

External Communication Policy

Having a workforce that is predominantly in the field presents many challenges. Keeping everyone informed has always been more difficult than if everyone is under a single roof or at one worksite. The nature of our business is such that we need to utilize managers and site supervisors as well as technology to keep everyone informed. We are implementing business solutions to help us do this better.

From time to time, employees are approached at the job site to answer questions about many things related to the job, their work, or the Company. **Employees are NOT authorized to discuss anything about the JOB, materials, or the Company without first confirming authorization to share the information with Senior Management.** If approached by anyone other than the designated site management, call HOME office or the Field Operations Director. Under no circumstance, are you authorized to share job or site information externally. The Company policy is we always cooperate with all authorities for justified investigations or inquiries. You don't have the information in the field to answer any questions fully or accurately. Let management make those decisions before engaging in any discussions with anyone outside the Company.

Sharing any information externally on these subjects is a direct violation of this policy. **Persons who violate this or any other company policy are subject to discipline, up to and including discharge.**

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