

Rules of Conduct

The following are examples of conduct which may lead to disciplinary action. These examples are not inclusive nor is disciplinary action limited to that which is stated.

- Disciplinary Actions
- Smoking
- Intimidation
- Sexual Harassment
- Personal Appearance of Employees
- Company/Client Information, Data & Records
- Company Vehicles
- More Policies Disciplinary Actions

Immediate Dismissal

Major offenses subject to immediate dismissal include but are not limited to:

- Any conduct which adversely reflects upon CleanAir.
- Insubordination (including insubordination to clients).
 - Refusal to comply with the rules and regulations.
 - Refusal to accept a proper job assignment.
 - Refusal to work overtime when a reasonable request is made.
- Falsifying employment application.
 - Previous medical problems.
 - Schooling.
 - Citizenship.
 - Past employment.
- Falsifying time sheets, work records, data sheets, or reports.
 - Your own time sheet or work records.
 - Fellow employee's time sheet or work records.
- Immoral conduct of any kind.
- Fighting or horseplay.
- Malicious damage to client's property or company property.
- Unauthorized removal of property.
 - Any removal of a client's property.
 - Unauthorized removal of a fellow worker's property.
 - Unauthorized removal of employer's property without manager's written approval.
- Unauthorized use of personnel files or client data.
- Taking kickback or bribes.
 - Rebates, vendor gifts, or free trips without corporate approval.
 - Airline mileage programs are excluded from this provided that lowest cost fares are used.
- Possession or use of designated controlled substances.

- Employees who engage in any of the following activities on company premises, on company worksites including client locations, in company owned or leased vehicles, or in any private vehicles parked on company owned property will be subject to any one or a combination of criminal prosecution, disciplinary action, and/or termination:
 - The illegal possession, distribution, transportation, use, sale, purchase, transfer, or consumption of any designated controlled substance.
 - Being under the influence of any designated controlled substance, regardless of whether they were consumed during, prior to, or after work hours.
- Unauthorized release of use of client data or information to anyone other than the client's authorized representative.

Potential Dismissal

Offenses subject to disciplinary action and, if repeated after warnings, dismissal, include but are not limited to:

- Any conduct which could adversely affect CleanAir or its clients.
- Excessive absenteeism or tardiness.
 - Any time an employee must be absent from work, they must call in to their immediate supervisor within 20 minutes of normal starting time. If their supervisor is not available, the employee should report to the next higher level supervisor.
 - Absenteeism without a reasonable excuse will result in disciplinary action.
 - Any employee who will be more than 15 minutes late for their starting time should notify their immediate supervisor or designated alternative supervisor as soon as possible.
 - Tardiness without reasonable cause will result in disciplinary action. If tardiness continues after a written warning is given, time will be docked. The final action may be dismissal.
- Leaving station during regular working hours without permission. Permission of a supervisor is required to leave work area when equipment is running.
- Use of obscene, abusive, sexually oriented, or threatening language. All employees are expected to act in a professional manner at all times.
- Unauthorized use of telephone for personal use.
 - Employees are limited to one incoming and one outgoing personal phone call per day. These calls are to be made before or after your scheduled work day or during your lunch hour. The reason for this is to keep the line free for business calls.
 - Long distance personal calls are prohibited.
- Possession or use of alcohol.
 - The possession or use of alcohol on company premises, on company work sites, including client locations, in company owned or leased vehicles, in any private vehicles parked on company owned property, or during work hours is strictly prohibited. Use of alcohol on meal break is not approved.

- The only exception to this prohibition will be the use of alcohol at company office parties or other activities sanctioned and signed by the President or Managing Directeur.
- Reporting to work under the influence of alcohol is strictly prohibited. First offenses will result in three days suspension without pay and mandatory alcohol testing yearly.
- Second offense will result in termination.
- Reporting to work under the influence of any designated controlled substance.

Definitions

"Under the influence" being unable to perform work in a safe and productive manner; being in a physical or mental condition which creates a risk to the safety and well being of the individual, the other employee, the public or company property.

"Designated controlled substances" include the following groups, but are not limited to; alcohol, amphetamines, barbiturates, benzodiazepine, cannabinoids, cocaine, methadone, methaqualone, opiates and opoids, phencyclidine, and propoxyphene.

- Creating unsafe or unsanitary conditions.
 - All exits must remain clean and accessible at all times.
 - Dispose of all waste properly
 - Equipment is to be kept in proper working order.

Smoking

CleanAir Policy on Smoking

CleanAir supports a healthy work environment and is dedicated to making the world a better place to breath. Our property, buildings, vehicles and work areas are designated non-smoking.

Guidance & Implementation

The Board of Directors of CleanAir believes it is in the best interest of CleanAir to modify our smoking policy. Therefore, the following changes to the smoking policy will go into effect May 1, 2003.

Effective May 1, 2003, CleanAir will reimburse those employees who desire to quit smoking, for nicotine patches and gum. This will be done through their Wellcare fund for 2003. We also strongly urge those who wish to quit smoking to contact our Employee Support Services, LifeBalance at 1-800-872-1414 for outside help.

Smoking Rules

Effective August 1, 2003 no breaks for smoking will be allowed during paid working hours. This means that at no time during paid working hours can a CleanAir employee smoke, including during normal work break periods. Also smoking is prohibited at any time, paid or unpaid, on any CleanAir property (owned or leased), client sites and company vehicles (owned or rented).

Violations of the policy will result in the following disciplinary actions:

First Violation - written reprimand

Second Violation - Written reprimand and 1 day unpaid suspension

Third Violation - Discharge from further employment

Intimidation

Every CleanAir employee is entitled to attend work free from harassment, intimidation, threats, or fear of injury. Intimidation or other conduct by a group or individual which, in the determination of management, interferes with or disrupts normal workplace activity or productivity will be a basis for disciplinary action. Such conduct includes, but is not limited to, verbal or physical threats or harassment, written or spoken words of intimidation or threat, and messages, hand signals, signs, or symbols that are offensive and intended to intimidate/demean another individual.

Sexual Harassment

Clean Air Engineering, Inc. prohibits any employee, associate, or business contact from sexually harassing any other employees, associates, or contacts. Business contacts include vendors, customers, consultants, or any individual with whom another individual is doing business on behalf of Clean Air Engineering.

This policy applies to all areas of employment, including recruitment, training, compensation, working conditions, benefits, transfers, separations, and other employee programs.

Sexual harassment includes unsolicited and unwelcome conduct that has sexual overtones, such as:

- Sexually oriented teasing or humor, unwelcome flirtation, touching, or brushing against another's body;
- Unwelcome sexual advances, requests for sexual favors, sexual innuendoes, derogatory comments, or any verbal, written, or physical conduct of a sexual nature which creates an uncomfortable, offensive, or hostile working environment;
- Visual conduct, such as gesturing, leering, and the display of sexually suggestive objects or pictures;

- Continued sexual advances after being informed that such conduct is unwelcome, or using sexual behavior to control or affect the position, wages, or working conditions of an employee.

As an employee of Clean Air Engineering, Inc., it is everyone's responsibility to fully support this policy and promptly report any incident of discriminatory conduct to any manager or executive or Human Resources representative.

An investigation of all valid complaints will be undertaken. Confidentiality of all concerned will be maintained to the fullest extent possible. If it is established that an employee or company contact has violated this policy, or taken any retaliatory action against an individual who has complained about prohibited conduct, the offender will be subject to disciplinary action, up to and including termination of employment/business relations.

Personal Appearance of Employees

It is the policy of Clean Air Engineering that each employee's dress, grooming, and personal hygiene should be appropriate to their work situation.

Employees are expected at all times to present a professional, business-like image to customers, prospects, and the public. Favorable personal appearance, like proper maintenance/housekeeping of work areas, is an ongoing requirement of employment with CleanAir. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. These minimal standards of personal appearance (dress, grooming, and hygiene) must be adhered to by all employees. Refusal will result in disciplinary action, as is outlined in this employee manual.

Four separate work areas have established specific minimum acceptable dress code requirements. They include field work areas, laboratory areas, shop areas, and office areas. Each environment's specific dress code is as follows:

- **Field Work Areas**

All employees must conform to the following when working in the field:

1. Proper safety equipment, including a CleanAir hard-hat, safety glasses with side shields, and steel-toed work boots, must be worn at all times. Also, any additional client safety or plant requirements must be adhered to
2. Neat, clean (no tears, large stains, etc.) long sleeve CleanAir issued shirts must be worn on all field jobs. Field workers are issued 5-7 CleanAir shirts each, and are expected to have them properly laundered. Shirts in disrepair or in generally bad condition (torn, stained) should be turned in/exchanged for a new shirt. Clothing orders should be directed through the department business leader.
3. Neat, clean (no tears, large stains, etc.) pants of a solid color shall be worn.

4. Under no circumstances can tennis shoes or shorts be worn at a field work site.

It is understood that clothes get dirty while on the job. Employees are obligated to show up for work in clean garments every day. If other CleanAir issued clothing is worn (sweatshirts, coveralls, rain gear, etc.), they must also be clean at the beginning of each day.

- Laboratory Work Areas

1. While working in a laboratory, all employees must wear the required safety equipment as designated by the M.S.D.S. for the chemical(s) they are using. CleanAir issued laboratory coats and safety glasses are always required for working in a laboratory.
2. Clean, neat shirts and pants are required for working in the laboratory.
3. Leather shoes or boots are required for working in the laboratory. (no tennis shoes are allowed)
4. No shorts, dresses, or skirts are allowed for working in the laboratory.

- Shop Work Areas

1. All maintenance people and employees that work in shop areas shall wear steel-toed work boots or shoes.
2. Neat, clean shirts and pants (no tears, large stains, etc.) that maintain a professional appearance are required. CleanAir shirts are preferred, yet not mandatory.
3. Safety glasses with side shields must be worn by all personnel in machine shop areas when machines or power tools are in use.
4. No shorts, gym shoes, dresses or skirts are allowed for working in these areas. Neither are ties, loose clothing, jewelry, or long-sleeved shirts allowed while operating machines or power tools.
5. Other personal protection equipment must be worn in accordance with department safety rules.

- Office Work Areas

Successful organizations place a strong emphasis on presenting proper appearances. Everyone has an obligation to further this goal. All office employees are expected to dress in a manner normally acceptable in similar business establishments. The wearing of shorts, tank tops, t-shirts, sandals, tennis shoes, and similar items of casual attire is not permitted as this does not promote a business-like appearance.

These dress codes apply to all CleanAir employees. An individual Department Manager may set additional standards, specific to his/her department, provided that the next level supervisor is notified, consulted,

and made aware of the reasoning behind the change. A manager may not set standards that conflict with the minimum corporate requirements stated herein. Likewise, they may not set standards deemed unsafe.

** Corporate Colors Day (or casual day) occurs on Fridays.

- Grooming and Hygiene - All Work Areas

Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible, regardless of length. Sideburns, mustaches, and beards should be neatly trimmed. Beards may also be required to be trimmed/shaved to provide for (or test) the proper fit of respirators when working in a potentially hazardous environment.

Improper hygiene which adversely affects the productivity of other employees must be remedied immediately. In this case, an employee may be sent home to clean up, and then return to work.

These minimal standards of personal appearance (dress, grooming, and hygiene) must be adhered to by all employees. Refusal will result in disciplinary action.

Company/Client Information, Data & Records

Unauthorized use or disclosure of information or records is strictly prohibited.

Company Vehicles

Personal or any other unauthorized use of company vehicles is strictly prohibited.

In order to drive any vehicle for company purposes, an employee must have had their driving privileges approved By the Chief Financial Officer* after review of his/her driving record.

Any CleanAir employee involved in an auto accident while driving for company purposed must submit to a urinalysis/drug screen as soon as reasonably possible. In the event of any accident involving bodily injury, vehicle, or property damage, the CFO* or the Controller must be notified as soon as safely possible (and in any event, no later than within 24 hours).

If at any time an employee's driver's license is suspended or revoked by the state of issue, he/she may not drive for company purpose! The employee must notify ether their business leader immediately, and must not volunteer for nor accept any CleanAir driving assignment until his/her driving privileges have been reinstated by the state.

* In France the Managing Directeur or Responsable Administration et du Personnel.