

## **Policy**

# **Code of Business Conduct and Ethics Policy**

**Idaho  
Cleanup  
Project**

Idaho Environmental Coalition, LLC, is the  
Idaho Cleanup Project contractor for the  
U.S. Department of Energy

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 1 of 38
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## CONTENTS

1.0	PURPOSE .....	3
2.0	POLICY .....	3
2.1	Our Core Values .....	3
2.2	Getting to Know Our Code .....	3
2.3	Doing the Right Thing .....	6
2.4	Getting Help & Reporting Concerns.....	7
2.5	5.0 Treating Your Fellow Project Personnel Fairly .....	9
2.6	6.0 Health, Safety, & Environmental Protection .....	11
2.7	Ensuring Proper Financial Controls & Transparency.....	14
2.8	Avoiding and Resolving Conflicts of Interest .....	17
2.9	Anti-Corruption, Trade Controls and Human Trafficking.....	24
2.10	Protecting Company Assets .....	27
2.11	Using Third-Party Information Ethically and Responsibly .....	32
2.12	Competing Fairly in the Marketplace .....	33
2.13	Engaging in Lobbying & Political Activities.....	34
2.14	Procurement Integrity .....	36
2.15	Time Charging and Unallowable Costs .....	36
2.16	Hiring Former and Current Government Officials .....	37
2.17	Background Checks .....	37
2.18	Mandatory Disclosure of Violations.....	38

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 2 of 38
---	--

2.19 Contact Information .....38

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 3 of 38

**1.0 PURPOSE**

To provide Idaho Cleanup Project Contractor Ethics and Compliance expectations of Idaho Cleanup Project Contractor personnel.

**2.0 POLICY****2.1 Our Core Values****2.1.1 Safety**

- We hold sacred the well-being of people—employees, customers and the communities in which we work and live.

**2.1.2 Integrity**

- We live by the highest ethical standards.

**2.1.3 Teamwork**

- We respect each other’s perspectives and share knowledge and resources to achieve excellence, deliver value and grow individually and collectively.

**2.1.4 Excellence**

- We deliver quality services of unmatched value, constantly raising the bar on our performance.

**2.2 Getting to Know Our Code****2.2.1 What is Our Code?**

- It is the centerpiece of our commitment to conducting Idaho Cleanup Project Contractor, business with the highest standards of business ethics. It is a resource for you to use when you need information or guidance before making a decision. However, our Code cannot cover every subject or situation you might face. If you need additional guidance, you may contact the IDAHO CLEANUP PROJECT CONTRACTOR HR Dept. or any of the other ethics-related contacts listed in this policy.

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 4 of 38

**2.2.2 Why Do We Have a Code?**

- Idaho Cleanup Project Contractor success depends on our reputation for ethical business performance. Idaho Cleanup Project Contractor has adopted standards to help ensure that we conduct business fairly and honestly and interact ethically with each of our stakeholders— including fellow project personnel, customers, suppliers, competitors, and communities. The code helps us understand the rules and principles governing the way we do business at Idaho Cleanup Project Contractor.

**2.2.3 Who Must Follow Our Code?**

- All Idaho Cleanup Project Contractor employees must adhere to our Code at all times. Each individual needs to understand the Code. Those without such an understanding run the risk of noncompliance. For Idaho Cleanup Project Contractor, noncompliance could lead to civil or criminal fines and penalties, and suspension of the privilege of doing business with the Government. For the individual, it could result in civil or criminal fines or penalties and disciplinary action up to and including removal from the project or termination of employment, as applicable. The risks can be avoided if each of us makes a personal commitment to understand and comply with the Code.
- Federal, state, and local Governments have extensive investigative workforces charged with monitoring Government procurement systems. The various investigative agencies have taken an increasingly aggressive stand on enforcement of Government procurement laws and regulations.
- Congress continues to pass numerous laws that greatly complicate the federal procurement process. In addition to increased civil and criminal penalties for noncompliance, many of these new laws include fines and imprisonment of project personnel guilty of violations

**2.2.4 What is Expected of Me?**

- All project personnel are required to:
  - Be thoroughly familiar with Idaho Cleanup Project Contractor’s policies and its Code and always strictly adhere to it
  - Be sensitive to situations that could lead you or others to engage in illegal, improper, or unethical conduct
  - Take action against illegal, improper, or unethical behavior by advising your supervisor, the human resources department, or the law department

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 5 of 38

- Participate in any compliance training and provide any certifications required by Idaho Cleanup Project Contractor
- Cooperate with any investigations into potential misconduct. Idaho Cleanup Project Contractor can only do something about misconduct if it knows about it

**2.2.5 What is Expected of Supervisors?**

- Maintain a work environment that encourages open communication regarding ethical problems and concerns
- Make a personal commitment that your group will operate in accordance with the highest standards of ethical business conduct. Communicate this commitment to your project personnel
- Periodically discuss ethical issues and review this Code with your project personnel
- Ensure that all project personnel supporting Idaho Cleanup Project Contractor attend appropriate training sessions on Government and business conduct issues
- Be familiar with the resources available to resolve ethical questions and concerns

**2.2.6 What is Expected of Managers?**

- Leading by example by living up to the standards of our Code at all times
- Be knowledgeable about the laws, regulations, and industry practices applicable to your activities
- Implement the Code and create a work environment and culture that promotes a high standard of conduct
- Provide all project personnel with clear guidelines on matters of everyday business conduct and education relevant to their individual job responsibilities
- Communicate clearly that Idaho Cleanup Project Contractor will neither tolerate nor condone improper behavior
- Oversee administration of appropriate disciplinary action for policy violations
- Provide information to project personnel concerning resources that may help them in addressing ethical concerns or dilemmas
- Create an open atmosphere in which ethical concerns may be brought forward by project personnel and resolved without fear of retribution

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 6 of 38
---	--

- Protect the confidentiality of employee reports, to the extent practical, and advise project personnel of the outcome of such reports

### **2.2.7 What is Expected of Our Business Partners?**

- We expect subcontractors, consultants, agents, suppliers and other third-party providers to act in a manner consistent with PGDP D&R Business Conduct and Ethics Expectations for Suppliers and Contractors, which reflect our values and Code.

### **2.2.8 What about Updates and Revisions to Our Code?**

- Our Code may occasionally be updated or amended to reflect changes in laws and our policies and practices. The most current and authoritative version of our Code is always available on the Idaho Cleanup Project Contractor Intranet, or from the Idaho Cleanup Project Contractor human resources department.

### **2.2.9 What are the Consequences of Violating Our Code?**

- Violations of this Code can result in disciplinary action, up to and including removal from the project or termination. In appropriate cases, Idaho Cleanup Project Contractor may also refer misconduct to appropriate authorities for prosecution. This may subject the individuals involved to civil and criminal penalties.

### **2.2.10 Remember: Speak up. If in doubt, ask.**

## **2.3 Doing the Right Thing**

**2.3.1** At times, you might be unsure about what the right thing to do in a business situation. If you are ever unsure how to proceed, don't take the action. Instead, step back from the situation and consider these questions:

- Is it legal? Have I checked with the Idaho Cleanup Project Contractor Legal Department, or human resources department, or Idaho Cleanup Project Contractor subject matter expert?
- Is it in line with our core values of safety, integrity, teamwork, and excellence?
- Does it comply with our Code and other policies and practices?
- Am I involving the right people in this decision?
- What would my family, friends, manager, or co-workers think?
- Would it be fair to everyone involved?

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 7 of 38
---	--

- Would I feel okay about my actions if I read about them in a newspaper or had to explain them to a judge or jury?
- Could it harm Idaho Cleanup Project Contractor’s reputation, or the reputation of its parent companies?

**2.3.2** If you hesitate when answering, or if you answer “no” to any of these questions, don’t take the action. Instead, seek guidance by following the steps set forth in section 3 of our Code, “Getting Help and Reporting Concerns.” Always take personal responsibility for doing the right thing.

**2.3.3 Remember:**

- If you know it’s wrong, don’t do it
- If in doubt, ask. Set an example for others
- Don’t ignore what you believe to be illegal or unethical conduct
- Looking the other way is not acceptable, so speak up
- Keep asking until you get an answer you are comfortable with
- Take responsibility for doing the right thing

## **2.4 Getting Help & Reporting Concerns**

### **2.4.1 Whom Should I Contact with a Question or Concern Related to Our Code?**

- If you are ever unsure about the right thing to do in a business situation, you should seek guidance. If appropriate, you should discuss the question or concern directly with the person involved. You also are encouraged to contact your immediate supervisor. However, if you are uncomfortable discussing the matter with your supervisor or his or her response is not adequate, you should contact one of the following:
  - The human resources department
  - The legal department
  - Another supervisor (and up the reporting structure as necessary)
  - A Idaho Cleanup Project Contractor subject matter expert
  - Jacobs Integrity Hotline
- In addition, you have an obligation to contact any of these resources. Reporting suspected misconduct to these resources contributes to our ethical culture and



**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 8 of 38

helps Idaho Cleanup Project Contractor minimize any damage to our fellow project personnel, other stakeholders, company, and brand. Not reporting violations of our code could result in discipline.

**2.4.2 What Happens When I Contact the Jacobs Integrity Hotline?**

- The Jacobs Integrity Hotline is available to employees and others who wish to report noncompliance or suspected violations of law and policy, or to seek guidance on specific situations regarding Jacobs policy. The hotline is available 24 hours a day, 7 days a week. Reports may be made anonymously at <https://integrity.jacobs.com> or by calling 1.844.543.8351. Jacobs strictly prohibits any form of retaliation against an employee who makes a report in good faith out of genuine concern. In situations where you prefer to place an anonymous report in confidence, you are encouraged to use this hotline, hosted by a third party hotline provider, EthicsPoint. After you complete your report you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After 5-6 business days, use your report key and password to check your report for feedback or questions.

**2.4.3 How Are Reports Handled?**

- Idaho Cleanup Project Contractor investigates all Hotline reports and is committed to maintaining confidentiality to the maximum extent possible. The company will disclose the information you provide in reports will be disclosed only on a strict need-to-know basis.

**2.4.4 What If I Am Concerned about Retaliation?**

- Idaho Cleanup Project Contractor will not tolerate any form of direct or indirect retaliation that arises from reporting suspected illegal or unethical conduct in good faith or cooperating with an investigation. If a report is made in good faith, you will be protected even if the concern turns out to be unsubstantiated. If you suspect you are experiencing retaliation, you should contact the human resources department or Jacobs Integrity Hotline. Retaliating against someone who makes a report in good faith or cooperates with an investigation will result in prompt and strong disciplinary action, up to and including termination.

**2.4.5 Other Ethics Hotlines**

- Several relevant federal agency hotlines for reporting waste, fraud, abuse, or ethics concerns are listed below:
  - Department of Energy - IG: 1.800.541.1625

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 9 of 38
---	--

- Department of Labor: 1.800.347.3756
- Equal Employment Opportunity Commission: 1.800.849.4230
- Small Business Administration: 1.800.767.0385

## **2.5 5.0 Treating Your Fellow Project Personnel Fairly**

### **2.5.1 Diversity and Inclusion**

- Diversity and inclusion are embedded in Idaho Cleanup Project Contractor’s values. Our workforce comprises skilled professionals and craft personnel who are dedicated to achieving excellence in the Department of Energy’s mission at the Idaho Cleanup Project Contractor site. Our Project’s goal is to sustain its diverse workforce by leveraging each individual’s knowledge and talents while promoting cross-cultural understanding and collaboration.
- To this end, you are expected to demonstrate dignity and respect for all Idaho Cleanup Project Contractor personnel by valuing the diverse backgrounds, experiences, and ideas present among your colleagues. You must also promote an inclusive work environment by practicing appropriate and fair behaviors towards all project personnel, customers and individuals in our communities.

### **2.5.2 Fair Employment Practices**

- Idaho Cleanup Project Contractor is an equal opportunity employer that recognizes the value of a diverse workforce. Idaho Cleanup Project Contractor has established standards so that our project personnel are treated with respect and fairness and are free from all forms of discrimination. All project personnel decisions—such as hiring, promotion, pay, termination training opportunities, and job assignments—must be based on merit, not a person’s legally protected characteristics. Such characteristics may include gender, race, color, religion national origin, sexual orientation, marital status, age, disability, pregnancy, veteran status, and other characteristics protected by law.

### **2.5.3 Harassment-Free Workplace**

- Our project personnel should work in a safe and professional atmosphere where merit and competence are rewarded, and diversity and trust are promoted. Harassment has no place at the Idaho Cleanup Project Contractor and will not be tolerated. Harassment can take many forms, including verbal remarks, physical advances, or visual displays. It may come from co-workers, supervisors, suppliers, contractors, or customers. Harassment has the purpose or effect of creating an intimidating, offensive, or demeaning environment.

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 10 of 38
---	---

- Harassment may be sexual or nonsexual in nature. Sexual harassment may include unwanted advances, inappropriate sexual jokes, sexually suggestive comments, touching, requests for sexual favors, and inappropriate comments about appearance. Other examples of harassment may include offensive comments, jokes, or pictures related to race, religion, ethnicity, gender, or age.

#### 2.5.4 Employee Personal Information

- For personnel, payroll, health care benefits, and other routine operations, Idaho Cleanup Project Contractor maintains and uses private and sensitive personal information about project personnel (such as personal contact information, identification numbers, resumes, and compensation data) for legitimate business purposes.
- Any project personnel with access to this information must follow all applicable data privacy laws and Idaho Cleanup Project Contractor’s policies and practices regarding the handling of such information. Project personnel whose jobs involve this information must respect information privacy by only accessing and sharing confidential project personnel data for legitimate business purposes, with appropriate authorization, and on a need- to-know basis. Do not repeat or discuss this information with anyone who does not have an authorized business need to know it. Misuse or unnecessary access to sensitive project personnel information can result in prompt and strong disciplinary action, up to and including termination or criminal prosecution by the appropriate authorities.
- **Q: In my department, there are employees of all ages and I am among the older group. I heard two managers talking about how they need to promote more “younger” people because they have more energy and drive and because they aren’t going to retire for a long time. I worry that I will get passed over for promotions because of my age. What should I do?**
  - **A:** You should contact your supervisor or Human Resources manager so that the company can conduct a proper investigation to determine if age discrimination has occurred in practice, not just in conversation. Idaho Cleanup Project Contractor makes promotion decisions based on a person’s skills, knowledge and ability. The company will not permit retaliation for reporting problems in good faith.
- **Q: I am an hourly employee and occasionally my supervisor has asked me to work off the clock. Is this appropriate?**
  - **A:** No. All non-exempt project personnel must be paid for all hours worked. Contact your Human Resources manager immediately with your concern.

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 11 of 38
---	---

- **Q: I work on a project and our customer has been overly flirtatious and has asked to come to my hotel room. I don't want to anger or upset the customer by saying "no" to him, but I don't know what to do.**
  - **A:** You should discuss the matter with your supervisor and/or your local Human Resources manager and tactfully tell the customer that you are not comfortable with his apparent advances and that you wish to keep the relationship purely professional.
- **Q: I am friends with a man who works in my department. Sometimes we share jokes that might be considered offensive in my office but we are careful to shut the door so no one hears. We also forward each other funny jokes via e-mail. Could this be considered harassing behavior even though it is between two friends and not shared with anyone who is offended?**
  - **A:** While the company does not attempt to regulate employees' private behavior, the situation you describe takes place on company property, on company time and on a company e-mail system. This behavior does not fit in our workplace, even in the privacy of your office.

## 2.6 6.0 Health, Safety, & Environmental Protection

### 2.6.1 Our Commitment to Safety and Security

- Everyone who works for or with Idaho Cleanup Project Contractor should know that safety is a core value. Idaho Cleanup Project Contractor is serious about its commitments to safety, health, environment, and security. Our reputation depends on our continued commitment to safety and the welfare of our project personnel. Providing a safe and secure work environment gives us a competitive advantage in attracting the best applicants, retaining our valuable workforce, and ensuring our customers trust.

### 2.6.2 Safety

- A detailed, site-specific safety plan is available on the internal employee website. You should report any violations of safety policies or potential hazards to your manager.
- Failing to properly report a safety violation or asking another employee not to report one is a violation of our code and may result in disciplinary action, up to and including termination.

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 12 of 38

**2.6.3 Nuclear Safety**

- Idaho Cleanup Project Contractor is committed to meeting all nuclear safety and safety-related quality standards on its nuclear projects. Everyone is responsible for ensuring that our work adheres to all applicable nuclear safety standards. You are expected and encouraged to identify and report nuclear safety concerns. Idaho Cleanup Project Contractor is committed to maintaining an open working environment in which all project personnel are free to identify and raise nuclear safety concerns.

**2.6.4 No Weapons or Workplace Violence**

- Personal weapons, such as guns that can be used to harm others, should never be brought to the workplace. Acts of violence, as well as threatening remarks or gestures, or other disruptive behavior in the workplace are unacceptable. Idaho Cleanup Project Contractor's weapons and violence policies on the Paducah Site align with the Department of Energy's policies regarding weapons and violence.

**2.6.5 Drug-and Alcohol-Free Workplace**

- Idaho Cleanup Project Contractor personnel may never work under the influence of or possess at work alcohol, illegal drugs, or prescription not used in accordance with a valid prescription. Project personnel must report to Idaho Cleanup Project Contractor their use of any prescription drug or any substance that might interfere with their ability to do their job safely and effectively. Idaho Cleanup Project Contractor policy prohibits the illegal use, sale, purchase, transfer, manufacture, possession, or impairing presence in one's system of controlled substances while on Idaho Cleanup Project Contractor premises or jobsite. Similarly, the use, sale, purchase, transfer, manufacture, or possession of alcoholic beverages by project personnel while on Idaho Cleanup Project Contractor premises is prohibited, except as authorized by Idaho Cleanup Project Contractor for Idaho Cleanup Project Contractor-sanctioned activities or events, such as a holiday party.
- Not reporting means we cannot correct a potential safety risk. We want employees to earn safety bonuses because of a truly safe work environment, not because injuries aren't reported.

**2.6.6 Protecting the Environment**

- Idaho Cleanup Project Contractor is fully committed to acting as an environmental steward as we decontaminate and decommission the Paducah Site. To protect the environment, you must know and follow the environmental

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 13 of 38
---	---

policies and regulations that apply to your work. Achieving excellence demands that we have knowledge of and comply with applicable environment laws. Environmental laws can apply to many aspects of Idaho Cleanup Project Contractor’s scope of work for the Department of Energy. Many incidents, such as accidental releases and spills of hazardous or toxic substances, must be promptly reported to Idaho Cleanup Project Contractor law department and the appropriate Government agencies.

- Environmental laws are aggressively enforced. Project personnel who engage in conduct contrary to these laws may face serious consequences, including criminal prosecution, and may subject Idaho Cleanup Project Contractor to fines and other penalties. It is important to note that prosecutions are not solely limited to willful violations. Under certain circumstances, supervisory personnel may be held individually liable for the conduct of those under their direction and control, regardless of whether they personally participated in an act of noncompliance. Because of this it is important for supervisors and managers to understand the environmental laws specific to their work scopes.
- **Q: We have come across an unanticipated small scope of work that requires our employee to work at a height, but there is no place to safely tie-off. It should only take a couple of minutes to complete. The customer is pressuring us to stay on schedule and within budget. An aerial lift will increase our time and budget. Can we proceed since we can likely get the job done without disruption?**
  - A: No. Even if the customer pressures you to “just get the job done,” do not proceed. Stop work and determine an appropriate means to prevent the employee from falling. Precautionary measures to protect the well-being of our employees must never be compromised. Schedule and budget impacts are never good reasons to put an employee in harm’s way.
- **Q: A new set of steel stairs has been installed at our project, and one of the steps is uneven. While coming up the stairs yesterday, I stumbled forward and scraped my shin on the grating. This does not seem like a big deal, and I don’t want my manager to think I’m a troublemaker. Do I need to report it?**
  - A: Yes. Always report all incidents and near misses. Your injury could get worse if not treated early on, and the uneven step could cause more severe incidents if not reported and corrected. You will never be punished for reporting an incident or near miss, whereas you may be punished if you do not report.

**2.6.7 REMEMBER: SAFETY IS EVERYONE’S RESPONSIBILITY.**

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 14 of 38
---	---

## **2.7 Ensuring Proper Financial Controls & Transparency**

### **2.7.1 Accurate, Full and Fair Disclosure**

- As a Government contractor, proper financial reporting and transparency is extremely important for Idaho Cleanup Project Contractor. Project personnel shall never provide inaccurate or misleading information to a Government customer. All information we give to our customer must be complete and accurate.
- The accuracy and transparency of the information we give to our customer, the Department of Energy, depends on every employee properly recording information such as time charges, change orders, project estimates, miscellaneous expenses, costs, bills, payroll, and regulatory data. You must properly verify that any financial information for which you are responsible is accurate, complete, and timely. Managers must take responsibility that adequate resources and oversight are devoted to properly implementing and following reporting and transparency controls on all aspects of Idaho Cleanup Project Contractor's business.
- Because projects take months or years to complete Idaho Cleanup Project Contractor uses trained financial estimators to determine how much revenue and profit can be recognized for reporting financial results. These estimates depend on the accuracy of information provided by project managers and personnel.
- Managers must take responsibility that adequate resources and oversight are devoted to properly implementing and following financial controls at all times.

### **2.7.2 Change Orders**

- When Government representatives request work that is different from, or in excess of, that prescribed by our contract, we must obtain the contracting officer's written direction before proceeding. While we must always strive to please our customers, acceptance of changes from anyone except the contracting officer could jeopardize Idaho Cleanup Project Contractor's ability to obtain compensation for the change in scope. Contractual notification requirements related to changes vary depending on the type of contract.
- Idaho Cleanup Project Contractor personnel understand what we must do and when we must do it if the Government changes its contract requirements.

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 15 of 38

**2.7.3 Pressure to Meet the Numbers**

- At Idaho Cleanup Project Contractor, while we take job performance extremely seriously, we never let pressure to “meet the numbers” compromise our integrity.
- Never alter financial or other data to meet targets, to help boost Idaho Cleanup Project Contractor’s financial figures or stock price, to “save jobs,” meet incentives or bonus plan targets, or for any other reason not related to actual financial performance
- Never delay reporting negative financial results to management until the last minute. All financial information—whether positive or negative—needs to be reported accurately and timely
- Never inappropriately hold back reserves, profits or other contingencies when a project is doing well to protect against possible bad numbers at a later time
- Never pressure or ask another employee to inappropriately alter, delay or hide financial results or other information

**2.7.4 Insider Trading is Prohibited**

- You may come across inside information about the parent companies, or inside information about that could affect the financial performance of Idaho Cleanup Project Contractor Corporation. Buying the Idaho Cleanup Project Contractor or selling the securities of a company while you are aware of inside information about that company is considered “insider trading.” This is illegal, and so is “tipping,” or advising others to buy or sell securities based on inside information. “Inside information” is material information that is not available to the public that a reasonable investor would likely consider important in making a decision to buy or sell a security.
- Remember that even information about events or actions that are not certain to happen, can be considered inside information.
- Is important for all project personnel to keep inside information confidential and not discuss it or allow it to be overheard by anyone inside or outside the company, except on an authorized need-to-know basis. Examples of inside information may include:
  - Financial information or data such as earnings or forecasts
  - Winning or losing a significant new or existing award
  - Financial problems



**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 16 of 38

- Changes in senior management
- Significant or expected developments in litigation or Government investigations
- Changes in a company's outside auditor or notification from auditors regarding financial statements

**2.7.5 When Can I Trade?**

- Once material information has been disclosed publicly to the marketplace through established channels, and the public has had enough time to absorb the information (typically considered to be three days), you may trade securities in Idaho Cleanup Project Contractor Corporation or other related companies.

**2.7.6 Outside Inquiries and Presentations**

- Only designated Idaho Cleanup Project Contractor spokespersons may speak about Idaho Cleanup Project Contractor's financial or performance status to the media. If a member of the media or a stock market analyst contacts you for information you should direct them immediately to Idaho Cleanup Project Contractor public affairs department.
- If your job requires that you make presentations to outside groups, such as at professional conferences and training seminars, you must be particularly cautious. Any presentations that contain non-public financial or proprietary information or processes must be approved in advance by the Law Department.

**2.7.7 No Misrepresentation**

- Do not misrepresent yourself or Idaho Cleanup Project Contractor to anyone. If you believe there has been a misunderstanding, try to clarify the situation immediately. Honesty is an integral part of ethical behavior, and trustworthiness is essential for good, lasting relationships.
- **Q: My project manager asked me to change the financial forecast for a project based on incorrect information. There doesn't appear to be any real basis for this change and it will impact the project earnings. I'm worried that if I don't follow my manager's request, my manager will be angry with me. What should I do?**
  - A: You should first try to explain your concern to your project manager to make sure he or she understands the problem. If this does not resolve the problem, you should report the matter to one of the resources listed in

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 17 of 38

“Getting Help and Reporting Concerns.” Don’t fear retaliation for making a report in good faith.

**2.8 Avoiding and Resolving Conflicts of Interest****2.8.1 Organizational Conflicts of Interest**

- Idaho Cleanup Project Contractor is subject to special rules related to organizational conflicts of interest (OCI) as a U.S. Department of Energy (DOE) contractor. This occurs when, because of a pre-existing business relationship or project, Idaho Cleanup Project Contractor has a potentially unfair competitive advantage or could be seen as biased in obtaining or performing Government work. Our company must promptly disclose all actual or potential organizational conflict of interest situations to the Government, so be sure to alert your supervisor and the Law Department promptly if you become aware of such a situation. Often, safeguards can be put in place to mitigate potential issues and allow us to perform that work.

**2.8.2 How Can I Know Whether a Conflict of Interest Exists?**

- A conflict of interest occurs when your personal or financial interests interfere with your ability to make sound and objective business decisions on Idaho Cleanup Project Contractor’s behalf. You need to avoid any situation that creates even the appearance of this kind of bias. A perceived conflict of interest that calls into question our business integrity can be as damaging to our reputation and business as the existence of an actual conflict.
- To determine whether a conflict of interest exists, you should ask yourself:
  - Does this situation make me feel uncomfortable?
  - Would the action have the potential to affect my ability to make sound business decisions?
  - Could it influence my objectivity or appear to do so?
  - Would my co-workers think the situation could affect how I do my job?
  - Would it look suspicious to someone outside our company, such as a customer, supplier, shareholder or the media?
  - Would it take revenue or profit away from Idaho Cleanup Project Contractor?
  - Would I benefit financially or personally?

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 18 of 38
---	---

- If you answered “yes” to any of these questions, you should discuss the activity, financial interest, or relationship with your supervisor or the human resources department immediately.
- The following sections discuss some common areas in which conflicts of interest might arise.

### 2.8.3 Outside Jobs and Activities

- Outside jobs and activities can affect your ability to do your work on the Idaho Cleanup Project Contractor without bias. Examples of inappropriate outside jobs and activities include:
  - Working for, or providing services to, an actual or potential Idaho Cleanup Project Contractor competitor, customer, supplier, subcontractor or agent while working for Idaho Cleanup Project Contractor or its subcontractors
  - Using Idaho Cleanup Project Contractor assets, contacts or other resources to start or support another business or nonprofit organization

### 2.8.4 Corporate Opportunities

- You may learn about business opportunities through the course of your Idaho Cleanup Project Contractor work. IDAHO CLEANUP PROJECT CONTRACTOR’s interests must come ahead of your personal interests. You cannot take advantage of such an opportunity that rightfully belongs to IDAHO CLEANUP PROJECT CONTRACTOR, Idaho Cleanup Project Contractor, or one of its subsidiaries. This applies whether the opportunity would be for your own benefit or passed on to someone else for his or her personal benefit. In addition, you should never take advantage of any business opportunity that competes with IDAHO CLEANUP PROJECT CONTRACTOR, Idaho Cleanup Project Contractor, or one of its subsidiaries.

### 2.8.5 **REMEMBER: HAVING A CONFLICT OF INTEREST IS NOT NECESSARILY A VIOLATION OF OUR CODE, BUT FAILING TO DISCLOSE IT ALWAYS IS.**

### 2.8.6 Public Service

- Many Idaho Cleanup Project Contractor personnel participate actively in civic life. Idaho Cleanup Project Contractor commends and encourages public participation. This participation may include philanthropic, professional, national, regional, religious, or community organizations. In that role, however,

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 19 of 38
---	---

you may at times find yourself in a difficult or awkward situation. For example, you may be a member of a board or committee confronted with a decision involving Idaho Cleanup Project Contractor. In these circumstances, your interest in Idaho Cleanup Project Contractor on the one hand and your obligation to the civic organization on the other may pull you in opposite directions. In such cases, the policy requires you to abstain from the decision-making and to notify your supervisor of your abstention. When you abstain, you should make it clear that you are a Idaho Cleanup Project Contractor project personnel and that you are doing so to avoid a conflict of interest—or the appearance of one. This will head off future charges that you tried to conceal your association with the Idaho Cleanup Project Contractor.

- When you speak out on public issues when involved with these organizations, make sure that you do so as an individual. Do not give the appearance that you are speaking or acting on Idaho Cleanup Project Contractor's behalf.

### **2.8.7 Activities and Ownership Stakes of Close Family Members and Friends**

- The activities of close family members and friends may also lead to potential conflicts of interest. For this reason, you should not be involved in the hiring or supervision of a supplier, subcontractor, agent, or consultant where your close family member or friend works or has a significant ownership stake.
- A “close family member” is any person closely connected to you by blood, marriage, or close affinity (for example, a spouse, significant other, sibling, grandparent, brother-in-law, etc.), such that your impartiality might be perceived to be affected by the relationship. The term also refers to a domestic partner and the domestic partner's child, parent, sibling, half-sibling, grandparent, grandchild, or stepparent.
- When a family or romantic relationship exists between project personnel working together, real or perceived preferential treatment or tension may exist. Neither employee should be in a position where he or she has decision-making authority over the other employee. Again, the important thing to remember is that you must avoid even the appearance of bias.

### **2.8.8 Financial Investments**

- You must be careful that your investments, or those of your close family members or friends, do not impair your ability to make objective decisions on behalf of Idaho Cleanup Project Contractor. Having a significant financial investment in a company that does business with, seeks to do business with or competes with Idaho Cleanup Project Contractor or other Idaho Cleanup Project Contractor companies may create a conflict of interest, depending on the size

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 20 of 38

and type of your investment, your role in the company, and the business relationship between Idaho Cleanup Project Contractor and the other company. An interest is considered significant if it could impair, or reasonably appears to impair, your ability to act solely in the best interest Idaho Cleanup Project Contractor. Examples of conflicts of interest include having a significant investment in a:

- Supplier, if you have involvement with the selection of, assessment of, or negotiations with, the supplier
- Customer, if you are responsible for dealing with the customer
- Keep in mind that not all outside financial investments may result in a conflict of interest. This is why it is important to disclose any potential conflict to your supervisor or Human Resources manager immediately, to determine whether a conflict—or the appearance of one—may exist

**2.8.9 Boards of Directors**

- While Idaho Cleanup Project Contractor supports outside activities that benefit our communities and profession, you must exercise caution when accepting outside appointments, such as serving on a board of directors for another organization.
- This may raise a conflict of interest or even a legal issue. In particular, serving on the board of, or otherwise advising, a Idaho Cleanup Project Contractor supplier, contractor, agent, or customer, or any company that has direct commercial dealings or competes with Idaho Cleanup Project Contractor or its parent companies, may be problematic.
- If you have a question about the appropriateness of serving on a particular board of directors or some similar position, contact the Law Department.

**2.8.10 Gifts and Entertainment**

- Idaho Cleanup Project Contractor personnel must be cautious when exchanging business courtesies to avoid a conflict of interest or the appearance of one. If you are involved in business courtesies such as a dinner or entertainment at a local sporting event, you must take steps to ensure that any activities are not and will not be seen as bribes meant to improperly influence business decisions.
- If others believe that a business decision was made because of a gift or business courtesy and not purely on the basis of merit and sound business judgment, our reputation will be harmed. In general, you can give and receive gifts or offer

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 21 of 38

and accept meals and entertainment that fit all of the following guidelines. The gift or entertainment:

- Is not intended to improperly secure something in return
- Is reasonable and not excessive for Government contracting industry, your function and your position.
- Does not violate applicable standards or the law
- Is not in cash or cash equivalent
- Does not violate Federal Acquisition Regulations (FAR)
- These rules apply to gifts, favors, meals, and entertainment involving your close family members, as well.

**2.8.11 Gifts and Entertainment involving the Department of Energy or other Government Agencies**

- U.S. Government agencies have strict rules prohibiting giving business courtesies to Government project personnel. What may be considered normal business courtesies in the non-Government world can be illegal when Government personnel are involved. Giving a “business courtesy” is defined as offering something of value for which the recipient does not pay fair market value. Such courtesies may include gifts, meals, and other favors (whether we bill the Government for them or not). Violations of these rules can result in loss of the contract, loss of our company’s eligibility to do other Government work, and even criminal prosecution of our company and the individuals involved.
- We must follow the “20/50 Rule” when providing entertainment to Government officials, such as meals and refreshments. Under this rule, providing simple refreshments such as coffee and pastries at a business meeting is typically acceptable as long as the value of the meal or refreshments does not exceed \$20 per person. Furthermore, the value of such meals and refreshments given to any single Government official from all aggregated sources within our company in a calendar year cannot exceed \$50.
- We must also follow the “20/50 Rule” when giving other gifts to Government officials. You should never give a gift to a Government official unless it is a promotional item with the Idaho Cleanup Project Contractor or Idaho Cleanup Project Contractor name on it, or another item of nominal value. Since a gift is anything of value received without the recipient paying the full market price, you will need to determine the fair market value for any items you offer to Government personnel. It is also critical that you document the basis for this

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 22 of 38

assessment. This helps us to avoid placing Government officials, as well as Idaho Cleanup Project Contractor, in awkward situations.

- It is important to point out that, even when the value of a gift is within the “20/50 Rule,” you may not offer any gift to a Government employee with the intent to influence official action.
- We should never offer gifts or entertainment to Government employees if we know that these courtesies violate his or her agency’s rules. This is true regardless of whether he or she is willing to accept the gift. Even if it is an inexpensive logo item, you should first ask the Government employee if the agency’s rules allow him/her to accept it. Offering inappropriate gifts can put the Government customer in the awkward position of having to refuse.
- Again, there is no substitute for a thorough knowledge of agency ethics rules related to business courtesies. If you have any questions, ask the Government Contracts Manager, Idaho Cleanup Project Contractor Compliance or the Law Department.

**2.8.12 Receipt of Inappropriate Gifts**

- If you receive an inappropriate gift from a supplier, contractor, or other business partner, you must return the item with a tactful yet clear explanation that the gift violates Idaho Cleanup Project Contractor’s gifts and entertainment policy and let your supervisor know.
- If the person who gave you the gift requests that the item be donated to a charity of Idaho Cleanup Project Contractor choice, you should consult your supervisor or your local human resources manager to direct the matter to the appropriate personnel.
- All Idaho Cleanup Project Contractor personnel are prohibited from accepting, soliciting, or offering bribes or kickbacks in connection with U.S. Government or any customer’s work. Bribes or kickbacks may include money, gifts, travel, or other expenses, hospitality, below-market loans, discounts, favors, business or employment opportunities, political or charitable contributions, or any other direct or indirect benefit or consideration to improperly influence someone.

**2.8.13 Request for Inappropriate Entertainment**

- At times, customers, suppliers, contractors and other business partners may express an interest in entertainment that involves inappropriate content or excessive cost. If this situation arises, you must explain tactfully that Idaho Cleanup Project Contractor does not permit company time or funds to be used for entertainment that is excessive in value, sexually explicit or otherwise

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 23 of 38

inappropriate. Also, report the occurrence to your supervisor so that Idaho Cleanup Project Contractor may consider taking further action. Offering to pay for such entertainment personally or having the customer pay for it does not solve the problem and should be avoided.

**2.8.14 How Can I Resolve a Conflict of Interest?**

- Conflicts of interest may often be resolved if they are disclosed promptly. If you feel that you or our company may face an actual or potential conflict of interest, you should tell your supervisor or Human Resources manager about the potential conflict immediately. Disclose any potential conflicts of interest before acting to avoid making the situation worse. Additionally, always disclose any potential conflicts of interest in writing in your annual ethics certification, as instructed.
- **Q: I recently took a part-time position with another company. I'm only working on the weekends, so my second job won't interfere with my ability to work for IDAHO CLEANUP PROJECT CONTRACTOR. However, I found out that the company for which I'm working this second job is actually one of IDAHO CLEANUP PROJECT CONTRACTOR's many suppliers. Is this okay?**
  - A: Possibly. Working for a Idaho Cleanup Project Contractor supplier while being employed for Idaho Cleanup Project Contractor work could create a situation in which a conflict of interest might arise. Before doing any work on behalf of this Idaho Cleanup Project Contractor supplier, you must first consult with and get authorization from your supervisor or Human Resources manager. If you are permitted to continue working with the supplier, remember that the second job should not interfere with your responsibilities or job duties for Idaho Cleanup Project Contractor. You should not do work for the other company when you are supposed to be working for IDAHO CLEANUP PROJECT CONTRACTOR. Please also remember that you cannot use Idaho Cleanup Project Contractor equipment or supplies in your work for the other company. That includes computer equipment, electronic mail and telephones. You must also carefully guard against disclosing confidential information to the other company.
- **Q: My spouse owns a company that Idaho Cleanup Project Contractor is considering hiring as a supplier. A contract with Idaho Cleanup Project Contractor would be great for my spouse's business. I would like to do anything I can to help my spouse win the contract. What can I do to help?**



<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 24 of 38
---	---

- A: You shouldn't do anything to help your spouse's company get the contract. If you are involved in the selection process, you should tell your manager and remove yourself from the situation. Helping your spouse's company is a conflict of interest. Even if you are certain you can be unbiased and award the contract to the best bidder, you should not be involved because of the perception of a conflict of interest.
- **Q: A potential supplier has offered to have me tour a site that has installed a technology that we may want to consider using on our project. Is this a problem?**
  - A: Probably not. If the full costs directly relate to a legitimate business purpose and are not excessive, and your supervisor has approved the business trip, then it is not problematic. Additional review and documentation by the Law Department, will be required if a government entity or official is involved.

## 2.9 Anti-Corruption, Trade Controls and Human Trafficking

### 2.9.1 Zero Tolerance for Bribery

- Idaho Cleanup Project Contractor will not tolerate bribery of any form – with any third party, public or private, whether done directly or indirectly through third parties, even if we lose business or encounter delays because of our refusal to do so.
- A “bribe” is an offer or promise to give, or the giving of, or authorizing to give, anything of value or another advantage to improperly influence the actions of a third party, public or private.
- Bribes may include money, gifts, travel or other expenses, hospitality, below-market loans, discounts, favors, business or employment opportunities, political or charitable contributions, or any direct or indirect benefit or consideration. Improper influence typically involves the intent to secure a quid pro quo to buy the misuse of someone's position.
- Bribes violate anti-corruption laws. It is your duty to know and follow the applicable anti-corruption laws that apply to your assigned duties. Consequences for violating anti-corruption laws are severe for both our company and the individuals involved, including possible civil and criminal liability.

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 25 of 38
---	---

### **2.9.2 Use of Agents, Consultants, Representatives, and Other Third Parties**

- Idaho Cleanup Project Contractor may be liable under anti-corruption laws not only for the actions of our project personnel, but also those of our business partners. If you have a reasonable suspicion that a business partner or other third party might pay a bribe, but fail to take the appropriate steps to attempt to prevent such payment, we may be seen as implicitly authorizing the bribe.
- We expect our suppliers, contractors, consultants, agents and other business partners to maintain a zero tolerance for bribery, as described in Idaho Cleanup Project Contractor’s Business Conduct and Ethics Expectations for Suppliers and Contractors.
- Report any suspicious or questionable behavior, transactions or receipts to the Law Department immediately.

### **2.9.3 Trade Controls**

- Idaho Cleanup Project Contractor sometimes supplies equipment and technology that are subject to export control laws, and sometimes receives equipment and technology that are subject to import control laws. It is critical that you comply with all rules and regulations that regulate our international trading activity.
- As a global company, Idaho Cleanup Project Contractor delivers our products and services all over the world. An “export” occurs when a product, service, technology or piece of information is shipped to a person in another country. An export can also occur when technology, technical information or software is provided in any way, including verbally, to someone who is not a U.S. citizen who is located in either the United States or a third country. Before engaging in exporting activity, all required licenses and permits must be obtained. The handling and the “re-export” (movement to a different country or person) of such equipment and technology, subsequent to obtaining a license, must be consistent with the terms of the license and all applicable regulations.
- If you transport and/or use goods and technology subject to export or import controls, you must understand and follow the relevant laws, regulations and related company policies and practices. Consequences for violating trade control laws and regulations are severe for Idaho Cleanup Project Contractor and the individuals involved, including the potential loss of export privileges and civil and criminal penalties. If you have any questions about exports, re-exports or imports, please contact Idaho Cleanup Project Contractor’s Trade Compliance subject matter expert.

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 26 of 38

**2.9.4 Money Laundering**

- Idaho Cleanup Project Contractor’s affiliated companies are committed to fighting money laundering. “Money laundering” is the process by which individuals or entities move criminal funds through the financial system in order to hide traces of their criminal origin, or otherwise try to make these funds look legitimate.
- While you may never be in the position to violate money laundering laws, you need to be on the lookout for irregularities in the way payments are made. If you see any of the following, you should report the matter to our Treasury Department immediately:
  - Attempts to make payments in cash or a cash equivalent
  - Payments made by a third party not involved in the contract or an account other than the normal business relationship account
  - Requests or attempts to make payments for each invoice or group of invoices through multiple forms of payment
  - Requests to make an overpayment

**2.9.5 No Child or Forced Labor or Human Trafficking**

- Our belief that all individuals should be treated with dignity and respect is firmly rooted in our core value of Integrity. Idaho Cleanup Project Contractor and all of Idaho Cleanup Project Contractor’s affiliated companies are committed to fostering an environment that recognizes and supports all aspects and dimensions of human rights. Idaho Cleanup Project Contractor does not tolerate the use of child or forced labor, trafficking in persons, or procurement of commercial sex acts. You must work to ensure that Idaho Cleanup Project Contractor does not have suppliers, contractors or other business partners who do so, as reflected in Idaho Cleanup Project Contractor’s Business Conduct and Ethics Expectations for Suppliers and Contractors,
- The U.S. Government and Idaho Cleanup Project Contractor and all of its affiliated companies have no tolerance for obtaining forced labor or services through any means, including but not limited to coercion, physical threats or restraints, or withholding of passports. The procurement of commercial sex acts during the period of performance of a Government contract is also prohibited.

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 27 of 38
---	---

## **2.10 Protecting Company Assets**

### **2.10.1 Confidential Information**

- Proprietary and confidential information owned by Idaho Cleanup Project Contractor and its affiliated companies is an important asset. “Proprietary and confidential information” generally includes nonpublic information that, if revealed, might benefit our competitors or harm Idaho Cleanup Project Contractor. Examples include specific technical, design, or process data, pricing information, salary information, business plans, acquisition or teaming plans, project practices, customers, and supplier lists.
- You must be vigilant, both on and off the job, in protecting Idaho Cleanup Project Contractor’s confidential and proprietary information with the utmost care. If you are authorized, you may only provide this information to co-workers and outside third parties who have a legitimate business need to know it. Be sure to follow the safeguards put in place to protect this information from unintended or deliberate misuse. Never discuss this information in a public place where outside parties can overhear you. You have a duty to keep Idaho Cleanup Project Contractor’s information confidential and proprietary even after your term ends.
- Managers should ensure that safeguards are put in place to protect confidential and proprietary information from both unintended and deliberate misuse, and ensure that such information is provided to other project personnel only on a need-to-know basis. We must take reasonable steps to protect our company’s confidential and proprietary information from accidental and inappropriate disclosure or from use outside of its intended use.

### **2.10.2 Personal Use of Idaho Cleanup Project Contractor Property**

- Always keep in mind that most of the property and equipment provided for your use on the Project is actually Government owned. Personal use of such Government owned property is prohibited under most circumstances. Limited personal use of Government owned property is permitted under certain circumstances, but such use cannot interfere with performance of work and must be minimal. Contact the HR Department for more specific guidance. You are permitted to use Idaho Cleanup Project Contractor or Idaho Cleanup Project Contractor owned property and equipment for limited personal purposes, as long as your use is reasonable and does not interfere with performance of your work goals. Using Idaho Cleanup Project Contractor facilities or equipment for unauthorized, abusive, unethical, or inappropriate purposes will not be tolerated. Never overuse or abuse company assets for your personal use or gain, or to conduct work on behalf of others. Taken too far, it

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 28 of 38

can even be fraud or theft. Time charged to Idaho Cleanup Project Contractor or the customer must be charged accurately and fairly and cannot include any material amount of time spent on personal business.

**2.10.3 Copyrighted Software and Written Material**

- Software and written material are often protected by copyright, trademarks, trade secret, or license agreements. Computer software, including computer programs, data, and related documentation, must be managed with care. Unless permitted by a license agreement, never make personal copies of software diskettes, even if you plan to use the software only at work. Never use software in any manner that violates the agreement under which it was acquired. Unauthorized copying or use of the simplest computer diskette can expose you and your company to serious legal problems—including criminal liabilities.
- Software manufacturers and industry associations take these matters very seriously and enforce their rights in court. Therefore, it is best to familiarize yourself with the software you use, seek advice if you need it, and be careful to avoid improper use of computer software.

**2.10.4 Computer and Data Security**

- Everyone who uses a computer for Idaho Cleanup Project Contractor is responsible for protecting technology resources, whether the computer is owned by Idaho Cleanup Project Contractor or the Government. If you believe that anyone is placing the performance or security of any Idaho Cleanup Project Contractor or third party information or systems at risk, you should immediately advise your supervisor or the information technology department.
- Idaho Cleanup Project Contractor has entrusted you with its technologies so that you may conduct Idaho Cleanup Project Contractor business. You may not use any Idaho Cleanup Project Contractor resources to conduct illegal activities or access or download obscene, sexually explicit, or otherwise inappropriate material, for personal gain or profit, or to communicate discriminatory, harassing, or threatening messages. You should have no expectation of personal privacy in connection with these resources. To the fullest extent permitted by applicable law, Idaho Cleanup Project Contractor reserves all rights to monitor and review any messages and information sent or received using Idaho Cleanup Project Contractor resources. Remember, electronic documents and information can be retrieved even after you have “deleted” them from your computer’s memory, so be careful about including sensitive information in electronic communications.

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 29 of 38

- If you wish to add computer software or hardware on Idaho Cleanup Project Contractor or Government owned computer equipment, you must first get approval from the information technology department, as they may pose a security risk to the Idaho Cleanup Project Contractor network. Never add computer software for which there are no software licensing agreements or in violation of copyright laws. Even if branded with the Idaho Cleanup Project Contractor name, technology may be owned by a third party. If you share your password, user ID, network access information, or badge IDs with anyone, even a co-worker or administrative assistant, you are responsible for any actions that person takes while logged into the system.

**2.10.5 Social Media**

- Project personnel must be careful to protect Idaho Cleanup Project Contractor’s reputation and business information by not posting any comments or documents about Idaho Cleanup Project Contractor on any social media sites such as social networking sites, photo and video sharing sites, blogs, wikis or other bookmarking sites— negative or positive—that are confidential or could be attributed to Idaho Cleanup Project Contractor. You should never use Idaho Cleanup Project Contractor time, property, or networks for social media communications. If you choose to do so outside of your work environment, you should:
  - Ensure that your communications do not violate the law (for example, libel, defamation, harassment, or copyright laws) or Idaho Cleanup Project Contractor policies (for example, policies regarding disclosure of confidential or proprietary information or speaking on behalf of Idaho Cleanup Project Contractor)
  - Avoid identifying or discussing Idaho Cleanup Project Contractor, customers, suppliers, and co-workers; do not denigrate or insult others, including competitors
  - Do not include Idaho Cleanup Project Contractor or customer logos, trademarks, photos, or videos in a manner that could disclose confidential Idaho Cleanup Project Contractor information or give the false impression that the views you are expressing are those of Idaho Cleanup Project Contractor. If speaking about your professional life, clearly state that these are your personal views and not necessarily the views of Idaho Cleanup Project Contractor
  - Safeguard your personal information

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 30 of 38
---	---

### **2.10.6 Document and Record Retention**

- We often deal with large quantities of Idaho Cleanup Project Contractor and DOE documents and records, both paper and electronic. It is important that you know how long these documents and records should be retained, and how Idaho Cleanup Project Contractor disposes of them. Idaho Cleanup Project Contractor has detailed retention policies and practices for project and non-project documents and records, which you should understand and follow. If you are notified that documents in your possession may be relevant to litigation, an investigation, or an audit, you are required to maintain such records and follow the instructions set forth in the notice. For questions about document and record retention, talk to your direct supervisor. Government contracts have very specific records retention requirements that may differ from Idaho Cleanup Project Contractor's retention policies and procedures.

### **2.10.7 Investigations and Audits**

- We are expected to fully cooperate with any legitimate internal or external auditors or investigators who request information in connection with an audit of Idaho Cleanup Project Contractor. Always provide accurate and complete information. In addition, never delete or destroy records that are subject to (or are likely to be the subject of) a government or internal investigation, subpoena or lawsuit.
- Do not attempt to improperly influence any auditor, regulator or investigator reviewing Idaho Cleanup Project Contractor's records or encourage anyone else to do so.
- You should notify the Law Department if you are approached by a Government investigator or regulator regarding Idaho Cleanup Project Contractor. You should not provide any project records to outside investigators without prior written approval from the Law Department.

### **2.10.8 Patents, Trade Secrets, Copyrights and Trademarks**

- Patents, trade secrets, copyrights and trademarks are legal terms that define when an invention, know-how, product, idea, written work or name are owned by an individual or company, and use of these by others is prohibited without express permission. You should not use another company's name or logo without its permission. In addition, you should not, copy articles, data, photographs, music, videos, or software without obtaining the required authorization from the author or owner. This also includes use of Idaho Cleanup Project Contractor's name and logo, all digital assets (photo, video and multimedia), and references to customer projects. Just because something is

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 31 of 38
---	---

posted on the Internet does not mean it is freely available for use. And, you may need permissions from more than one source.

- Employees may sometimes develop ideas, processes and technology on Idaho Cleanup Project Contractor’s behalf or in the scope of our work for Idaho Cleanup Project Contractor that will be protected by patents, copyrights and trademarks. This “intellectual property” belongs to the company or the company’s customers (depending on the situation and on the customer’s contract terms), and not to employees. As part of your employment with Idaho Cleanup Project Contractor, you have assigned the rights to any such intellectual property to Idaho Cleanup Project Contractor or the clients, as appropriate.
- **Q: I often work in the office after hours. Sometimes, when I’m alone in the office late at night, I read personal e-mails that some may find obscene and forward them along to my friends. I figure that I’m not disturbing anyone, and I don’t think I’m harming our company since I’m doing this after business hours. Am I right?**
  - A: No. It’s never okay to use company or customer computers or network systems to view or forward inappropriate e-mails, even if you’re alone in the office, at home or on a business trip, or you are forwarding the e-mail to someone who is not employed by Idaho Cleanup Project Contractor. This is an inappropriate use of company time and resources and any Government owned resources involved, and such conduct may result in disciplinary action up to and including termination.
- **Q: I left my laptop on an airplane and my passwords were in my computer bag. What should I do?**
  - A: You should immediately file a police report and ask for a copy. Then immediately contact Idaho Cleanup Project Contractor Corporate Security with a copy of the police report and Idaho Cleanup Project Contractor Information Security to report the theft. Familiarize yourself with Idaho Cleanup Project Contractor’s IT Security Policies. You should never keep your passwords with your laptop or other password-protected devices. In addition, you should not store any personal information (such as social security numbers or credit card information) on your computer unless it is encrypted.
- **Q: I regularly read the Yahoo! message board for our company. I noticed that one user recently posted a question asking for confirmation of a significant project our company has been rumored to win. Although the official announcement has not been made to the public, I know we are doing preliminary work for the customer on this project. Is it okay for me**



<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 32 of 38
---	---

**to respond on the message board and answer the question that we have received the work?**

- A: No. It is against our Code and company policy to publicly post confidential or proprietary information on social media sites, including message boards or chat rooms. Doing so may subject the individuals involved and our company to reputational damage and civil or criminal fines. Since information about this project is nonpublic, you should not comment on it.
- **Q: I would like to download onto my laptop a free software application that I also have on my home computer. Is this OK?**
  - A: No. You must check with the IT Department for approval on whether it is acceptable to download software onto your Idaho Cleanup Project Contractor laptop. Any software, even if available for no charge, must be vetted by IT to ensure that it is safe to introduce to the Idaho Cleanup Project Contractor environment. If your assigned computer is Government Property, the restrictions may be even more stringent.

## **2.11 Using Third-Party Information Ethically and Responsibly**

### **2.11.1 Information Entrusted to Us by Customers and Partners**

- Our customers, suppliers and other partners often entrust us with highly confidential data and information. You must respect and protect this information with the utmost care at all times, even after you leave Idaho Cleanup Project Contractor.

### **2.11.2 Proprietary Information**

- It may be appropriate for Idaho Cleanup Project Contractor personnel to gather certain forms of proprietary information. However, we must be committed to doing so responsibly, ethically and legally. Even the appearance of improper information gathering can be damaging to IDAHO CLEANUP PROJECT CONTRACTOR.
- If our work with the customer involves review or evaluation of a competitor's confidential data, contract provisions regarding the protection of that data must be strictly followed. If the information is related to a Government contract competition, always consult the Law Department and your supervisor before using or disclosing the information provided.
- You must respect and never misuse trade secrets and proprietary property belonging to a competitor. Never use a competitor's confidential or proprietary

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 33 of 38

information that is disclosed to you in violation of a confidentiality agreement or applicable law. Never seek to obtain or use a competitor's confidential or proprietary information through misrepresentation or any other deceitful or improper means including any information improperly provided by third parties. You should consult the Law Department, or, immediately if you receive any such information.

**2.11.3 Confidential Information from Prior Employers**

- At times, project personnel will possess confidential or proprietary business information about our customers, partners and competitors due to their work with a prior employer. Such information may include:
  - Specific technical, design or process data
  - Trade secrets or confidential information
  - Software licensed to the former employer
  - Anything marked or intended to be confidential or proprietary and that is not publicly available
- You must respect the confidentiality of this information. Never reveal or ask a co-worker to reveal confidential or proprietary information about a former employer, or to otherwise violate a confidentiality agreement with a former employer. If a coworker offers to reveal such information, do not accept the offer.

**2.12 Competing Fairly in the Marketplace**

**2.12.1** WE SUCCEED because of its commitment to core values, including Excellence. We deliver superior integrated solutions to our customers, and compete vigorously, honestly and fairly. We are fair and ethical in our dealings with each other and with third parties. We never make disparaging statements that are false or misleading about competitors or their services—or anything else.

**2.12.2 Fair and Open Competition**

- We are subject to various competition laws, also known as antitrust laws. These laws are designed to uphold the free market system and ensure that businesses compete to provide quality services at fair prices.
- Competition laws generally prohibit price fixing, dividing territories, agreeing to contract terms and other similar activities with competitors that negatively impact the market. They also prohibit certain agreements or understandings with our customers, suppliers and other business partners that may unlawfully

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 34 of 38

restrict competition. These laws vary depending on where you are doing business. It is your responsibility to know and adhere to all the fair competition laws that apply to your work.

**2.12.3 Trade Associations**

- If you attend trade association or industry conferences, exercise particular caution and do not discuss anticompetitive topics with a competitor, such as pricing information. If a competitor attempts to bring up a prohibited topic, you should stop the conversation immediately. You should then call the Law Department immediately for advice.

**2.12.4 Rules to Live By When Dealing with Competitors**

- Never discuss price or deal terms, whether formally or informally
- Never agree to divide territories or markets, set margins, or set contract terms
- Never take steps to eliminate competitors
- Never share confidential bid or proposal terms
- Never agree to compensate each other for costs related to bidding on work without the prior approval of the Law Department and disclosing it to the customer
- Clearly and openly refuse to participate in any discussions with competitors about prices, customers, contract terms or territories
- Never attempt to do indirectly what you cannot do directly—even merely “testing the waters” with indirect comments or questions about deal terms or pricing is problematic and should be avoided
- Never use information related to an upcoming or ongoing bidding process, especially in the government contracting arena
- If you come into possession of any information marked confidential or proprietary, or you have had a potentially problematic discussion or interaction with a competitor that could be construed as anticompetitive, call the Law Department immediately for advice on what to do

**2.13 Engaging in Lobbying & Political Activities****2.13.1 Corporate Political Activities**

- Idaho Cleanup Project Contractor participates in the political process in order to help Government agencies better understand certain issues that are important

**CODE OF BUSINESS CONDUCT AND  
ETHICS POLICY**

Identifier: POL-158

Revision\*: 0

Page: 35 of 38

Idaho Cleanup Project Contractor and its affiliated companies. However, there are stringent legal restrictions on what Idaho Cleanup Project Contractor can contribute to elected officials, members of their staff and political parties. For this reason, you may not give or offer Idaho Cleanup Project Contractor funds or other Idaho Cleanup Project Contractor assets (directly or indirectly) as any form of political contribution without pre-approval of the head of Idaho Cleanup Project Contractor Government Relations. “Political contributions” are defined broadly and can even include buying tickets for or loaning corporate resources to a political fundraising event. Remember, a political contribution could also be construed as a bribe if it is given with the intent to improperly influence their activities.

- Keep in mind that you cannot use Idaho Cleanup Project Contractor time, property or equipment for your personal political activities.
- Employees who are U.S. citizens or legal residents of the United States may contribute voluntarily to Idaho Cleanup Project Contractor’s Political Action Committee (PAC), which was established by our employees to make political contributions to organizations and campaigns that are viewed as being in the best interests of Idaho Cleanup Project Contractor. No employee should ever feel pressured to contribute to Idaho Cleanup Project Contractor’s PAC, and no executive, manager or employee should ever pressure another employee into contributing to it. It has no bearing on your compensation, promotional opportunities or continued employment with Idaho Cleanup Project Contractor.

**2.13.2 Lobbying**

- Strict rules govern corporate lobbying activities. Lobbying requires disclosure to the Government and covers many kinds of activities. U.S. Government project sites and customers have strict prohibitions against using Government resources—such as computers, email accounts, phones, fax machines, and copiers—for conducting any lobbying or political activities. In addition, please note that lobbying and political activities are not allowable costs and may not be charged to a Government contract. Before engaging on behalf of Idaho Cleanup Project Contractor in any activities that could be considered lobbying or political activity, contact the Law Department.
- **Q: A mayor whose city is about to award a large engineering contract called me for a corporate contribution for his re-election. I feel some pressure to make a commitment. What should I do?**
  - A: You should inform the mayor that Idaho Cleanup Project Contractor has an established practice for reviewing and approving corporate

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 36 of 38
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contributions and that the contribution decision is not yours. You should then report the request to the head of Government Relations for review.

- **Q: I received an invitation from a teaming partner to attend a fundraiser for my hometown congressional representative. I cannot attend, but want to send in a check. May my assistant overnight a personal check to the campaign?**
  - A: Company resources cannot be used for personal political activities. This includes the resources to express mail a personal check and the involvement of your assistant.
- **Q: A customer recently asked me to participate in a golf tournament that will double as a fundraiser for a political organization. I plan to personally pay the requested amount, which includes the cost of golf. May I seek reimbursement from Idaho Cleanup Project Contractor?**
  - A: No. You may never seek corporate reimbursement for political contributions or for expenses tied to political fundraising events.

## 2.14 Procurement Integrity

**2.14.1** Sometimes you may inadvertently obtain or receive confidential information related to Government procurement. You may never use this information, whether verbal or written, unless the information is publicly available or provided officially by the Government. If you receive such information, promptly notify your supervisor and the Law Department.

### 2.14.2 Single and Sole Sourcing

- Special rules apply to preparing bids and proposals in single and sole- source situations.

### 2.14.3 Idaho Cleanup Project Contractor Subcontracting

- Many of the same rules that apply to our prime contract also apply to our subcontracts.

## 2.15 Time Charging and Unallowable Costs

- Idaho Cleanup Project Contractor can never charge our customer for hours not actually worked. Also we must be careful not to charge time to one task while working on another. We must always properly, accurately, and precisely report our time. If someone encourages you to charge time in a manner contrary to these

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: 37 of 38
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rules, you should report the matter to your supervisor, Compliance or to the Law Department

- Certain costs on Government contracts are “unallowable” and cannot be charged to the Government. Examples include alcohol, political contributions, and first-class travel costs (in most circumstances). In addition, certain overhead costs not directly charged may be allowable and allocated to Government contracts. Before allocating your time or an expense to a particular cost category, be sure the time or expense is properly and accurately categorized.

## **2.16 Hiring Former and Current Government Officials**

- The U.S. Government and its agencies, such as the Department of Energy, have strict rules and regulations on hiring or even discussing the potential hiring of their employees. These rules are based on the concern that such offers or discussions about hiring could improperly influence the Government employee’s ability to treat Idaho Cleanup Project Contractor objectively. Many senior Government and contracting officials have rules prohibiting them from working for a private sector contractor like Idaho Cleanup Project Contractor for a period of time after they leave the Government.
- While it may be possible to hire Government employees in certain instances, proper precautions must be taken. Before engaging in even preliminary suggestions to, or discussions with, a Government employee, you must get detailed advice from the Law Department on whether and how such discussions should occur.
- It is also critical that you understand and strictly adhere to the limitations applicable to former or recent Government officials when they become Idaho Cleanup Project Contractor employees. Once employed by Idaho Cleanup Project Contractor, a former Government official may be subject to restrictions on the type of work they can perform, or communications they can make to Government officials. For example, if a former Government official had been personally and substantially involved with a particular action, such as a contract award, they cannot communicate with the Government on behalf of Idaho Cleanup Project Contractor.

## **2.17 Background Checks**

When hiring contractors and project personnel for IDAHO CLEANUP PROJECT CONTRACTOR, background checks are required to help verify they are not barred from performing government-contracting work. When hiring subcontractors for Government projects, Idaho Cleanup Project Contractor verifies that the subcontractor is not barred from Government

<b>CODE OF BUSINESS CONDUCT AND ETHICS POLICY</b>	Identifier: POL-158 Revision*: 0 Page: <b>38</b> of 38
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contracting. Check with Idaho Cleanup Project Contractor Human Resources for specific requirements and procedures, as well as to obtain proper clearance.

## **2.18 Mandatory Disclosure of Violations**

When working on the Idaho Cleanup Project Contractor, you must promptly disclose to the Compliance or Legal Department if you have reason to believe we violated laws or received overpayment for our work; they will help make a determination whether or not Idaho Cleanup Project Contractor may have a disclosure obligation.

## **2.19 Contact Information**

### **2.19.1 Subject Matter Experts**

- You may contact a Idaho Cleanup Project Contractor Subject Matter Expert when you need someone to explain policies, laws and business practices in their particular area of expertise.

### **2.19.2 Compliance and Ethics Hotline**

- If you are uncomfortable using one of the other resources identified in our Code, you may contact Jacobs Integrity Hotline at <https://integrity.jacobs.com> or by calling 1.844.543.8351.