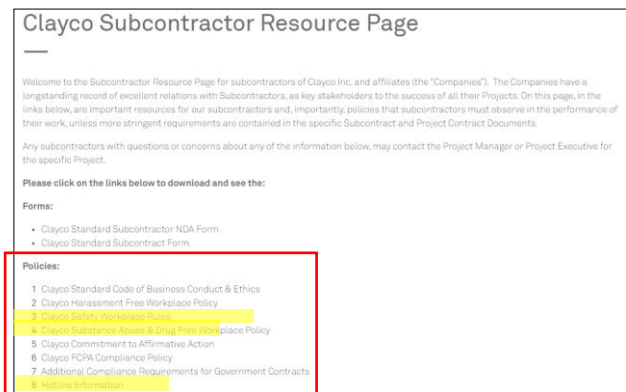
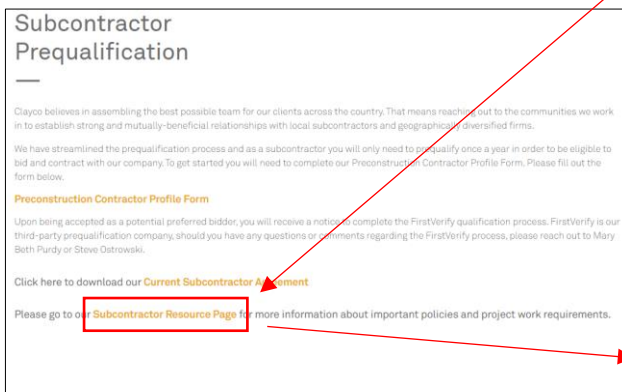
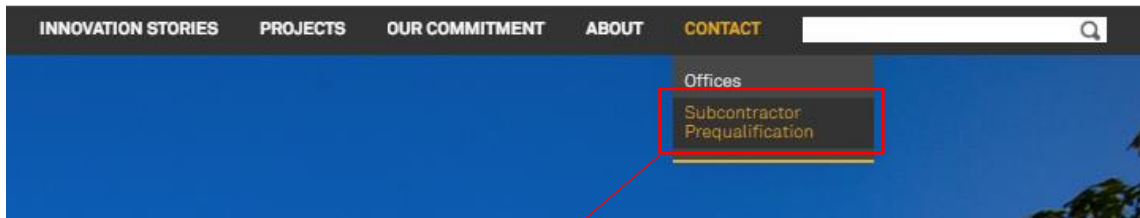


CRAFT WORKER EMPLOYEE POLICY DISTRIBUTION INSTRUCTIONS

This procedure must be applied to all new hire craft worker employees on your site of any Clayco Enterprise company. Current craft worker employees will need to have this process repeated every year as part of the Annual Safety Orientation Refresher at your site.

1. If the policies are not attached to this form, print copies of the following **THREE** policies from the Clayco corporate website using [this link](#) or navigating to claycorp.com:



- **Clayco Standard Code of Business Conduct & Ethics**
- **Clayco Harassment Free Workplace Policy**
- **Clayco FCPA Compliance Policy**

2. Distribute to the Employee with the attached Acknowledgement Form. Have them review the policies and either return the signed form to you or upload themselves.
3. Scan this code with your phone or click [HERE](#) on your computer to upload an image of the signed form ONLY.



If you have any questions, please contact Matt Grahek (314.607.8832). Thank you.

CLAYCO EMPLOYEE POLICY ACKNOWLEDGEMENT

I, the undersigned, have received a personal copy, read, and agree to abide by each of the following policies:

- Clayco Standard Code of Business Conduct & Ethics
- Clayco Harassment Free Workplace Policy
- Clayco FCPA Compliance Policy

I understand violation of any of these policies may lead to disciplinary action up to and including termination.

WORKER NAME: _____

WORKER SIGNATURE: _____ DATE: _____

WORKER MOBILE PHONE #: _____

Our company provides a reporting hotline for employees and subcontractors to anonymously report any of the following incidents:

Ethical Violations
Wrongful Discharge
Unsafe Working Conditions
Internal Controls
Quality of Service Vandalism
and Sabotage
Sexual Harassment
Theft
Discrimination
Conduct Violations
Alcohol and Substance Abuse

Threats
Fraud Bribery and Kickbacks
Conflict of Interest
Improper Conduct
Theft and Embezzlement
Violation of Company Policy
Violation of the Law
Misuse of Company Property
Falsification of Contract,
Reports or Records

Regular business issues and matters not requiring anonymity should be directed to the Clayco employee's supervisor or the subcontractor's supervisor.

ANONYMOUS REPORTING HOTLINE

All calls are confidential and the identity of the caller will remain anonymous.

CALL 877-472-2110