

PROTECTING COMPANY AND EMPLOYEE PROPERTY POLICY

Employees may only use Company property and resources for their intended purpose; they may not be used for personal reasons. All employees are required to protect Company property and use Company equipment carefully. All cases of wasting, misusing, destroying or stealing Company property or engaging in unusual or illegal activities must be immediately brought to the attention of the site's senior personnel.

Employees are also responsible for helping reduce the chances and impacts of theft of technological tools or related information and any other piece of Company equipment.

Employees who leave the Company's services must return all objects, documents or data belonging to the Company, such as computer equipment, databases, cell phones, books, manuals, etc., that were provided and observe related Company guidelines and policies.