆ In case of an accident, complete the Report of Occupational Injury or Illness.
- ◆ Participate in post-accident investigation.
- ◆ Review all accidents/incidents with foremen and workers involved. Ensure corrective action is taken immediately to eliminate cause of the accident.
- ◆ Ensure that foremen are aware of and comply with requirements for safe practices.
- ◆ Require all subcontractors to comply with health and safety regulations as well as Davis Safety Program and Policy.
- ◆ Maintain copies of applicable programs and OSHA forms on site in accordance with Davis practice and policy.
- ◆ Implement Davis safety program and policy.

2.4 Foreman/Front Line Supervisor

- ◆ Be familiar with, explain, and enforce health and safety regulations that apply to Davis operations within area of responsibility.
- ◆ Direct and coordinate health and safety activities within area of responsibility.
- ◆ Ensure that safety devices and proper PPE are used by persons under direct supervision.
- ◆ Instruct and train all persons within area of responsibility in job health and safety requirements, including, but not limited to, hazard recognition and avoidance, and require compliance to the established safety rules.
- ◆ Direct the correction of unsafe conditions.
- ◆ Ensure that safety equipment is available, maintained, used, and stored correctly.
- ◆ Ensure that injuries are treated promptly and reported properly.
- ◆ Participate in post-accident investigation.
- ◆ Coordinate daily jobsite inspection.
- ◆ Implement Davis safety program and policy.

2.5 All Employees

- ◆ Be familiar with and comply with proper health and safety practices.
- ◆ Use the required safety devices and proper PPE.
- ◆ Notify the supervisor immediately of unsafe conditions/acts, accidents, and injuries.
- ◆ Implement Davis safety program and policy.

2.6 Subcontractors

By contract, subcontractors will comply with and ensure the compliance of their employees with the provisions of this policy as well as their own safety program. Failure to fulfill this requirement is a failure to meet the conditions of the subcontract.

3.0 General Safety Procedures

3.1 Personal Protective Equipment (PPE)

Employees must wear a hardhat, safety glasses, safety work boots, and other PPE furnished on the job. Employees learn where to get PPE during their new hire orientation. Employees are responsible for wearing and maintaining required PPE. If an employee is unsure of the type of PPE required for a specific task or job, they should ask their supervisor.

3.2 Equipment Use and Operation

Equipment is used only for its intended use and as recommended by the manufacturer. An employee must be authorized to operate a piece of equipment before using it.

Employees are prohibited from operating a vehicle in a reckless manner or at a speed greater than is reasonable and proper with due regard for weather, traffic, character of roadway, load, type of vehicle, and any other conditions which may affect the safe operation of the vehicle. The vehicle must be kept under control at all times and special care is exercised when transporting personnel. Employees using Davis vehicles must sign and abide by the Davis Vehicle Policy.

Employees may only ride equipment if there are seats or equal protection available for each person. Seatbelts are worn at all times while operating equipment with seats. No cell phone or ear bud use while operating equipment. Riding the load, hook, or sling is prohibited.

3.3 Repairs

Employees are prohibited from making repairs, alterations, or attachments to equipment in the field except by the permission of the superintendent, fore-man, or equipment mechanic. Such repairs, alterations, or attachments are documented on the appropriate shop forms.

Employees are prohibited from removing a guard, safety device, or appliance from equipment or machinery except to make repairs in conformance with the paragraph above. While making repairs, employees use appropriate lockout/-tagout procedures. When repairs are complete, the guard, safety device, or appliance is replaced immediately.

3.4 Conduct

The following conduct is prohibited and may result in discipline up to and including termination.

- ◆ Fighting, scuffling, or horseplay on the job.
- ◆ Making a false report or misrepresentation.
- ◆ Violating the prohibitions of the Drug and Alcohol Policy (distributed to each employee in their new hire packet).
- ◆ Dishonesty and theft of Davis property.
- ◆ Deliberate misuse of Davis equipment.
- ◆ Unnecessary risk taking.
- ◆ Violating or disobeying any instruction given by a supervisor.

Davis does not tolerate unlawful discrimination, harassment, or violence of any kind. Davis strives to create and maintain a work environment in which people are treated with dignity, decency and respect. Each of us must participate in creating a safe and satisfying environment. We encourage our people to bring to our attention any unsafe situation. Any potentially dangerous/unsafe situation must be reported immediately to a supervisor or the superintendent.

Davis prohibits any form of retaliation against any employee for filing a safety complaint or for assisting in a complaint investigation. Retaliation or attempted retaliation is a violation of Davis policy and a violation of law and anyone who does so may be subject to work discipline up to and including termination.

3.5 Cell. Phone Policy

Operating Mechanical Equipment or Tools:

This policy applies to all Davis and Mass Excavation, Inc. employees who operate mechanical equipment or tools.

Davis strictly prohibits the use of cell phones while operating equipment or tools. The ban on the use of wireless communication devices applies to all types of equipment (forklift, boom lift, scissor lift, excavation equipment, power tools, etc.) used on the jobsite and to all conversations, whether personal or business-related.

If operators receive calls they feel the need to answer or need to make a call while operating, the operators must:

- ◆ Immediately stop the operation
- ◆ Lower all platforms, forks, arms, buckets, tools, etc.
- ◆ Turn off the ignition
- ◆ Then answer or dial

The ban on using cell phones and other devices while operating equipment applies to all devices, including cell phones with hands-free headsets. Violation of this policy could result in disciplinary action.

While Operating a Davis Vehicle or Employee Vehicle:

Cellular/mobile phone use should be minimized while operating a company vehicle or employee vehicle used for company business within flow of traffic. Any driver intending to place or receive a call should pull off the road to a safe location to complete call.

If it's critical to utilize a cell/mobile phone for Davis business while operating the vehicle, follow these general guidelines:

- ◆ Refrain from placing or receiving unnecessary calls. Allow voice mail to handle the calls and return them when it's safe and convenient.
- ◆ Keep any necessary conversations brief. Pull over or exit to a safe location, if necessary, to dial or complete a conversation.
- ◆ Do not engage in stressful or emotional conversation while driving.
- ◆ Do not take notes or look up information while driving.
- ◆ Never pick the phone up from the floor or other area not directly in reach. Pull over and park first.
- ◆ This policy does not currently apply to the use of two-way radios or digital two-way radio/cell phones as long as the device is operated by depressing a push-to-talk button and does not require immediate proximity to the user's ear.

Safe driving is our top priority and requires caution, courtesy, common sense, and constant alertness under all conditions. Take special care to avoid the distraction of a cellular/mobile phone. Focus complete attention on the road and drive safely at all times.

3.6 Other Policy Violations

Employees who commit policy violations other than those addressed in Section 3.0 above may be subject to discipline up to and including immediate termination of employment.

4.0 Corrective Action and Discipline Procedures

Corrective action is an action designed to improve conduct or performance, which does not involve an adverse impact on rights, pay, or benefits. Discipline is an action imposed on an employee when corrective action has proven ineffectual or when the employee's performance, misconduct, or policy violation is serious enough to warrant discipline.

Davis may use an oral reprimand or verbal counseling as corrective action. Discipline may involve a written warning, suspension without pay for a period of time, or termination. Davis has the authority to discharge or to take other appropriate disciplinary action against an employee for just cause. Employees who commit policy violations may be subject to discipline up to and including immediate termination of employment.

The stages of discipline discussed below apply to all employees found to have violated this policy. Any foreman, supervisor, or official of management, as soon as he/she becomes aware of any such violation, will ensure the following action is taken:

Stage 1

A formal verbal warning may be given to the employee by the immediate supervisor along with a warning that this is the first stage in the disciplinary procedure and any repetition will lead to the second stage in the procedure.

Stage 2

If the offense(s) addressed in Stage 1 is repeated and/or continued or a more serious offense is committed, the employee may be given a formal written warning setting out the details of the offense(s) and stating that if the offense(s) is (are) repeated the third stage in this procedure will be invoked. In addition to the written warning, the employee will be suspended without pay for a period of time determined by the supervisor. Upon return to work the employee must undergo additional formal training in the area of the offense(s) before being permitted to work to prevent injury to that employee or fellow co-worker.

Stage 3

If an offense written under Stage 2 is repeated, the employee may be terminated. An employee so terminated is ineligible for rehire for 24 months.

Depending on circumstances Davis reserves the right to bypass, duplicate, or alter any stage of the recommended disciplinary procedures described above. Nothing in this policy and procedure requires management to utilize any step or

series of steps in disciplinary action. Management may impose any level of discipline, including suspension without pay or termination, whether or not this is the employee's first violation and whether or not a less serious form of discipline was imposed for any prior violations.

5.0 General Jobsite Procedures

5.1 New-Hire Orientation

New-hire orientation may consist of, but is not limited to, the following:

- A. Have the employee read the new-hire packet including this policy and the Drug and Alcohol Policy. Answer any questions the employee may have about these policies and have the employee sign the Statement of Understanding.
- B. Return all forms to the office as indicated on the first page of the new-hire packet.
- C. Orient the employee to the jobsite, indicating the location of the Safety Center, SDS book, emergency facilities, portable fire extinguishers, first aid station, emergency phone numbers, public notices, EEO, and any jobsite specific information.
- D. Explain the injury and accident policy.
- E. Review the written hazard communication program. Discuss hazards, container labeling and the use of protective equipment.
- F. Explain the emergency response plan for catastrophic events such as fire, explosion, etc.
- G. Issue PPE as required for their tasks.

5.2 Training

Training and education are necessary for the success of this policy. Employees will be trained to recognize jobsite hazards and the procedures to follow to minimize these hazards. Training may consist of, but is not limited to, the following:

- ◆ Weekly jobsite safety meetings.
- ◆ Orientation training for new hires.
- ◆ Individual job/task training, which includes the applicable regulations/standards for the specific job/task.

Supervisors and management receive ongoing safety training throughout the year as organized by the Safety Coordinator and as deemed necessary by Davis owners. Such training includes OSHA 10 and 30 Hour Construction Training and the maintenance of first-aid and CPR cards.

5.3 Safety Meetings

Weekly safety meetings are held on the jobsite. All employees and subcontractors are required to attend. The meetings may cover a range of safety related topics. The format and content of the meeting is at the discretion of the superintendent.

Monthly safety meetings are held for all foremen, superintendents, project managers, project engineers, Davis owners, and other management personnel. The purpose of these meetings is to discuss companywide safety issues and provide continuing safety training and education.

5.4 Safety Inspections

The superintendent and foreman will conduct an initial safety inspection at the beginning of each project following the “Safety Inspection Guide” included in the site-specific safety plan.

In addition, a daily safety inspection of the jobsite is conducted by Davis employees, the employees of a subcontractor, or some combination thereof, with the inspection being rotated between all workers on the jobsite. Inspection sheets covering different aspects of safety were developed for each specific jobsite. The sheets are intended as a guide. Any safety concern found during the inspection should be reported. If a worker is unclear about any item on the inspection sheet a Davis foreman or safety officer will be able to help. If the area being inspected requires a **competent person**¹, the worker should do the inspection with the competent person.

Also, if time allows, the foreman for the worker conducting the inspection is encouraged to walk through with the worker.

5.5 Hazard Communication

Davis developed a written hazard communication plan and it’s explained to each employee during new-hire orientation. This plan is located in the site-specific safety plan and is available upon request to the superintendent.

The purpose of the hazard communication plan is to provide information about chemical and physical agent hazards and the control of such hazards which include container labeling, SDS sheets, physical agent data sheets, and training. The SDS book is located in the jobsite trailer and is covered during new-hire orientation.

5.6 Site-Specific Safety Plan

A site-specific safety plan is developed for each jobsite. The plan may include, but is not limited to, the following items:

- ◆ This policy: Safety Program and Policy
- ◆ Jobsite Map & Emergency Phone Numbers
- ◆ Environmental Protection Plan
- ◆ Written Hazard Communication Plan
- ◆ Fire Prevention and Protection Plan
- ◆ Inspection Guides
- ◆ Job Hazard Analysis
- ◆ Emergency Evacuation Plan
- ◆ Forklift Policy
- ◆ Lockout/Tagout Policy
- ◆ Confined Space Entry
- ◆ Excavation
- ◆ Fall Protection
- ◆ Respiratory Protection
- ◆ Physical Agent Data Sheets

¹ Areas requiring a competent person are hearing protection, rigging, hot work on preservative coatings, scaffolds, fall protection, cranes, hoists, excavations, concrete work requiring lift-slab operations, steel erection, underground construction, demolition, blasting, stairways and ladders, accident prevention responsibility, ionizing radiation, welding and cutting, tunnels and shafts, caissons, cofferdams, compressed air, bolting, riveting, fitting up and planking, lead, mechanical demolition, respiratory protection, slings, electrical, and asbestos.



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 1-31-2017)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact Jacque Cato (907)-562-2336 Human Resources.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name Davis Constructors & Engineers Inc.		4. Employer Identification Number (EIN) 92-0059823	
5. Employer address 6591 A Street, Ste 300		6. Employer phone number 907-562-2336	
7. City Anchorage	8. State AK	9. ZIP code 99518	
10. Who can we contact about employee health coverage at this job? Jacque Cato			
11. Phone number (if different from above) 907-562-2336		12. Email address jacquec@davisconstructors.com	

Here is some basic information about health coverage offered by this employer:

•As your employer, we offer a health plan to:

All employees. Eligible employees are:

Some employees. Eligible employees are:

Non-seasonal employees who are not covered by a collective bargaining agreement and are regularly scheduled to work 30 or more hours per week.

•With respect to dependents:

We do offer coverage. Eligible dependents are:

Coverage (GR-9N-29-010-08 AK) see below for explanation.

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.

With respect to dependents: Coverage (GR-9N-29-010-08 AK)

To be eligible for coverage, a dependent child must be under 26 years of age.

To include: biological children, stepchildren, legally adopted children, foster children, including children placed with you for adoption, Any children for whom you are responsible under court order, grandchildren under court ordered custody, and other children with whom you have a parent child relationship.

Coverage for handicapped child may continue past the age limits shown above. See Handicapped Dependent Children in the Plan Booklet for more information.

PART B: Information About Health Coverage Offered by Your Employer and the Alaska Carpenters Health and Welfare Trust Fund

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

Employer name Davis Constructors & Engineers Inc.	Employer Identification Number (EIN) 92-0059823
Employer Address 6591 A Street, Suite 300	Employer phone number
City Anchorage	State AK Zip Code 99518
Who can we contact about employee health coverage at this job? Alaska Carpenters Health and Welfare Trust Fund	
Phone number (if different from above) (907)561-7575 or (800) 478-4431 opt 3	Email address IMurdock@litalaska.com

Here is some basic information about health coverage offered by this employer for employees covered in the Alaska Carpenters Health and Welfare Trust Fund:

- Eligible employees are those covered by a collective bargaining agreement with the Pacific Northwest Regional Council of Carpenters or its affiliated locals requiring contributions to the Trust. Requirements for eligibility are described in the Trust's plan booklet. You may review a copy of the plan booklet at www.akcarpenterstrust.com or contact the Trust Administration Office at (800) 478-4431, option 3, to obtain a copy.
- The Trust provides dependent coverage to eligible spouses and dependent children of covered employees. Requirements for dependent coverage are described in the Trust's plan booklet. You may view a copy of the plan booklet at www.akcarpenterstrust.com or contact the Trust Administration Office at (800) 478-4431, option 3, to obtain a copy.

This coverage meets the minimum value standard as defined by the ACA, and the coverage is intended to be affordable because there are no employee contributions set forth in the collective bargaining agreement.

- Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process.

* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)

PART B: Information About Health Coverage Offered by Your Employer and the Alaska Laborers-Construction Industry Health and Security Fund

This section contains information about any health coverage offered by your employer and the Alaska Laborers Trust. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide your employer's name, Employer Identification Number (EIN), address and phone number (Questions 3-9 on the application).

In addition, you may provide the following information about the Alaska Laborers-Construction Industry Health and Security Fund, in response to Questions 10-12 on the application.

10. Who can we contact about employee health coverage at this job?

Alaska Laborers-Construction Industry Health and Security Fund

11. Phone number (if different from above)
(800) 732-1121

Email address

IMurdock@ltaaska.com

Here is some basic information about health coverage offered by this employer through the Alaska Laborers Trust:

- Medical plan coverage is offered to eligible employees. Eligible employees are those covered by a collective bargaining agreement requiring contributions to the Trust. Employees covered by an Associate Agreement between the employer and the Trust are also eligible to participate. Requirements for eligibility are described in the Trust's plan booklet. You may view a copy of the plan booklet at www.aklaborerstrust.com or contact the Trust Administration Office at (800) 732-1121, option 4, to obtain a copy of the plan booklet.
- With respect to dependents, the Trust provides dependent coverage to eligible spouses and dependent children of covered employees. Requirement for dependent coverage are described in the Trust's plan booklet. You may view a copy of the plan booklet at www.aklaborerstrust.com or contact the Trust Administration Office at (800) 732-1121, option 4, to obtain a copy of the plan booklet.
- The Trust's coverage meets the minimum value standard as defined by the ACA. Additionally, the coverage is intended to be affordable because there are no employee contributions set forth in the collective bargaining agreement or Associate Agreement.
- ** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process.

**DAVIS CONSTRUCTORS
& ENGINEERS, INC.**

Safety Program and Policy



December, 2019

Hello and Welcome:

We're pleased you joined the Davis Constructors Safety Team!

Here at Davis safety is very important. You'll see our commitment to safety at your New Hire Orientation and as you see other Davis team members working safely.

You'll attend the weekly safety jobsite meeting and continue learning more about how safety is a part of our work ethic.

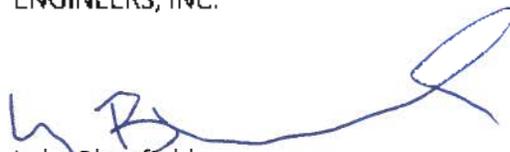
For all of us, our goal is to work productively and arrive home safe at the end of each day.

You'll hear this phrase often on the jobsite: **Success is No Accident!**

Please add your personal "safety" commitment to ours for a safe and accident free jobsite!

Again, welcome to Davis!

Sincerely,
DAVIS CONSTRUCTORS &
ENGINEERS, INC.



Luke Blomfield,
President



DATE: December, 2019
TO: All Company Vehicle and Equipment Operators
FROM: Management
RE: Motor Vehicle Accident Reporting Procedure

General

If you are involved in a motor vehicle accident while driving a company owned vehicle, **immediately report** the accident to your Supervisor and Safety Department and/or Office Manager (Darla). All vehicle accidents must be reported no matter how small, even company owned property damage or on site incidents. Supervisors will be held responsible for all employees that do not report vehicle accidents.

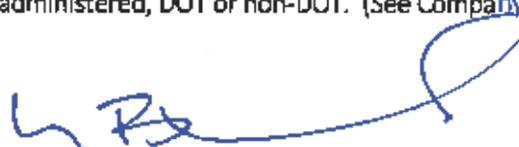
Procedures

- Assess the situation – evaluation your medical condition and/or the condition of others. Provide first aid if needed.
- Protect yourself and the vehicle from further damage, if physically able. (Direct traffic around accident scene; move from roadway when directed; position yourself away from the vehicle if it cannot be moved.)
- Call police or 911 if possible. They may not respond to minor accidents so be prepared to report the accident and get all important information.
- Do not admit fault or give out written statements. Give identifying information to other parties involved and **get information from them**. Every vehicle should have an accident report form included in the vehicle insurance folder in the glove box. ***Fill out in detail*** and return to Safety Coordinator and/or Office Manager (Darla) **ASAP**.
- Take pictures from all angles. If there are witnesses get their names and contact information.

Requirements for Post-Accident DOT Drug and Alcohol Testing of Drivers: A driver who is involved in an accident in a commercial motor vehicle is required to submit to a DOT post-accident drug and/or alcohol test under the following circumstances:

- ❖ A driver is involved in an accident which results in human death.
- ❖ A driver is involved in a non-fatal accident and is given a citation for a moving traffic violation arising from the accident and the accident results in either: (i) bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or (ii) one or more of the vehicles involved in the accident incurs disabling damage requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle.

DOT testing of drivers after an accident is strictly regulated. Because of this, the employee's supervisor should immediately contact Safety Department for a final determination of the post-accident test to be administered, DOT or non-DOT. (See Company Drug and Alcohol Policy).



Luke Blomfield,
President



No Idle Policy

Because of rising fuel costs, it is now less expensive to replace starters than it is to burn fuel at idle. Therefore we are establishing a no idle policy at Davis Constructors & Engineers and Mass Excavation. We have also converted our equipment to synthetic oil so the dry starts are no longer an issue. Following are the suggested guidelines for the no idle policy.

Trucks

- Pick ups and flatbeds should be warmed up in the morning, but should not be left running for more than a minute afterwards.
- If you stop to talk, shut the engine down.
- If you're going in somewhere to check on something for just a minute, shut the engine down. This is where we tend to have the most idle time
- If the truck is diesel, run for 2 minutes so the turbo can cool down.

Heavy Equipment

- Equipment and diesel powered tools work differently for warm up and shut down.
- Large equipment (forklifts and larger):
- Summer: warm up for 10 minutes before operating.
- Winter: warm up for 15 to 20 minutes with special consideration for colder temperatures.
- Cool down should be approximately the same in summer and winter.
- If you are leaving the machine for more than 10 minutes then shut it down after letting the turbo cool off. This is where we the most heavy equipment idle time.
- If you find a piece of equipment running which is apparently unused (and won't be), then shut it down.

Subcontractors using Davis /Mass X equipment shall also follow this policy

Davis Constructors & Engineers, Inc.
Notice of Privacy Practices Regarding Protected Health Information

*THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND
DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.
PLEASE REVIEW IT CAREFULLY.*

Davis Constructors and Engineers, Inc. respects your individual privacy rights and is committed to protecting your health information responsibly and professionally. We are required by law to maintain the privacy of your protected health information and to provide you with this notice of our privacy practices which describes how we may collect, use, and disclose your protected health information (PHI). In all circumstances we will ensure that use and disclosure of PHI is kept to the minimum necessary and when feasible PHI will be de-identified.

How We May Use or Share Protected Health Information (PHI)

- ◆ To manage our employee benefit plans such as our group health insurance plan. This consists of but is not limited to functions such as enrollment, payment, and cost analysis.
 - ◆ To manage the Drug and Alcohol Testing Program. The Drug Program Administrator is responsible for the internal management of any PHI received or created as a result of the Drug and Alcohol Testing Program. The internal use of PHI will be kept to the minimum necessary to carry out the procedures set forth in the Drug & Alcohol Policy.
 - ◆ For internal business management and planning activities such as replacing, renewing, or conducting cost-analysis related to employee benefit plans, or for improving methods of administrative processing or payment.
 - ◆ As permitted or required by law. By law, we are permitted to share information, subject to certain restrictions, in order to communicate information on health-related benefits or services that may be of interest to you (such as Workers' Compensation), respond to a court order, or provide information to further public health activities (e.g. preventing the spread of disease) without your written authorization. We are also permitted to share health information during a corporate restructuring such as a merger, sale, or acquisition. We may also disclose health information about you when required by law, for example, in order to prevent serious harm to you or others.
 - ◆ With your authorization. We are required to obtain your written authorization for any use or disclosure not described above. If you sign an authorization, it may be revoked at any time by submitting a request in writing.
-

Employee Rights

- ◆ You have the right to request restrictions of our use and disclosure of your PHI for the purposes of carrying out treatment, payment, or health care operations. Such a request must be submitted in writing to the Privacy Officer. A request for restriction will be considered but we are not required to agree to restrict the information.
- ◆ You have the right to receive confidential communications. You may request in writing that any communication we have with you regarding PHI (whether oral or written) be transmitted via alternate means or at/to an alternate location.

Davis Constructors & Engineers, Inc.
Notice of Privacy Practice Regarding Protected Health Information

Employee Rights, continued

- ❖ You have the right to access any PHI we maintain about you. You are entitled to inspect and obtain a copy of any PHI we maintain about you. Requests to access this information must be submitted in writing to the Privacy Officer. A response to such a request will be provided within 30 days of receipt of the request. We may charge a reasonable cost-based fee for providing you with the information requested.
- ❖ You have the right to request us to amend any PHI we maintain about you. If you believe any of your PHI we maintain is incorrect, you may submit a written request for amendment to the Privacy Officer; we will respond within 30 days of receiving the request.
- ❖ You have the right to receive an accounting of disclosure of PHI that show to whom we provided your PHI. We are not required to provide an accounting for disclosures of PHI for purposes of treatment, payment, or health care operations or for certain other circumstances such as those required by law.
- ❖ You have the right to request a paper copy of this notice. At any time you may request a copy by contacting the Privacy Officer.

Inquiries and Complaints

If you would like any additional information regarding our privacy policies or your rights please contact our Privacy Officer, Jacque Cato at (907) 771-9250 or Jed Shandy EEO Administrator (907) 562-2336 send all requests to the address: Davis Constructors & Engineers, Inc.

6591 A Street, Suite 300
Anchorage, AK 99518

If you feel that your health information privacy rights have been violated you may submit a complaint to the Privacy Officer in writing at the address above. An individual who submits a complaint will in no way be retaliated or discriminated against. You may also submit a complaint to the U.S. Department of Health & Human Services.

This notice is effective April 26, 2007. We are required to abide by the terms of this notice currently in effect. We reserve the right to change the terms of this notice and to make the new notice effective for all PHI we maintain. If we make a change to this notice we will provide the revised notice to you by mail or by including it with a paycheck prior to the effective date of the change.

Voluntary Self-Identification of Disability

RETURN

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017
Page 1 of 2

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Your Name

Today's Date

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017
Page 2 of 2

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

ⁱ Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Davis Constructors & Engineers, Inc. Drug and Alcohol Policy and Procedures

1.0 Introduction and General Information

1.1 Policy

Davis Constructors & Engineers, Inc. (Davis Constructors) has a long-standing commitment to maintain the highest standards possible for the health and safety of its employees, clients, and the public at large. The presence of alcohol and drugs in the workplace and their influence on employees during working hours is contrary to these high standards and will not be tolerated.

1.2 Purpose

The purpose of this policy is to help prevent work-related accidents, injuries, and property damage resulting from the misuse of alcohol or the use of controlled substances by employees of Davis Constructors.

1.3 Applicability

Any prospective employee or current employee of Davis Constructors is subject to this policy.

For the purposes of this policy, employees and prospective employees are divided into two categories: drivers and non-drivers. Driver, as defined in 2.12, means any person employed by or seeking employment with Davis Constructors who may operate a Commercial Motor Vehicle (CMV) for Davis Constructors and exercise the privileges of a Commercial Driver's License (CDL) as part of his or her job duties. Drug and alcohol testing of drivers and prospective drivers is regulated by the Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA). This policy is a combination of a DOT (driver) policy and a non-DOT (non-driver) policy. Sections of this policy that apply to drivers only are written in italicized boldface type.

All employees and prospective employees are subject to the non-DOT provisions of this policy. Drivers are subject to DOT portions of this policy as well as non-DOT provisions.

Provisions of this policy that are also addressed by a collective bargaining agreement (CBA) are superseded by the CBA for any employee who is a union member and to whom the CBA applies, as long as the CBA complies with federal and state law.

1.4 Drug and Alcohol Testing

Davis Constructors' policy provides for pre-hire, post-accident, random, reasonable suspicion, return-to-duty, and follow-up drug and alcohol testing. These tests are described in great detail in other sections of this policy. Two types of tests, DOT and non-DOT, will be conducted. All employees are subject to non-DOT tests and drivers are also subject to DOT testing.

Non-DOT testing for new hire screening and random selection will be administered by a screening saliva test. Positive results will be confirmed by an alternate method at a certified drug testing laboratory.

1.5 Compliance with Applicable Laws and Regulations

The portions of this policy that apply to drivers are compliant with 49 CFR Part 40, as amended, and FMCSA part 382. This policy is also compliant with AS 23.10.600 – 23.10.699 excepting where the Alaska Statutes may be superseded by the above mentioned DOT or FMCSA regulations in regard to drivers.

1.5 Management Guidelines only

This policy represents management guidelines only and should not be interpreted as a contract of employment. Noncompliance with this policy will result in disciplinary action, up to and including termination. In the case of an applicant, noncompliance with this policy may result in the applicant being ineligible for employment with Davis Constructors, as explained in section 7.3 (A).

1.6 Fair Employment

Consistent with its fair employment policy, Davis Constructors maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist recovering addicts or alcoholics and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before drug and alcohol use renders them unable to perform essential job functions or jeopardizes the health and safety of themselves and others.

1.7 Privacy

Davis Constructors' policies regarding drug and alcohol testing for both drivers and non-drivers have been balanced with recognition of the legal rights of employees, the preservation of an employee's reasonable expectations of privacy, and a commitment to ensure the integrity and reliability of the testing procedures. Any questions about the meaning or application of this policy should be directed to Davis Constructors' Designated Employer Representative, hereinafter referred to as the Drug Program Administrator (DPA):

Jacque Cato
Drug Program Administrator
Phone: (907)562-2336
Confidential email: dpa@davisconstructors.com

1.8 Availability of Policy

- A. Each Job Superintendent shall post this revised policy in a prominent location readily accessible to all employees at each Davis Constructors jobsite.
- B. A copy of this revised policy will be distributed to each labor union that Davis Constructors hires from, with instructions to post in a prominent location, readily accessible to all prospective employees.
- C. A copy of this revised policy will be made available to each newly hired employee in his/her new hire packet.
- D. A copy of this revised policy will be distributed to each non-union employee.

2.0 Definitions:

- 2.1 Adulterated Specimen** means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.
- 2.2 Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.
- 2.3 Alcohol Screening Device** means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration (NHTSA) and placed on a conforming products list (CPL) for such devices.
- 2.4 Alcohol Use** means the drinking or swallowing of any beverage, liquid, mixture, or preparation (including any medication) containing alcohol.
- 2.5 Breath Alcohol Technician (BAT)** means an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device.

- 2.6 Chain of Custody** in drug testing means the procedures used to document the handling of the urine specimen or saliva test from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF).
- 2.7 Commercial Motor Vehicle (CMV)** (as defined by Part 383 of the Federal Motor Carrier Safety Regulations [FMCSR's]: Commercial Driver's License Standards Requirements and Penalties) CMV means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
- A. Has a gross combination weight rating of 11,794 kilograms or more (26,001 pounds or more) inclusive of a towed unit(s) with a gross vehicle weight rating of more than 4,536 kilograms (10,001 pounds); or
 - B. Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 pounds or more); or
 - C. Is designed to transport 16 or more passengers, including the driver; or
 - D. Is of any size and is used in the transportation of hazardous materials as defined in § 383.5 of FMCSR.
- 2.8 Confirmation Test** in drug testing means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite. In alcohol testing, a confirmation test means a subsequent test, using an EBT, following a screening test with a result of 0.02 or greater, which provides quantitative data about the alcohol concentration. For onsite saliva testing this means allowing the prospective employee or employee to go to an accredited and certified drug testing facility for confirmation.
ie. Beacon Occupational Health and Safety, Inc.
- 2.9 Controlled Substances and Drugs** are used interchangeably in this policy and mean marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP) or their metabolites. The terms "controlled substances" and "drugs" include legal substances obtained illegally or used in an unauthorized manner, but do not refer to the proper use of controlled substances authorized by law which do not affect job safety or performance. The terms may also include any other illicit drug not in the 5-panel testing protocol.

- 2.10 Dilute Specimen** means a specimen with creatinine and specific gravity values that are lower than expected for human urine.
- 2.11 Disabling Damage** means damage that does not allow a motor vehicle to leave the scene of an accident in its usual manner in daylight after simple repairs: including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. This term does not include damage which can be remedied temporarily at the scene of the accident without special tools or parts; tire disablement without other damage even if no spare tire is available; headlight or taillight damage; or damage to turn signals, horn or windshield wipers which make them inoperative.
- 2.12 Driver** means any person employed by or seeking employment with Davis Constructors who may operate a CMV and exercise the privileges of a CDL as part of his or her job duties.
- 2.13 Employee** is any person who works for Davis Constructors. The use of the term employee to refer to drivers or non-drivers subject to this policy is for convenience only and is not intended to change or in any way alter definition of that employee as a driver or non-driver.
- 2.14 Evidential Breath Testing Device (EBT)** means a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the 0.02 and 0.04 alcohol concentrations, placed on NHTSA's Conforming Products List (CPL) for Evidential Breath Measurement Devices, and identified on the CPL as conforming with the model specifications available from the NHTSA's Traffic Safety Program.
- 2.15 Licensed Medical Practitioner (LMP)** means a person who is licensed, certified, and/or registered, in accordance with applicable federal, state, local or foreign laws and regulations, to prescribe controlled substances and other drugs.
- 2.16 Medical Review Officer (MRO)** means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
- 2.17 Non-Driver** means any Davis Constructors employee who does not meet the **Driver** definition.

2.18 Performing A Safety-Sensitive Function means any period in which an employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. It is the policy of Davis Constructors that all job functions are considered to be safety-sensitive.

2.19 Positive Drug Test Result generally means a result reviewed by an MRO and determined to demonstrate evidence of prohibited drug use. See “Verified Test.”

2.20 Safety-Sensitive Function *means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive driver functions for the purposes of DOT provisions included in this policy shall include:*

- a. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;*
- b. All time inspecting equipment as required by FMCSA’s regulations 49 CFR §§392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;*
- c. All time spent at the driving controls of a commercial motor vehicle in operation;*
- d. All time, other than driving time, in or upon any commercial motor vehicle, except time spent resting in a sleeper berth (a berth conforming to the requirements of FMCSA’s regulation 49 CFR §393.76);*
- e. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and*
- f. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.*

Additionally, it is the policy of Davis Constructors that all job functions performed by all employees are considered to be “safety sensitive” with regards to compliance with this drug and alcohol policy.

- 2.21 Screening or Initial Test** in drug testing means, a test to eliminate "negative" urine specimens from further analysis or to identify a specimen that requires additional testing for the presence of drugs. For saliva testing, this means an analytic procedure to determine the presence of drugs. In alcohol testing, means an analytic procedure to determine whether a driver may have a prohibited concentration of alcohol in a breath or saliva specimen.
- 2.22 Screening Test Technician (STT)** means an individual who instructs and assists an individual in the alcohol testing process and operates an alcohol screening device.
- 2.23 Substance Abuse Professional (SAP)** means a person who evaluates employees who have violated this drug and alcohol policy and makes recommendations concerning education, treatment, follow-up testing, and aftercare. ***For drivers, a SAP means a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.***
- 2.24 Verified Test** means a drug test result or validity testing result from a certified laboratory that has undergone review and final determination by the MRO.

3.0 Prohibited Conduct

3.1 Controlled Substances

Employees are prohibited from reporting for duty or remaining on duty when using or under the influence of any drugs, except when the use is pursuant to the instructions of a Licensed Medical Practitioner (LMP). In cases where this exception applies, the LMP must advise the employee that the substance will not adversely affect the employee's ability to safely perform their job.

3.2 Alcohol

- A. Employees may not report for duty or remain on duty with an alcohol concentration of 0.02 or greater.
- B. Employees are prohibited from using alcohol in any form (including medications containing alcohol) while they are working for Davis Constructors in any capacity.
- C. No employee shall perform safety-sensitive functions within four hours after using alcohol. On-call employees who are not at work, but could be called to work are subject to this pre-duty alcohol prohibition. This means an employee who is on-call must decline a call to work if his or her acceptance would require the employee to perform safety-sensitive

functions within four hours of consuming alcohol. An employee who must turn down work due to a violation of the four-hour rule may be subject to discipline.

- D. Employees are prohibited from using alcohol for eight hours following an accident, or until the employee takes a post-accident alcohol test, whichever occurs first.

3.3 Drug and/or Alcohol Testing

- A. Employees may not refuse to submit to any drug and/or alcohol test required under this policy.
- B. Employees are prohibited from failing to stay in contact with Davis Constructors' DPA or its Medical Review Officer (MRO) while awaiting the results of a drug test.
- C. Employees are prohibited from performing or continuing to perform a safety-sensitive function if they have tested positive for controlled substances or alcohol.

3.4 Inspections

Employees may not refuse to submit to any inspection required under section 11.0 of this policy.

3.5 Related Activities

Employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, dispensation, sale, purchase, solicitation, transfer, possession, use, or transport of controlled substances or alcohol while on Davis Constructors' paid time, on Davis Constructors' premises, in Davis Constructors' vehicles, or while engaged in Davis Constructors' activities. This prohibition does not include the prudent and authorized distribution, dispensation, sale, purchase, solicitation, transfer, possession, use, or transport of alcohol beverages in connection with Davis Constructors-sponsored functions or events.

3.6 Consumption of Food or Food-Related Products Containing Hemp

The consumption of food and food-products containing hemp or hemp oil may cause an employee to test positive. A test result that is positive as a result of an employee's consumption of food or food-related products containing hemp will be reported as a positive test.

3.7 Prohibition on Supervisor or Manager Permitting an Employee to Work

Any supervisor or manager who has actual knowledge that an employee has engaged or is engaging in conduct prohibited above shall not allow the employee to perform or continue to perform any safety-sensitive function.

3.8 Prohibition against Working While Using any Medication Which Affects Safety or Performance

Use of any medication (therapeutic drugs) while engaged in Company activities is prohibited to the extent such use may affect the employee's ability to perform his or her job duties safely.

An employee using any medication that contains alcohol or a controlled substance has an obligation to inquire of an LMP and determine whether the substance the employee is taking may affect the employee's ability to perform his or her job duties safely. Failure to make such an inquiry and get clearance from an LMP will subject the employee to discipline, up to and including termination.

If an employee discloses or it is discovered that the employee is using medication that contains alcohol or a controlled substance, the employee may be required to provide written verification from an LMP that the substance does not adversely affect the employee's ability to perform his or her job duties safely when taken as prescribed.

4.0 Required Tests and Past Test Results Information

4.1 Pre-Employment Drug Testing and Past Test Results Information

A. Pre-Employment Drug Testing

All prospective employees must take a pre-employment drug test. A negative test result is a condition of employment with Davis Constructors and a positive test result is grounds for denying employment. Non-drivers who have worked for Davis Constructors within the previous 30 days and have worked at least 32 hours during that period are not required to take a pre-employment test when they are re-hired.

Drivers may not be required to take a pre-hire test if they meet the requirements of FMCSA part 382.301. These requirements are (1) That the driver has participated in a controlled substances testing program that meets the FMCSA and DOT regulation requirements within the past 30 days and while participating in that program, either (i) was tested for controlled substances within the past six months or (ii) participated in the program's random controlled substances testing program for the previous 12 months. In addition Davis Constructors must be able to ensure that the driver has not violated the FMCSA's or DOT's drug and alcohol regulations within the previous six months.

Non-drivers transferring to driver positions must take a pre-employment DOT drug test.

B. Drivers' Past Test Results Information

In addition to a pre-employment DOT drug test, Davis Constructors will make inquiries to a driver's previous employers, as required by FMCSA, about any DOT drug tests the applicant was subject to in the previous two years. The information Davis Constructors requests from previous employers is as follows:

- ◆ ***alcohol test results of 0.04 or greater;***
- ◆ ***verified positive drug tests;***
- ◆ ***refusals to be drug or alcohol tested;***
- ◆ ***other violations of DOT drug and alcohol testing regulations; and***
- ◆ ***if the driver violated a DOT drug and alcohol regulation, documentation of the driver's successful completion of DOT return-to-duty requirements, including follow-up tests.***

A driver's written authorization for Davis Constructors to obtain the information listed above is a condition of employment as a driver.

This information will be obtained and kept in a confidential manner. The DPA will keep written records regarding each previous employer contacted.

If Davis Constructors learns from a previous employer that the driver violated a DOT drug and alcohol regulation the driver either will be ineligible for employment, or if already employed, the driver's employment will be terminated, unless Davis Constructors receives evidence that the driver has successfully completed DOT's return-to-duty requirements.

4.2 Post-Accident Drug and Alcohol Testing

Employees whom Davis Constructors reasonably believes may have contributed to an accident in the workplace or during work time may be required to undergo drug and/or alcohol impairment testing. Such a test will be conducted as soon as practicable after the accident, but not later than 32 hours afterward for drugs and not later than 8 hours for alcohol. Davis Constructors will make reasonable attempts to obtain a sample from an employee after an accident, as defined below, but any injury should be treated first.

An accident may involve any of the following:

- ◆ Loss of human life,
- ◆ Issuance of a moving traffic citation under state or local law,
- ◆ Medical treatment other than first aid, as defined by OSHA, Part 1904, or
- ◆ Significant property damage.

A. Requirements for Post-Accident DOT Drug and Alcohol Testing of Drivers

A driver who is performing safety-sensitive functions as defined in 2.20 (a-f) involving a commercial motor vehicle is required to submit to a DOT post-accident drug and/or alcohol test under the following circumstances:

- ◆ ***A driver is involved in an accident which results in a human death.***
- ◆ ***A driver is involved in a non-fatal accident and is given a citation for a moving traffic violation arising from the accident and the accident results in either: (i) bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or (ii) one or more of the vehicles involved in the accident incurs disabling damage (as defined in section 2.11), requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle.***

DOT testing of drivers after an accident is strictly regulated. Because of this, the employee’s supervisor should immediately contact one of the following people for a final determination of the post-accident test to be administered, DOT or non-DOT.

	<u>Office Number</u>	<u>Cell Phone</u>
Jacque Cato	562-2336	632-7847
Kirk Waggoner	562-2336	952-3816

B. Process of Post-Accident Testing

1. In the event of an accident, an employee must notify his or her supervisor and/or the DPA as soon as reasonably possible to obtain information on how to proceed with the required drug and alcohol testing. Employees are obligated to follow the DPA’s instructions regarding post-accident testing.

2. ***For drivers, if a DOT alcohol test is required but is not performed within 2 hours of the accident the DPA will make a written record of why the test wasn't given promptly. If an alcohol test is not performed within 8 hours of the accident the DPA will stop attempts to administer the alcohol test and record the reasons for this failure.***

For drivers, if a post-accident DOT drug test is not given within 32 hours of the accident the DPA will stop attempts to administer the test and make a written record of the reasons for this failure.

3. Employees may not consume alcohol for 8 hours following the accident or before the post-accident alcohol test is given, whichever occurs first.
4. Employees who must have a post-accident test must remain readily available for such testing; otherwise they will be considered to have refused testing. This "readily available" requirement does not mean the delay of necessary medical attention for injured people, or prohibit an employee from leaving the scene of the accident for the period necessary to get assistance in responding to the accident or to receive necessary emergency medical care.
5. Employees will not be suspended from their safety sensitive duties pending the results of a post-accident drug and alcohol test unless the provisions of reasonable suspicion, as defined in section 4.3, apply.
6. Davis Constructors reserves the right to evaluate the conduct of the employee which may have caused or contributed to the accident to determine if this conduct warrants discipline. Discipline, up to and including termination of employment may result from conduct that is determined to be careless or negligent.

4.3 Random Drug and Alcohol Testing

All employees shall be subject to drug and alcohol testing on an unannounced and random basis. Davis Constructors will maintain two separate random pools, one for drivers and one for non-drivers. When selected for random drug and alcohol testing, drivers will receive DOT tests and non-drivers will receive non-DOT tests.

The following describes the process of random testing for all employees:

- A. Davis Constructors will attempt to conduct random drug and alcohol tests equal to 50 percent of the average number of employees in each random pool each year. This rate may be increased or decreased by management policy from time to time without notice to employees. ***The driver rate may be increased or decreased to comply with FMCSA drug and alcohol regulations without notice to drivers.***

- B. Employees will be selected for random testing using a random number generator that is matched with the employee's Social Security number, or other comparable identification number. This system ensures each employee has an equal chance of being selected each time selections are made.
- C. All random tests will be unannounced and the dates for administering random tests will be spread reasonably throughout the calendar year. The dates of random testing, locations and names of those to be tested will be kept in the strictest confidence by the DPA.
- D. Employees will remain in the random selection pool at all times, regardless of whether or not they have previously been selected for testing.
- E. Each employee who is notified of their selection must proceed immediately to the testing site. Failure to appear for random drug and/or alcohol testing within a reasonable period of time after being directed to do so will be considered a refusal to test.

4.4 Reasonable Suspicion Drug and Alcohol Testing

An employee must take a reasonable suspicion drug and/or alcohol test whenever a supervisor has reasonable suspicion that the employee has violated any of the drug or alcohol prohibitions listed in this policy.

Reasonable suspicion testing of drivers is strictly regulated by the DOT. A DOT test may only be conducted when a driver is performing safety-sensitive functions as defined in 2.20 (a-f) involving a commercial motor vehicle. A supervisor should call the DPA to determine if a DOT or non-DOT test is applicable in a specific situation.

- A. Reasonable suspicion determinations will be based on specific, contemporaneous, articulable observations concerning the employee. For example the following, either alone or in combination, may constitute reasonable suspicion:
 - ◆ Slurred speech
 - ◆ Irregular or unusual speech patterns
 - ◆ Red or watery eyes
 - ◆ Impaired judgment
 - ◆ Alcohol odor on breath
 - ◆ Uncoordinated walking or movement
 - ◆ Unusual or irregular behavior, e.g. inattentiveness, listlessness, hyperactivity, hostility, or aggressiveness
 - ◆ Possession of drugs or alcohol
 - ◆ Observation of drug or alcohol use prior to reporting to work or during working hours

Additionally, the observations may include indications of the chronic and withdrawal effects of controlled substances.

- B. Reasonable suspicion determinations will be made by supervisors who have had FMCSA required training on alcohol misuse and drug use.
- C. Supervisors who make reasonable suspicion determinations will document the observations leading to a reasonable suspicion determination.
- D. An employee who is directed to take a reasonable suspicion drug and/or alcohol test must take the test as directed. Davis Constructors shall ensure safe transport for the employee to and from the collection site.
- E. For drivers requiring a DOT reasonable suspicion alcohol test, if the alcohol test is not administered within 2 hours, the DPA shall document the reasons for this failure. If the alcohol test is not given within 8 hours, the DPA shall document the reasons for this failure and cease attempts to administer the test and the provisions of paragraph F below shall apply.**
- F. In the event an alcohol test has not been conducted as required by FMCSA or this policy, but Davis Constructors has reason to believe an employee is under the influence of or impaired by alcohol, the employee is prohibited from performing safety-sensitive duties until an alcohol test can be administered and the result is below 0.02, or 24 hours have elapsed since the reasonable suspicion determination, whichever occurs first.
- G. An employee who is required to submit to a reasonable suspicion drug and/or alcohol test will be suspended after the completion of the tests, pending the verified result of the test. If that result is negative, the employee will receive compensation for all time lost from work that is directly attributable to the request to take the tests.
- H. Davis Constructors reserves the right to evaluate the conduct of the employee that warranted the reasonable suspicion drug or alcohol tests to determine if the conduct in and of itself should warrant discipline.

4.5 Requirements for Return-to-Duty after Violating this Policy

- A. Employees who have engaged in conduct prohibited in section 3.0 may not perform safety-sensitive duties until they have fulfilled the following requirements for returning to duty:

1. Initial evaluation by a Substance Abuse Professional (SAP) to determine the level of assistance needed to address the employee's drug and/or alcohol problems;
2. Initiation of the education and/or treatment plan prescribed by the SAP; and, **for drivers,**
3. **Follow-up evaluation by the SAP to determine whether the driver has successfully complied with the prescribed education and/or treatment plan.**

The cost of any counseling, treatment, education, or rehabilitation is the responsibility of the employee.

- B. Employees who have fulfilled the above requirements for return-to-duty must also submit to a return-to-duty drug and/or alcohol test and have negative results on the test before returning to work. Under certain rare circumstances, non-drivers may return to work pending negative results on a return-to-duty drug test. For this to occur, the SAP must recommend, in writing, the non-driver's return to work and specify which job duties they may perform during this waiting period.
- C. Employees who engage in conduct prohibited by this policy will not be permitted to return to duty until they execute the "Agreement for Evaluation and Conditions for Continued Employment," agreeing to comply with its terms and conditions, which include a follow-up evaluation, submitting to any follow-up tests as directed by the SAP and receiving negative test results.

4.6 Follow-up Drug and/or Alcohol Testing

- A. Employees who are returning to working after fulfilling the return-to-duty requirements listed in section 4.5 must take unannounced follow-up drug and/or alcohol tests after returning to duty, as directed by the SAP's follow up evaluation report.
- B. **A minimum of six follow-up drug and/or alcohol tests must be conducted during the first twelve months following the driver's return to duty. Testing may continue for up to 60 months.**

5.0 Self-Identification of a Substance Abuse Problem

Employees who voluntarily self-identify that they have a drug or alcohol problem, and request assistance for such a problem will be referred to a SAP for evaluation. The cost of the counseling, treatment, or rehabilitation is the employee's responsibility.

This request must be made before the employee is directed or otherwise required to submit to a drug or alcohol test required by this policy. Under these circumstances, Davis Constructors will take no adverse action against the employee.

The return-to-duty process for an employee who self identifies is the same as that outlined in section 4.5.

6.0 Drug and Alcohol Testing Procedures

Non-driver employees and prospective employees will be given an onsite screening cheek swab saliva test. If the saliva screening test comes up positive, the employee or prospective employee has the option of going to the nearest certified urine collection facility for confirmation of the saliva testing results or accept the results as positive. A confirmation test by a 3rd party would be conducted without prejudice from the onsite positive saliva test. As required by FMCSA's rules, Davis Constructors' drug and alcohol testing procedures comply with 49 CFR Part 40, as amended.

These procedures ensure the integrity, confidentiality, and reliability of the testing processes. They also safeguard the validity of the test results and ensure that the results are attributed to the right employee. Further, these procedures minimize the impact upon the privacy and dignity of persons undergoing such tests to every extent feasible.

All saliva screening testing will be performed by a trained Davis Constructors' employee, usually a Supervisor or Human Resources personnel.

Davis Constructors has contracted with Beacon Occupational Health and Safety, Inc. to provide testing facilities and personnel. Testing for employees in Anchorage will be done at the Beacon Occupational Health and Safety, Inc. office, located on the corner of 36th and C Street. For employees working outside of Anchorage, testing will be done at designated Beacon Occupational Health and Safety, Inc. collection sites.

6.1 Drug Testing Procedures

A. Drugs Being Tested for

The drugs specifically being tested for are:

- ◆ Marijuana (THC);
- ◆ Amphetamines (AMP);
- ◆ Phencyclidine (PCP);
- ◆ Cocaine (COC);
- ◆ Opiates (OPI);
- ◆ Methamphetamine (MET);
- ◆ And their metabolites.
- ◆ Or any other illegal substance as needed

B. Custody and Control Form and Laboratory

When drug tests are conducted and analyzed, the Federal Drug Testing Custody and Control Form (“CCF”) is used. This form will verify the identity of each specimen and test result. All drug tests conducted pursuant to this policy shall be performed by laboratories which are certified by the Department of Health and Human Services (“DHHS”).

C. Drug Testing Process

1. The first test performed is called the screening test. Screening test will either be a saliva test or a urine test depending if the employee or prospective employee is a driver or non-driver. This test eliminates all negative urine specimens from further analysis.
2. The second test is a confirmation drug test that identifies and quantifies the presence of a specific drug or drug metabolite. The confirmation test uses a gas chromatography and mass spectrometry (GC/MS).
3. All confirmed positive tests will be sent to the MRO to determine if there is a legitimate medical explanation for the confirmed positive, adulterated, substituted, or invalid test result. This review may include a medical interview, review of the applicant’s or employee’s medical history, or review of any other relevant biomedical factors and all medical records made available by the tested individuals. The MRO’s review will give the individual who tested positive a chance to discuss with the MRO any legitimate explanation for the positive test result.

4. The last stage in the testing process is for the MRO to release the results of the test. A test result the MRO releases is called a verified test. If, after talking to the employee, the MRO determines there is a legitimate explanation for the confirmed positive test result, the MRO will report the verified test result as negative. If the MRO determines there is no legitimate explanation for the confirmed positive test, the MRO will verify the result as positive.

D. Verified Result Release without Talking to the Employee

The MRO may release a verified positive test in the following circumstances:

- ◆ If the employee expressly declines the opportunity to discuss the test with the MRO.
- ◆ If more than 72 hours has passed since the DPA instructed the employee to contact the MRO.
- ◆ If neither the DPA nor the MRO have been able to contact the employee within ten days of the date the MRO received the confirmed test result on the laboratory.

If a serious injury, illness, or other unavoidable circumstance has prevented the employee from being contacted by the MRO or the DPA, the MRO may reopen the verification process. (Refer to section 3.3 (B) regarding the employee's responsibility to stay in contact with the DPA and MRO).

E. Right to have Split Specimen Analyzed

All employees and prospective employees have the right to request, within 72 hours of being notified by the MRO of a verified positive test result, that the split specimen be analyzed in a different DHHS certified laboratory, selected by the employee, for the presence of the drug(s) for which a positive result was obtained or for reconfirmation of an adulterated, substituted, or invalid test result.

1. If the split specimen reconfirms the presence of the drug(s) or drug metabolite(s) or the adulteration, substitution or invalid finding, the MRO will notify the DPA and the tested individual of the test results.
2. If the split specimen is unavailable, inadequate for testing or untestable, the MRO shall cancel the test and report the cancellation and the reasons for it to the DPA and the tested individual. When this occurs, another specimen must be collected immediately under direct observation.

3. If the split specimen fails to reconfirm the presence of the drug(s) found in the primary specimen or the adulteration, substitution or invalid finding, the MRO shall cancel the test and report the cancellation and the reasons for it to the DPA and the tested individual. ***If the tested individual is a driver, the cancellation will also be reported to the DOT's Office of Drug and Alcohol Program Compliance.***

F. Inability to Provide an Adequate Amount of Urine Specimen

Employees and prospective employees must provide at least 45 milliliters of urine for a drug test. If the tested individual is unable to provide that amount of urine, then the tested individual will be instructed to drink up to 40 oz of fluids and after a period of time, again attempt to provide a complete specimen.

If an applicant refuses to provide a new urine specimen, this will constitute a refusal to submit to a test and the applicant will be ineligible for employment with Davis Constructors.

If an employee refuses to provide a new urine specimen, this will constitute a refusal to submit to testing and the employee's employment will be terminated.

If an employee has not provided a sufficient specimen within 3 hours after the first unsuccessful attempt to provide the specimen, Davis Constructors will direct the employee to get a medical evaluation from a LMP selected by Davis Constructors. If the LMP determines that there is no legitimate medical explanation for the employee's failure to provide an adequate amount of urine, this will constitute a refusal to submit to a test and the employee's employment will be terminated.

G. Altered or Substituted Urine Specimen

Procedures for collecting urine specimens allow individual privacy unless there is a reason to believe that a particular individual has altered or attempted to alter or substitute the specimen. In such cases, a specimen may be obtained under the direct observation of a same gender collection site person in accordance with the procedures outline in 49 CFR Part 40.

6.2. Alcohol Testing Procedures

A. How Tests will be performed

Alcohol screening tests will be performed by a screening test technician (STT) using a non-evidential screening device, or by a breath alcohol technician (BAT) using an evidential breath testing device (EBT).

Davis Constructors has a quality assurance plan for each non-evidential alcohol screening device and EBT it uses. In addition, Davis Constructors ensures that the STTs are proficient in the operation of non-evidential screening devices and that the BATs are proficient in the operation of EBTs. Further, the alcohol screening tests that are used are non-evidential alcohol screening devices that are on the National Highway Traffic Safety Administration's (NHTSA) Conforming Products List (CPL) for non-evidential screening devices and EBTs which are on NHTSA's CPL for evidential breath measurement devices.

B. Testing Process

1. The first test is the screening test. The screening test eliminates negative samples from further testing. If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed using an EBT.
2. The confirmation test will be conducted within 30 minutes from the end of the screening test. The confirmation test result is the final result upon which any discipline or other action taken under this policy shall be based.

C. Inability to provide adequate amount of sample for alcohol testing

1. If an employee fails to provide or claims that they are unable to provide a sufficient amount of breath sample to permit a valid breath test because of a medical condition, Davis Constructors will require the driver to be evaluated by a LMP selected by the Company. If the LMP determines that the employee's alleged medical condition is not likely to have precluded the driver from providing an adequate amount of breath sample, this will constitute a refusal to test and the employee's employment will be terminated.

2. If the employee is unable to provide sufficient saliva to complete a test on a saliva screening device, the STT shall conduct a new test, using a new device. If the employee refuses to complete the new test, this will constitute a refusal to submit to a test and the employee's employment will be terminated. If the new test is completed, but there is an insufficient amount of saliva to activate the device, the employee shall immediately take an alcohol test using an EBT. If the employee refuses to submit to the test using an EBT, the employee's employment will be terminated.

7.0 Consequences for Policy Violations

The consequences discussed below apply to all employees and prospective employees who are found to have violated this policy. FMCSA requires that all drivers and prospective drivers who violate this policy be advised of available resources for evaluation and treatment of drug and alcohol abuse. This information will be distributed by the DPA and is also available for non-drivers upon request.

7.1 Automatic Removal from Safety-Sensitive Functions

Employees who violate this policy will be immediately removed from their safety sensitive functions. It is Davis Constructors' policy that all job functions are considered to be safety sensitive.

If their employment is not terminated, employees will not be able to return to their safety sensitive functions until they have met the requirements for return-to-duty outlined in 4.5.

7.2 Refusal to Submit

Any employee who refuses to submit to a required drug and alcohol test may be terminated. Any prospective employee who refuses to submit to a pre-hire test will be ineligible for employment with Davis Constructors. The following conduct will be considered a refusal to submit:

- ◆ Failure to appear for any test (except a pre-employment test) within a reasonable time after being directed to do so by Davis Constructors
- ◆ Failure to remain at the testing site until the testing process is complete
- ◆ Failure to provide a urine specimen for any drug test required by this policy
- ◆ Failure to permit the observation or monitoring of the provision of a specimen, when required to do so by DOT agency regulations or Davis Constructors policy

- ◆ Failure to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- ◆ Failure to take a second test the employer or collector has directed the employee to take
- ◆ Failure to undergo a medical examination or evaluation, when directed to do so by the MRO as part of the verification process, or when directed by Davis Constructors
- ◆ Failure to cooperate with any part of the testing process
- ◆ Having a verified adulterated or substituted test result as reported by the MRO

7.3 Positive Test Results

A. Applicants

Non-driver applicants who receive a verified positive drug test result will be ineligible for employment with Davis Constructors for 30 days. After the 30 day waiting period has passed, non-driver applicants may take another pre-employment test and, if they receive negative results, become eligible for employment with Davis Constructors.

Driver applicants who have a verified positive pre-employment test will not become eligible for employment with Davis Constructors until they have successfully complied with the return-to-duty requirements listed in section 4.5.

B. Employees

1. Temporary Suspension Pending Results of Reasonable Suspicion Drug and Alcohol Tests

Any employee who is required to take a reasonable suspicion drug or alcohol test pursuant to this policy will be temporarily suspended, pending the results of the test. If the verified test results or split specimen test results are negative, the employee will receive back pay for the period of suspension.

2. Verified Positive Drug Test or Alcohol Test Results of .04 or Greater

Any employee who receives a verified positive drug test or an alcohol test result of 0.04 or greater for the first time may be suspended without pay and may be subject to further discipline, up to and including termination.

An employee's employment may be terminated if he/she: (i) refuses or fails to be evaluated by a SAP, (ii) fails to fully cooperate and complete the recommended counseling, treatment or rehabilitation program, (iii) violates the drug/alcohol prohibitions of this policy during the one-year period after return to duty, or (iv) does not abide by the conditions of the "Agreement for Evaluation and Conditions for Continued Employment."

If an employee submits a written request within six months after the date of the test, Davis Constructors will provide written test results to the employee within five working days after receiving the request.

3. Positive Alcohol Test Results of .02 or Greater but Less than .04

An employee who receives a confirmed alcohol test result of 0.02 or greater, but less than 0.04, for the first time, may be suspended without pay for 24 hours. The employment of an employee who receives a confirmed positive alcohol test result of 0.02 or greater for a second time may be terminated.

4. Fitness-for-Duty Evaluation in the Event of Employee's Legal and Authorized Use of a Controlled Substance

Whenever an employee submits to a reasonable suspicion test and receives a positive result for the legal and authorized use of a controlled substance, the employee may be required to submit to a fitness-for-duty evaluation, which may include a review of the employee's medical records and a medical examination. Under such circumstances, employees may be required to provide Davis Constructors with the necessary authorization to obtain the employee's medical records and agreement to submit to the medical examination. The purpose of the evaluation is to determine whether the employee can satisfactorily perform his/her essential job functions or poses a direct threat to the health or safety of the employee or others. Depending on the results of the evaluation, Davis Constructors will consider whether the safety or health risk can be eliminated or substantially reduced by a reasonable accommodation, if applicable.

7.4 Other Policy Violations

Employees who commit policy violations other than those addressed in Sections 7.2 and 7.3 above will be subject to discipline, up to and including immediate termination of employment. Applicants who violate this policy will be ineligible for employment with Davis Constructors. Time periods of ineligibility will be the same as those discussed in section 7.3 (A).

7.5 Potential Forfeiture of Workers' Compensation and/or Unemployment Compensation Benefits

An employee's violation of this policy constitutes gross and willful misconduct. In addition to the discipline and other consequences imposed by FMCSA and Davis Constructors under this policy, such misconduct may also result in the denial of unemployment compensation under the applicable state law. In addition, employees who are injured as a result of a violation of FMCSA's regulations and/or Davis Constructors' safety rules (including but not limited to the conduct prohibited under this policy) may also forfeit workers' compensation benefits under the applicable state law.

8.0 Notification of Test Results

Applicants will be notified of the results of a pre-employment drug test if they request their results within 60 days of being notified that they are ineligible for hire with Davis Constructors.

Employees will be advised of drug test results that are verified positive, adulterated, or substituted, and the drug or drug(s) for which a positive result was verified. Employees will be notified of their alcohol test results immediately after the administration of the screening test and, if necessary, the confirmation test.

If an employee submits a written request within 10 working days after the employee is notified of a positive test result, Davis Constructors will provide an opportunity, within 72 hours after receiving such request or before taking adverse employment action, for the employee to explain the positive test result in a confidential setting.

9.0 Testing Expenses and Compensation for Test

Davis Constructors will pay for drug and alcohol tests and related expenses as follows:

A. Required Tests

Davis Constructors will pay for all drug and alcohol tests required to be taken by employees or applicants under this policy, including confirmation tests.

B. Tests Taken upon Employee's and/or Prospective Employee's Request

Except where prohibited by state or local law, any test taken at an employee's or prospective employee's request, including split specimen tests, will be at the employee's expense, unless the result of the test is negative.

C. Payment for Time Spent Testing

Time spent by employees providing a urine, saliva, or breath specimen required under this policy, including travel time to and from the collection site, will be considered as on-duty time. The employee will receive his or her regular compensation, including overtime if applicable, for such time. Davis Constructors shall also reimburse current employees at the mileage rate allowed by the IRS for miles driven to an off-site testing location from his or her normal work site.

Exception: Prospective employees that are newly hired and receive a confirmed positive result for a pre-employment screening will not be paid for on-duty time or reimbursed for mileage.

10.0 Recordkeeping, Access to Records and Confidentiality of Test Results**10.1 Maintenance of Records**

Davis Constructors will maintain records for drivers of its alcohol misuse and drug use prevention programs as required by FMCSA's regulations. Davis Constructors will also maintain records for non-drivers as required by this policy and state and local law. These records will be maintained in a secure location with controlled access and will not be released to any person except as required by law or expressly authorized by the employee.

10.2 Confidentiality of Results

The laboratory may disclose drug test results only to the MRO. The MRO, STT and BAT may disclose test results only to the individual tested, designated Davis Constructors representatives, a treatment program, or a court of law or administrative tribunal to the extent required by law. The DPA may disclose test results to the Controller, any Owner of Davis Constructors, or as required by law. Beyond that, an employee's test results shall not be released to any person without the individual's written consent.

11.0 Inspections**11.1 Inspections of Company Property**

Davis Constructors may conduct unannounced random inspections for drugs and alcohol on Davis Constructors facilities and property such as, but not limited to, Davis Constructors vehicles, desks, file cabinets, Davis Constructors-issued employee lockers in which Davis Constructors retains a copy of the key or the combination, etc. Employees are expected to cooperate in the conduct of such inspections. Inspections of Davis Constructors facilities and property may be conducted at any time and need not be based on reasonable suspicion.

11.2 Inspections of Employee Property

Inspections of employees and their personal property such as, but not limited to, vehicles, clothing, packages, purses, brief cases, lunch boxes, or other containers brought on to Davis Constructors premises may be conducted when there is reasonable suspicion to believe that the employee may have or has violated the drug or alcohol prohibitions contained in this policy.

12.0 Compliance with Policy as a Condition of Employment

All applicants and employees are advised that full compliance with this policy shall be a condition of employment and continued employment. Refer to section 7.0 for the consequences of policy violations.

13.0 Employee Assistance Program (EAP)

13.1 Scope of Program

The EAP will provide education and training on drug and alcohol use to all employees as follows:

- ◆ Informational material distributed to employees as well as displayed on bulletin boards, employee break rooms, locker rooms, etc;
- ◆ A community service hot line telephone number for employee assistance displayed on bulletin boards and distributed to employees; and
- ◆ Distribution of Davis Constructors' policy regarding the use of prohibited drugs and alcohol to all new employees. The policy shall be displayed in prominent places throughout Davis Constructors' jobsites (i.e. employee bulletin board and break areas).

For further information or to arrange an appointment, call (907)562-2336 and ask to speak to the Drug Program Administrator, Jacque Cato.

13.2 Supervisor Training

Supervisory personnel will receive training regarding the drug and alcohol policy. The training shall include at least 60 minutes of training on alcohol misuse and at least 60 minutes of training on drug use that meets FMCSA's regulations for supervisor training. This training shall be for all supervisors who may determine whether an employee will be drug and alcohol tested for reasonable suspicion.

14.0 Drug and Alcohol Policy Limitations

The provisions in this policy reflect decisions made by management and are not required to be approved by employees. It is impossible to anticipate every circumstance or question about policy and include them all in this drug and alcohol policy. Also, as time goes by, the need for revisions will arise and Davis Constructors reserves the right to revise, supplement, or rescind any portion of this policy at its discretion at any time, with or without notice.

This revised policy replaces all prior Davis Constructors' drug and alcohol policies. To avoid confusion, please discard superceded copies.



Code of Business Ethics and Conduct

(Doing the Right Thing)

Introduction, Purpose and Reporting Mechanism

To: All Employees

We've been assigned the task of describing the moral principles that have guided us and become deeply ingrained into our workplace practices over the last several decades. The federal government wants to be able to see that we have a business ethics and conduct awareness program, educate ourselves about it, monitor our behavior and enforce our program.

This project is a pretty easy one for us. Our company has thrived with the concepts of honesty, integrity, fairness, accountability, respect, reliability and quality influencing the decisions we all make every day. The program that we've documented in the following pages is something that we believe every one of us has been striving to achieve since the beginning. That is one of the reasons we like to work here.

Each of us is responsible for maintaining the ethical standards that we've set for our company. If an ethical dilemma arises, we need to speak up and get it resolved. You might hear something like "It's ok, everybody does it" or "Nobody will ever know" and start feeling uncomfortable. These are signs that something is not quite right and should be checked out. If you don't feel good about it, you start asking yourself questions like "What are the possible consequences?", "Is this legal?" or "How would I feel if my family, friends and neighbors knew what I was doing?"

If you observe what you suspect to be unethical or illegal behavior, talk to your supervisor or to any of us, the officers of the corporation, so the best course of action can be taken. We are available at the 6591 A Street offices for a meeting or to receive an anonymous note. We can be reached by phone at (907) 562-2336. The President's (luke@davisconstructors.com) and Vice President's (jed@davisconstructors.com) e-mail addresses may also be used for contact. This phone number and the e-mail addresses are herein designated as the company's Ethics Hotline.

There will be no harassment, retaliation or any adverse employment consequences to anybody who, in good faith, raises concerns or reports a violation of our Code of Business Ethics and Conduct.

Thank you for helping us to strengthen our standards by doing the right thing.

A handwritten signature in blue ink, appearing to read "Luke Blomfield".

Luke Blomfield, President

A handwritten signature in blue ink, appearing to read "Jed Shandy".

Jed Shandy, Vice President

Condition of Employment

It is a condition of employment for all employees to read, understand and comply with the Code of Business Ethics and Conduct (the Code) found in this document. Violations of law, the Code, and other Davis Constructors and Engineers, Inc. (Davis Constructors) policies and procedures can lead to disciplinary action up to and including termination. Such violations may also result in criminal penalties and civil liabilities for the offending employee and Davis Constructors. All employees are expected to cooperate in internal investigations of misconduct.

Code of Business Ethics and Conduct Overview

The following paragraph describes the heart and soul of the Code:

Each employee is to act in accordance with the highest standards of personal and professional conduct in all aspects of their employment and association with Davis Constructors. Every employee is to comply with both the letter and the spirit of all state, federal and local applicable laws, rules and regulations and to adhere to the policies and procedures adopted by Davis Constructors.

The rest of this document is intended to outline some of the specific aspects of business conduct that help us to honor the Code. It's not practical to list all business conduct that upholds the Code, but these are some areas that warrant emphasis.

Equal Employment and Nondiscrimination

Davis Constructors' continued success is dependent upon employing the most qualified people and establishing a work environment that is free of discrimination, harassment, intimidation or coercion related to race, color, religion, sex, age, national origin, disability or sexual orientation. This policy extends to all phases of employment, including hiring, placement, promotion, transfer, compensation, benefits, training and the use of facilities. Davis Constructors is committed to complying with all applicable laws related to equal employment opportunities and to ensure that there is no unlawful discrimination by any employee. Davis Constructors is dedicated to provide a work environment in which everyone is treated with respect, trust, honesty, fairness and dignity.

Safe and Healthy Work Environment

Davis Constructors is committed to providing a safe and healthy work environment. All employees are responsible for complying with environmental, health and safety laws and regulations, as well as complying with all of Davis Constructors' safety-related policies, environmental plans and drug and alcohol policy.

Conflicts of Interest

Employees should avoid any action that is, or can be perceived as, a conflict of interest. Conflicts of interest occur when an employee uses Davis Constructors' equipment, capabilities or relationships to benefit their own interests in preference to the company's best interest. In avoidance of such conflicts of interest, employees shall disclose to an officer of the corporation any material transaction or relationship that could be reasonably expected to give rise to such a conflict.

Gifts

Business entertainment and gifts exchanged in a business setting are intended to strengthen working relationships and generate good will. They may not be used to gain an unfair competitive advantage and we need to avoid the perception that favors were granted in order to influence business judgment.

No employee, including the employee's spouse, domestic partner or children shall solicit gifts of any value. In plain language, that basically means we must never ask for a gift. Gifts of cash from suppliers or others who do business, or have expressed an interest in doing business with the company, are absolutely prohibited.

Occasional gifts of goods, services or consumables customarily offered by business affiliates in our industry and region may be accepted or given if:

- They will promote successful business relations;
- They are not lavish or extravagant under the circumstances;
- They don't violate any applicable law or regulation;
- The gifts are not frequent and don't reflect a pattern of gifts to or from the same entities or persons;
- You would feel comfortable discussing the gifts with your coworkers or supervisor or having the public know about them; and
- The gifts have a market value of \$100 or less or have been specifically authorized by the President.

Antitrust Laws and Fair Competition

Antitrust laws are designed to encourage healthy competition among businesses by defining unacceptable conduct and activities. Other wrongful business practices, such as bid rigging, are equally unacceptable and prohibited under various federal and state statutes and regulations. Employees must obey federal and state antitrust laws and must also avoid circumstances that are likely to create any suspicion of violations by avoiding actions or words which could be misinterpreted even though the intent may be proper.

If you are involved in proposals, bid preparations, or contract negotiations, you must be certain that all statements, communications and representations to prospective customers and suppliers are accurate and truthful. Once awarded, all contracts must be performed in compliance with specifications, requirements and clauses.

You must refuse any offers to provide Davis Constructors with any unauthorized contractor bid and proposal information or source selection information and immediately report the offer to a corporate officer. You may not use, obtain, accept or receive any information to which Davis Constructors is not clearly and legitimately entitled.

At all times, employees shall avoid engaging in or discussing any of the below activities with competitors, suppliers or customers, and must report any instances in which such activities are proposed or discussed to a corporate officer:

- Price fixing;
- Bid rigging;

- Boycotting suppliers or customers;
- Pricing intended to run a competitor out of business;
- Disparaging, misrepresenting or harassing a competitor;
- Bribery, kickbacks or stealing trade secrets;
- Entering into agreements or understandings with competitors to divide the market in which they compete by allocating territories or markets, and/or limiting the production or sale of products or product lines;
- Conditioning the sale of one product/service on the sale of another unwanted product/service; and/or
- Conditioning the sale or purchase of products/services on the requirement that the seller or purchaser does business with Davis Constructors and/or does not do business with Davis Constructors' competitors.

Confidentiality

Employees must maintain the confidentiality of confidential information entrusted to them, except when disclosure is authorized by an officer of the corporation or required by laws or regulations. Confidential information includes all non-public information that might be of use to competitors or harmful to Davis Constructors or its customers if disclosed. It also includes information that suppliers and customers have entrusted to Davis Constructors. The obligation to preserve confidential information continues even after employment ends.

Records

Davis Constructors requires honest and accurate recording and reporting of information in order to make responsible business decisions. The true nature of transactions should always be fully disclosed, adequately supported and documented to permit review and audit by internal or external sources. This requirement includes but is not limited to timesheet reporting and cost coding. Knowingly mischarging time worked or falsifying time keeping violates company policy and the law. No employee shall knowingly charge an incorrect account or cost code or knowingly approve such mischarging. Shifting costs to improper accounts is also prohibited.

Davis Constructors' books and accounts shall be maintained in accordance with Generally Accepted Accounting Principles and in compliance with all applicable laws and regulations. Davis Constructors' financial statements shall be audited by an independent certified public accountant annually.

Falsification or altering records, or knowingly approving false records, is prohibited. The False Claims Act makes any person liable to the US Government for a civil penalty of not less than \$5,000 and not more than \$10,000, plus three times the amount of damages which the Government suffers if that person

- a. knowingly presents, or causes to be presented, to the government a false or fraudulent claim for payment or approval;
- b. knowingly makes, uses or causes to be made or used, a false record or statement to get a false or fraudulent claim paid or approved by the government; or
- c. conspires to defraud the government by getting a false or fraudulent claim allowed or paid.

The EEO Administrator shall require any individual certifying progress payments, invoices, prevailing wages and similar certificates to be adequately trained to perform those duties in compliance

with all applicable laws and regulations. The EEO Administrator shall review pay applications at regular intervals, at least once each quarter, for compliance with contract terms and conditions, applicable laws and regulations and accuracy.

Records should always be retained or destroyed according to Davis Constructors' record retention policies.

Prevention, Leadership and Responsibility

Employees with questions regarding application of this Code should contact any officer of the corporation for guidance before taking action that may be in violation.

Davis Constructors' officers may be contacted anonymously at 6591 A Street, Suite 300, Anchorage, Alaska 99518 or at (907) 562-2336. The President's (luke@davisconstructors.com) and EEO Administrator (jed@davisconstructors.com) e-mail addresses may also be used for contact. This phone number and the e-mail addresses are herein designated as the company's Ethics Hotline.

Davis Constructors will make reasonable efforts to screen its employees, agents and subcontractors to ensure that such persons are not likely to engage in conduct that conflicts with the Code. We must ensure that Davis Constructors' subcontractors performing work in excess of \$5,000,000 on federal contracts have an ethics policy in place.

Self-monitoring is the key to compliance with the Code. All employees must report all known and suspected unethical or illegal conduct. Reports must be made to either the employee's direct supervisor or to an officer of the corporation, whose phone number and e-mail serve as the Ethics Hotline. Any retaliation against any employee who in good faith reports a violation or suspected violation of this policy is strictly forbidden and is itself a violation of this policy.

Failure to report known wrongful activity is itself a violation of this policy and may result in disciplinary action up to and including termination of employment.

If a government agency investigates or audits our projects, all employees must cooperate with that investigation.

Awareness and Training

All current and future employees shall be provided a copy of this Code of Business Ethics and Conduct and shall be required to acknowledge that they have received, read, understand and agree to adhere to the policies included therein. Training will be provided when the policy is introduced and annually thereafter. Training will be provided any time material changes are made to the policies. Additional in-depth periodic training shall be made available to Company management.

Annual Review

Davis Constructors' Board of Directors shall annually review and possibly revise the Business Ethics and Conduct Awareness Program to ensure that it is relevant, effective and current.

Return

I have read Davis Constructors' Code of Business Ethics and Conduct (the Code) and certify that I understand the Code.

I understand my responsibility to ask questions, seek guidance and report suspected violations of the Code.

I understand that Davis Constructors' corporate officers may be contacted anonymously at 6591 A Street, Suite 300, Anchorage, Alaska 99518 or at (907) 562-2336. The President's (luke@davisconstructors.com) and EEO Administrator (jed@davisconstructors.com) e-mail addresses may also be used for contact. This phone number and the e-mail addresses have been designated as the company's Ethics Hotline.

I understand that failure to report known wrongful activity is itself a violation of this policy and may result in disciplinary action up to and including termination of employment.

I understand that any retaliation against any employee who in good faith reports a violation or suspected violation of this policy is strictly forbidden and is itself a violation of this policy.

To the best of my knowledge, I am in compliance with the Code and I will continue to comply fully with both the letter and the spirit of the Code.

Employee Signature

Print Name

Job Location

Date

(Please return this page to payroll after completing)



Date: December 18th, 2019

To: All Sub Contractors

From: Luke Blomfield, President

RE: Combating Trafficking in Person-FAR 52.222-50

The United State Government has adopted a zero tolerance policy regarding trafficking in persons that addresses the victimization of countless men, women, and children in the United State and abroad. Davis Constructors & Engineers Inc. (Davis) is obligated to notify all Sub-Contractors of the government's policy and any disciplinary action that will be taken against them should a violation occur. Due to the serious nature of this regulation, penalties for violation of this policy can be severe, including termination of Davis Federal contract(s). Sub-Contractors who violate this policy could not only put their jobs in jeopardy, but also the jobs of their fellow Sub-Contractors, and consequentially the reputation of Davis itself.

Davis has a zero tolerance policy regarding trafficking in persons, whereby Davis and all Sub-Contractors, shall not:

- Engage in severe Forms of Trafficking in Personsⁱ during the period of performance of a contract to which FAR 52.222-50 applies;
- Procure commercial sex acts during the period of performance of a contract to which FAR 52.222-50 applies; or
- Use Forced Laborⁱⁱ in the performance of a contract to which FAR 52.222-50 applies

The Federal government does not differentiate between violations of this policy while Sub-Contractor are “on the clock” and after work, therefore our policy cannot either. Also, if Davis is performing ANY contract to which this FAR applies, the policy is in full force for Davis and all of its Sub-Contractors.

Any Sub-Contractors who violates this policy will be subject to appropriate disciplinary action, up to and including termination of contracts.

Definition, as used in FAR 52.222-50

ⁱSevere forms of trafficking in persons means 1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act had not attained 18 years of age; 2) the recruitment, harboring, transportation, provision or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

ⁱⁱForced Labor means knowingly providing or obtaining the labor of services of a person 1) by threats of serious harm to, or physical restraint against, that person or another person; 2) by means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or 3) by means of the abuse or threatened abuse of law or the legal process.



Return

STATEMENT OF UNDERSTANDING

I acknowledge receiving copies of the following Davis Constructors & Engineers, Inc. program, Policies, and notices:

- Safety Program and Policy**
- Cell Phone Policy**
- Notice of Privacy Practices Regarding Protected Health Information**
- No Idle Policy**
- Combating Trafficking in Person-FAR 52.222-50**
- Drug and Alcohol Policy Procedures**
- EEO & Affirmative Action Program Statement**

I agree that it is my responsibility to read their contents and ask questions if I am uncertain about the meaning of any portion of any document.

I understand that failure to comply with any company policy or applicable statutes, laws or regulations may result in disciplinary action up to and including termination.

Employee Printed Name

Employee Signature

Date

Signature of Supervisor

Note: This statement sheet shall be removed from the employee's New Hire paperwork and retained in the employee's personnel file located at the Davis Constructors' home office.



Return

New Employee Questionnaire

*** If you have not completed your pre-employment drug test, please stop and contact your supervisor***

NAME (Last, First, MI): _____

SOCIAL SECURITY #: _____ - _____ - _____

BIRTH DATE: ____/____/____

DRIVERS LICENSE #: _____, STATE: _____

RESIDENCE/PHYSICAL ADDRESS: _____

(No P.O. Boxes)

MAILING ADDRESS: _____

PHONE: _____

ALASKA RESIDENT: Y N SEX: M F

ETHNICITY: _____

TRIBAL AFFILIATION/CORP: _____
(if applicable)

Number of years' experience on construction projects: _____

Has your supervisor explained the safety policies of Davis Constructors & Engineers Inc.? Y N

POSITION / TITLE: _____ UNION: Y N

EMPLOYEE SIGNATURE: _____ DATE: _____

Person to notify in case of an emergency: _____

Relationship: _____ Phone: _____

Internal Use Only	
New	Rehire
ESC Loc: 44	62
Title Code:	
Carp: 47-2031	
Carp App: 41-3012	
Laborer: 47-2061	
EEO Class:	
Manger/Owner	
Super/Foreman	
App/OTJ Trainee	
Clerical	
Equip. Operator	
Truck Driver	
Carpenter	
Laborer/Semiskiller	
Technicians	
Services	
Professionals	
E-Verify Date: _____	
Confirm # _____	

The above information is for the exclusive use of Davis Constructors & Engineers Inc. in completing required governmental and insurance forms, and will be held in the strictest confidence. Your responses to questions regarding ethnicity, veteran status, tribal affiliation/corporation, and gender are completely voluntary, but we urge you to complete all items

Residency Verification

RETURN

Consider the following information in determining your residency:

- 1) Where do you, your spouse, and your dependent children live?
- 2) Where are your dependent children enrolled in school?
- 3) What is the address on your driver's license/s?
- 4) What is the address on your motor vehicle registration/s?
- 5) Where are your banks, credit union, or other financial accounts maintained?
- 6) What is the address on your hunting, fishing, trapping, or other license/s?
- 7) Where are you registered to vote?
- 8) What is your address as shown on Department of Revenue permanent fund dividend records?
- 9) Are there any other relevant facts? (If so they must be taken into consideration)

Are you a resident of the State of Alaska?

I _____ hereby certify that I have reviewed and understand
(Print Name)

the above information and have determined that I

- AM** a resident of the State of Alaska.
 AM NOT a resident of the State of Alaska.

Signature _____ Date _____

Employee's Withholding Certificate

2020

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▶ **Give Form W-4 to your employer.**
▶ **Your withholding is subject to review by the IRS.**

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Multiple Jobs or Spouse Works Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. ▶

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$		
	Multiply the number of other dependents by \$500 ▶ \$		
	Add the amounts above and enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

Step 5: Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Sign Here

▶ Employee's signature (This form is not valid unless you sign it.) ▶ Date

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)

General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505.

Exemption from withholding. You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 and you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: If you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. Step 3 of Form W-4 provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include other tax credits in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2020 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay each pay period, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b) -- Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3. 1 \$
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a. 2a \$
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b. 2b \$
c Add the amounts from lines 2a and 2b and enter the result on line 2c. 2c \$
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. 3
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld). 4 \$

Step 4(b) -- Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income. 1 \$
2 Enter: { • \$24,800 if you're married filing jointly or qualifying widow(er) • \$18,650 if you're head of household • \$12,400 if you're single or married filing separately } 2 \$
3 If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-" 3 \$
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040 or 1040-SR)). See Pub. 505 for more information. 4 \$
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4. 5 \$

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Widow(er)

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$220	\$850	\$900	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,210	\$1,870	\$1,870
\$10,000 - 19,999	220	1,220	1,900	2,100	2,220	2,220	2,220	2,220	2,410	3,410	4,070	4,070
\$20,000 - 29,999	850	1,900	2,730	2,930	3,050	3,050	3,050	3,240	4,240	5,240	5,900	5,900
\$30,000 - 39,999	900	2,100	2,930	3,130	3,250	3,250	3,440	4,440	5,440	6,440	7,100	7,100
\$40,000 - 49,999	1,020	2,220	3,050	3,250	3,370	3,570	4,570	5,570	6,570	7,570	8,220	8,220
\$50,000 - 59,999	1,020	2,220	3,050	3,250	3,570	4,570	5,570	6,570	7,570	8,570	9,220	9,220
\$60,000 - 69,999	1,020	2,220	3,050	3,440	4,570	5,570	6,570	7,570	8,570	9,570	10,220	10,220
\$70,000 - 79,999	1,020	2,220	3,240	4,440	5,570	6,570	7,570	8,570	9,570	10,570	11,220	11,240
\$80,000 - 89,999	1,060	3,260	5,090	6,290	7,420	8,420	9,420	10,420	11,420	12,420	13,260	13,460
\$100,000 - 149,999	1,870	4,070	5,900	7,100	8,220	9,320	10,520	11,720	12,920	14,120	14,960	15,160
\$150,000 - 239,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,190	16,050	16,250
\$240,000 - 259,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,520	17,170	18,170
\$260,000 - 279,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	13,120	15,120	17,120	18,770	19,770
\$280,000 - 299,999	2,040	4,440	6,470	7,870	9,190	10,720	12,720	14,720	16,720	18,720	20,370	21,370
\$300,000 - 319,999	2,040	4,440	6,470	8,200	10,320	12,320	14,320	16,320	18,320	20,320	21,970	22,970
\$320,000 - 364,999	2,720	5,920	8,750	10,950	13,070	15,070	17,070	19,070	21,290	23,590	25,540	26,840
\$365,000 - 524,999	2,970	6,470	9,600	12,100	14,530	16,830	19,130	21,430	23,730	26,030	27,980	29,280
\$525,000 and over	3,140	6,840	10,170	12,870	15,500	18,000	20,500	23,000	25,500	28,000	30,150	31,650

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$460	\$940	\$1,020	\$1,020	\$1,470	\$1,870	\$1,870	\$1,870	\$1,870	\$2,040	\$2,040	\$2,040
\$10,000 - 19,999	940	1,530	1,610	2,060	3,060	3,460	3,460	3,460	3,640	3,830	3,830	3,830
\$20,000 - 29,999	1,020	1,610	2,130	3,130	4,130	4,540	4,540	4,720	4,920	5,110	5,110	5,110
\$30,000 - 39,999	1,020	2,060	3,130	4,130	5,130	5,540	5,720	5,920	6,120	6,310	6,310	6,310
\$40,000 - 59,999	1,870	3,460	4,540	5,540	6,690	7,290	7,490	7,690	7,890	8,080	8,080	8,080
\$60,000 - 79,999	1,870	3,460	4,690	5,890	7,090	7,690	7,890	8,090	8,290	8,480	9,260	10,060
\$80,000 - 99,999	2,020	3,610	5,090	6,290	7,490	8,090	8,290	8,490	9,470	10,460	11,260	12,060
\$100,000 - 124,999	2,040	3,830	5,110	6,310	7,510	8,430	9,430	10,430	11,430	12,420	13,520	14,620
\$125,000 - 149,999	2,040	3,830	5,110	7,030	9,030	10,430	11,430	12,580	13,880	15,170	16,270	17,370
\$150,000 - 174,999	2,360	4,950	7,030	9,030	11,030	12,730	14,030	15,330	16,630	17,920	19,020	20,120
\$175,000 - 199,999	2,720	5,310	7,540	9,840	12,140	13,840	15,140	16,440	17,740	19,030	20,130	21,230
\$200,000 - 249,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$250,000 - 399,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$400,000 - 449,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,450	19,940	21,240	22,540
\$450,000 and over	3,140	6,230	8,810	11,310	13,810	15,710	17,210	18,710	20,210	21,700	23,000	24,300

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$830	\$930	\$1,020	\$1,020	\$1,020	\$1,480	\$1,870	\$1,870	\$1,930	\$2,040	\$2,040
\$10,000 - 19,999	830	1,920	2,130	2,220	2,220	2,680	3,680	4,070	4,130	4,330	4,440	4,440
\$20,000 - 29,999	930	2,130	2,350	2,430	2,900	3,900	4,900	5,340	5,540	5,740	5,850	5,850
\$30,000 - 39,999	1,020	2,220	2,430	2,980	3,980	4,980	6,040	6,630	6,830	7,030	7,140	7,140
\$40,000 - 59,999	1,020	2,530	3,750	4,830	5,860	7,060	8,260	8,850	9,050	9,250	9,360	9,360
\$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,790	10,990	11,180	11,580	12,380
\$80,000 - 99,999	1,900	4,300	5,710	7,000	8,200	9,400	10,600	11,180	11,670	12,670	13,580	14,380
\$100,000 - 124,999	2,040	4,440	5,850	7,140	8,340	9,540	11,360	12,750	13,750	14,750	15,770	16,870
\$125,000 - 149,999	2,040	4,440	5,850	7,360	9,360	11,360	13,360	14,750	16,010	17,310	18,520	19,620
\$150,000 - 174,999	2,040	5,060	7,260	9,360	11,360	13,480	15,790	17,460	18,760	20,060	21,270	22,370
\$175,000 - 199,999	2,720	5,920	8,130	10,480	12,780	15,080	17,380	19,070	20,370	21,670	22,880	23,980
\$200,000 - 249,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$250,000 - 349,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$350,000 - 449,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,900	25,200
\$450,000 and over	3,140	6,840	9,560	12,140	14,640	17,140	19,640	21,530	23,030	24,530	25,940	27,240



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

Return

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ **START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States		
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)		
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____		
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)	QR Code - Section 1 Do Not Write In This Space	
<i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i>		
1. Alien Registration Number/USCIS Number: _____ OR		
2. Form I-94 Admission Number: _____ OR		
3. Foreign Passport Number: _____ Country of Issuance: _____		

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code

Employer Completes Next Page



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

Return

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
-------------------------------------	-------------------------	-------------------------	------	--------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Post-Hire Health Questionnaire

RETURN

Company: [Davis Constructors & Engineers, Inc.](#)

Name: _____
Last
First
Middle
Social Security Number

Personal Medical History:

Please mark answers to all questions. If any of your answers to these questions are marked “yes,” please provide a full explanation of the condition and any past or ongoing treatment on the reverse side. Please describe any restrictions on your physical activities resulting from the condition. If necessary, use additional pages. This information is requested for use in the event of a future work injury and for other lawful employment purposes.

Have you ever had or been treated for:

	Yes	No		Yes	No
1. Allergies	<input type="checkbox"/>	<input type="checkbox"/>	22. Hyperinsulinism	<input type="checkbox"/>	<input type="checkbox"/>
2. Amputated foot, leg, hand, or arm	<input type="checkbox"/>	<input type="checkbox"/>	23. Ionizing Radiation Injury	<input type="checkbox"/>	<input type="checkbox"/>
3. Ankylosis (fused joints)	<input type="checkbox"/>	<input type="checkbox"/>	24. Joint Injury or pain	<input type="checkbox"/>	<input type="checkbox"/>
4. Arthritis/Rheumatism	<input type="checkbox"/>	<input type="checkbox"/>	25. Kidney problems/disease	<input type="checkbox"/>	<input type="checkbox"/>
5. Arteriosclerosis (hardening arteries)	<input type="checkbox"/>	<input type="checkbox"/>	26. Heavy Metal Poisoning	<input type="checkbox"/>	<input type="checkbox"/>
6. Asbestosis	<input type="checkbox"/>	<input type="checkbox"/>	27. Muscular Dystrophies (wasting of muscle)	<input type="checkbox"/>	<input type="checkbox"/>
7. Cardiac disease or heart problems	<input type="checkbox"/>	<input type="checkbox"/>	28. Multiple Sclerosis	<input type="checkbox"/>	<input type="checkbox"/>
8. Cerebral Palsy	<input type="checkbox"/>	<input type="checkbox"/>	29. Neck or back injury	<input type="checkbox"/>	<input type="checkbox"/>
9. Cerebrovascular Disorder (stroke)	<input type="checkbox"/>	<input type="checkbox"/>	30. Osteomyelitis (bone infection)	<input type="checkbox"/>	<input type="checkbox"/>
10. Chronic sore throat	<input type="checkbox"/>	<input type="checkbox"/>	31. Osteoporosis (loss of bone density)	<input type="checkbox"/>	<input type="checkbox"/>
11. Compressed air sequelae	<input type="checkbox"/>	<input type="checkbox"/>	32. Parkinson’s disease	<input type="checkbox"/>	<input type="checkbox"/>
12. Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	33. Poliomyelitis	<input type="checkbox"/>	<input type="checkbox"/>
13. Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	34. Head injury	<input type="checkbox"/>	<input type="checkbox"/>
14. Blindness (partial or complete) or eye problems	<input type="checkbox"/>	<input type="checkbox"/>	35. Ruptured intervertebral disc (herniated disc in spine)	<input type="checkbox"/>	<input type="checkbox"/>
15. Fainting/dizzy spells	<input type="checkbox"/>	<input type="checkbox"/>	36. Silicosis (lung condition from stone dust)	<input type="checkbox"/>	<input type="checkbox"/>
16. Fractures	<input type="checkbox"/>	<input type="checkbox"/>	37. Skin rashes	<input type="checkbox"/>	<input type="checkbox"/>
17. Chronic or frequent headaches	<input type="checkbox"/>	<input type="checkbox"/>	38. Spondylolisthesis	<input type="checkbox"/>	<input type="checkbox"/>
18. Whole or partial loss of hearing	<input type="checkbox"/>	<input type="checkbox"/>	39. Thrombophlebitis (inflamed vein with clots)	<input type="checkbox"/>	<input type="checkbox"/>
19. Hemophilia or prolonged bleeding	<input type="checkbox"/>	<input type="checkbox"/>	40. Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>
20. Hernia	<input type="checkbox"/>	<input type="checkbox"/>	41. Varicose veins	<input type="checkbox"/>	<input type="checkbox"/>
21. High blood pressure or hypertension	<input type="checkbox"/>	<input type="checkbox"/>	42. Any other permanent injury, disease, or condition	<input type="checkbox"/>	<input type="checkbox"/>

Please answer the following questions. If the answer to any of these questions is “yes,” please explain your answer in detail. Use additional pages, if necessary.

Yes **No**

- Do you have any physical or mental condition that makes it difficult to perform your work? If so, please describe that condition and how it impacts your work.

- Do you have any physical or mental condition that completely prevents you from doing any part of your work activities? If so, please describe the condition and describe the work activities you’re unable to do because of the condition.

- Do you have any physical or mental conditions that could be aggravated or worsened by your work activities? If so, please describe those conditions and describe the work activities that could worsen those conditions.

- Have you ever been advised by a doctor to restrict your physical activities in any way? Please explain restriction in detail.

- Are you currently taking any prescription medications or drugs that could affect your physical or mental ability to perform your job in any way? If so, please list them.

- Have you ever been told by a doctor that you have a permanent physical impairment? If so, please describe.

- Have you ever received a permanent impairment rating from any doctor? If so, what percentage of impairment were you given? Please describe the condition that was rated for permanent impairment.

Employer does not discriminate in hiring, promotion, or retention policies or practices against persons who have, in good faith, filed a claim for or received benefits under the Alaska Workers’ Compensation Law.

I hereby certify that I answered the above questions to the best of my knowledge and the answers are true and complete. I understand that misrepresentation or omission of facts may be cause for dismissal and may result in denial of workers’ compensation benefits.

Employee Signature

Date

Employer Representative Signature

Date

MUST HAVE A VOIDED CHECK

Sign and return

davis constructors & engineers inc. DIRECT DEPOSIT AUTHORIZATION

Davis Constructors & Engineers Inc. is please to offer its employees the **Option** of direct deposit. Please read the following considerations carefully before making your decision.

For those of you who wish to participate:

- You will receive an earnings statement, similar to a check, which gives a detailed breakdown of your wages and deductions. This will be delivered to the jobsite on Thursday.
- Your net pay should appear in your account Thursday morning. If your bank is located outside the state of Alaska, your funds may not be available until later that day.

Employee Authorization for Direct Deposit

I authorize Davis Constructors and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries or adjustments to my:

Checking Account

Savings account

Each pay period.

Financial Institution/Account Change

Financial Institution: _____

Transit Routing #: _____

Account #: _____

Employee Name: _____
(print please)

Signature: _____

This authority will remain in effect until I have cancelled it in writing.

ONLY IF DRIVER
RETURN

**State of Alaska
Division of Motor Vehicles**

Driving Record Release

I, _____ do hereby authorize the
(print your name)
State of Alaska, Division of Motor Vehicles, to release my driving record to the
following:

Davis Constructors & Engineers, Inc.

Signature

Date

Alaska Driver License Number

There is a \$10 fee for each driving record requested.

Take to any DMV for processing, or mail to:
State of Alaska
Division of Motor Vehicles
Attn: Driving Records
PO Box 110221
Juneau, AK 99811-0221

Policy for Safety Orientation

Before a new employee or subcontractor may begin work they must participate in a Site Safety Orientation which explains the policies and mandatory safety requirements for working on a Davis construction project.

General Job Safety Procedures

The following information has been conveyed to me:

1. Safety needs to be integrated into everything we do—**think safe**, don't do anything you feel is unsafe.
2. Attendance at daily or **weekly safety meetings** is required; Monday at 12:30.
3. How to obtain, use, and care for **(PPE)** personal protective equipment.
 - Appropriate clothing must be worn at all times on the jobsite.
 - Work boots, 4" sleeves, and long-legged pants (No tank tops or shorts).
 - **Hardhats and safety glasses must be worn at all times.** Exceptions must be approved.
 - Reflective vest will be worn when working around heavy equipment.
4. How to perform initial job assignments in a safe manner through job hazard analysis **(JHA)**.
5. Hazard Communication **(HAZCOMM)**, SDS, jobsite postings, and environmental issues (SWPPP).
6. Actions to take in an **emergency**, including **exit routes** from the site, and safe **gathering areas**.
7. Employees are required to **report** to their supervisor immediately any and all **unsafe conditions, injuries** or illnesses, regardless of the degree of severity.
8. The location of first aid kits, fire extinguishers (**hot work**), and eyewash station.
9. Keep in mind that all employees are responsible for **housekeeping**.
10. **Inspect** all electrical equipment and cords daily before use. All power sources must be **GFCI** protected.
11. **Daily inspection** of all equipment prior to use. Equipment will be used according to manufacturer's specifications.
12. **Accident and injury reporting** and employee rights and obligations regarding workers' compensation.
13. Operation, **qualifications**, and lockout/tag out of equipment.
14. Davis Constructors employees must undergo required **drug testing** prior to the first day of employment.
15. **Profane language** will not be tolerated.
16. **Cell phone** policy.

Site Specific Safety Procedures

1. **Fall protection** is required for any activity that exposes an employee to a fall of **six or more feet**, if employees need to use fall protection they must attend specific training.
2. Emergency **phone numbers** are located on each safety station positioned at the site entrance points.
3. **No Smoking** except in authorized areas.
4. **SWPPP**, report all spills and any water or liquids flowing off site. Spill kit.
5. **Park** only in authorized areas and observe posted **speed limits** on site as these are strictly enforced.
6. Maintain the **security** of the jobsite by securing tools in locked gang boxes, locking doors and gates.
7. Working around the **public and traffic** considerations.
8. **Other** site issues as needed.

Acts That Are Grounds For Immediate Dismissal

1. The use of alcohol or narcotics on the job or arrival on the job under the influence of these substances.
2. No fighting, inciting riots, practical joking, horseplay, or sexual/racial harassment.
3. Carrying firearms or dangerous weapons to the job site.
4. Theft of material, equipment, or supplies.
5. Unauthorized use of company vehicles, reckless driving, and operating tagged out equipment.
6. Repeated minor, or a major violation of safety regulations

Employee or Subcontractor Signature

This informational form provides an overview and is not intended to be an all-inclusive list. Davis Constructors reserves the right to revise any policy at its sole discretion, at any time, without prior notice. All information in this orientation checklist was explained to me, and I agree to comply with Davis Constructors Safety policies.

Print Name _____ Company _____

Sign Name _____ Date _____

Supervisor or Briefer Signature

I explained all items in this orientation checklist to the employee.

Print Name _____ Title _____

Sign Name _____ Date _____