



Employee Handbook

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WELCOME

Welcome to Peak Oilfield Service Company (Peak). We hope you find your work here to be a source of great personal and professional satisfaction. This Employee Handbook applies to all employees of Peak and should be kept throughout your employment. It is designed to provide you with information about Peak and to comply with all federal, state, and local laws applicable to Peak and its operations. Of course, circumstances may arise which are not covered in this handbook. If you need additional information, please talk to your supervisor or the HR department.

Peak will keep you informed of any changes to the Employee Handbook through notices on the intranet, employee meetings, emails, or through distribution of revised hard copies.

Peak is a wholly owned subsidiary of Bristol Bay Native Corporation (BBNC), an Alaska Native Corporation established by Congress under the Alaska Native Claims Settlement Act of 1970 with the intent to represent the business and social interests of the Alaska Natives of the Bristol Bay region in Southwest Alaska. BBNC's main business office is located in Anchorage, Alaska. BBNC currently has over 9,000 shareholders and is custodian for over three million subsurface acres. Bristol Bay is home to the world's largest wild salmon fishery.

The Mission of BBNC is *Enriching Our Native Way of Life*. BBNC and its subsidiary companies support the Company mission by earning dividends and providing employment and training opportunities for its shareholders, and providing value for its customers. BBNC and its subsidiary companies believe in being an engaged neighbor, utilizing local services and resources and contributing to community. Our family of companies is committed to protecting the values of BBNC shareholders.

Peak is pleased that you have chosen to join our company. We believe in Safety, Innovation and Excellence and everything that entails.

Disclaimer: Nothing in this Employee Handbook is intended to create a contract between Peak and any employee. Peak reserves the right to change all matters contained in this handbook, to interpret its provisions, and to vary from them when appropriate.

PEAK ETHICS

Ethical Business Conduct

Peak expects its employees to perform their job duties in an ethical and honorable manner.

Peak employees shall conduct Peak business affairs honestly, fairly, impartially and ethically. Conduct that raises questions as to Peak's integrity, character, or impartiality which can damage Peak's reputation or create the appearance of illegal, unethical or improper conduct is prohibited.

To this end Peak has adopted the BBNC Code of Ethics and Business Conduct applicable to all employees. As part of your employment you will be provided with a copy of the Code and will be required to review and signify in writing that you have read and agree to abide by the Code. This Handbook will also contain certain provisions that are also part of the Code. In order to fully comply with the Company's ethical requirements you must maintain compliance with both the Employee Handbook and Code provisions.

Conflicts of Interest

Conflicts of interest arise when the personal interests of an employee influence, or appear to influence, that employee's judgment or ability to act in Peak's best interest. It is always best to avoid even the appearance of a conflict of interest. If you have questions as to whether an action would create a conflict of interest between you and the Company, ask your supervisor or contact the HR Department for guidance.

Be careful of outside business interests that may present a personal conflict of interest or the appearance of shared loyalties. These situations may directly involve the employee or the employee's family members. Generally, any arrangement of this nature should be avoided. Sometimes conflicts cannot be avoided. If so, contact your supervisor to discuss the situation. Supervisors are encouraged to contact the HR Department if questions arise.

Avoid compromising situations. Do not accept payment or gifts of any amount, entertainment of any type, or any favor that might be regarded as placing yourself under some obligation to a supplier or customer dealing with or desiring to deal with Peak.

While you are at work, your time and loyalty should be dedicated to the Company. Any outside activities, such as a second job or self-employment, must be kept entirely separate from your employment with Peak. Any activities or personal financial interest that could adversely affect the independence or objectivity of your judgment should be avoided, or at a minimum, disclosed to your supervisor.

Additionally, employees are prohibited from competing with Peak or taking personal opportunities that are discovered through the use of Peak property, information or position.

Confidential Corporate and Proprietary Information

All of Peak's information (written, unwritten, electronic, etc., including work product that you produce while employed at Peak) is the sole property of Peak. Information, which is not in the public domain, is considered confidential or proprietary. It is essential for all employees and consultants to safeguard and refuse any improper access to Peak's confidential information. If there is a need to disclose Peak confidential information to any person outside of Peak, you should consult with the HR Department about the need for a nondisclosure or confidentiality

agreement. Always be alert to avoid inadvertent disclosures in social conversations or in business relations. All public statements concerning Peak activities should be coordinated with the President/ Chief Executive Officer (CEO) and the HR Department.

Employee Work Product

Employee Work Product is subject matter developed by an employee of the Company as part of his/her responsibilities, which pertains to company business (in whole or in part), using Company facilities or equipment. Such Work Product may include, for example, documents, work notes, drafts, ideas, concepts, inventions, computer software, writings, art works and copyrightable or patentable materials in any format.

Work Product should be produced only on Company computers and/or using Company owned materials. Personal computers may be used, however, all documents, notes, drafts and other materials listed above should be transferred to a Company owned computer. At no time should employees personally retain Company information on their personal computers and or cellular phones.

Such Work Product is owned by the Company, and the employee will promptly make the Work Product available to the Company. Upon termination of employment for any reason, the employee shall ensure that the Company has copies of any and all materials related to the Work Product sufficient for the Company to continue use of the Work Product.

HIRING AND SEPARATION

Equal Employment Opportunity

It is our policy to select the best qualified person for each position in Peak. Peak believes every employee has the right to work in surroundings free from all forms of unlawful discrimination.

Peak does not unlawfully discriminate in any employment decision based on an applicant's race, color, religion, marital status, pregnancy, parenthood, national origin, ancestry, age, sex, disability, sexual preference, veteran's status, or any other legally protected status in accordance with applicable local, state, and federal laws.

This policy applies to the recruitment, selection, training, utilization, transfer, promotion, demotion, layoff, termination, or any other employment practice or personnel action.

Shareholder Hire Preference

Peak is a wholly owned subsidiary of Bristol Bay Native Corporation. BBNC was formed pursuant to the Alaska Native Claims Settlement Act of 1971 (ANCSA), passed by Congress to address aboriginal land claims and promote the welfare of Alaska Natives.

BBNC aspires to provide benefits to its shareholders by creating employment opportunities for shareholders and their families. Therefore, in accordance with the intent of ANCSA to benefit Alaska Natives, as well as the Indian Self-determination and Education Assistance Act, P.L. 93-638, Peak grants an employment preference first, to BBNC shareholders, their spouses or descendants, and second, to Alaska Natives, who meet the qualifications of the position.

Specific questions regarding this policy may be directed to the Shareholder Development or HR departments.

Americans with Disabilities Act (ADA)

Peak complies with all federal and state laws designed to ensure equality of opportunity to all disabled applicants and employees. This policy applies to all employment-related decisions in recruitment, job application procedures, hiring, advancement, promotion, job terminations, compensation, training, and assignments.

Subject to applicable law, Peak will comply with the requirement to provide reasonable accommodation(s) to any qualified employee or applicant with a known disability, where his or her disability affects the performance of his or her essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

If you believe you need an accommodation to perform the essential functions of your job, submit a written request to the HR Department.

Background Checks

It is the policy of Peak to conduct a background check on applicants who may be offered employment. The background check includes, but is not limited to, employment history, criminal history, driving record and education verification. The purpose of the background check is to verify the accuracy of information provided by the applicant during the application process and to determine the suitability of the applicant for the position.

Offers of employment are contingent upon the receipt of a satisfactory background check. Any discrepancy or omission of relevant information in completing the application and background check process may be grounds for rescinding an offer of employment or for termination of employment.

An applicant will be disqualified if he/she knowingly makes a false statement on the employment application. An employee may be discharged if Peak later discovers that he or she knowingly made a false statement on an application, resume, or other material used to gain employment.

Different positions within the Company require different levels of background checks. As a result, employees changing positions may be subjected to additional background screening. All employees may be subject to annual background checks. Any employee who is indicted or charged with a felony during the course of his/her employment shall immediately report it to the HR Department.

Peak will fully comply with the Fair Credit Reporting Act (FCRA) whenever required for any background check.

Employment of Relatives (Nepotism)

Peak believes it is best to keep business and professional relationships separate from personal and family relationships. We believe bringing family or personal relationships within Peak has the potential to impair the objectivity and appearance of objectivity of Peak's decisions and actions, with regard to those individuals. We further believe the trust employees have in management could be undermined when decisions are made regarding individuals involved in such relationships. Finally, we believe bringing family and personal relationships within Peak could result in actual or perceived problems with supervision, security, safety and morale.

Accordingly, Peak will not, where there is a direct line of supervision, employ close relatives or domestic partners of directors, officers, employees, customers, competitors or others with whom

we do business. This is to avoid a real or perceived conflict of interest, favoritism or nepotism, and to protect confidential business information and practices.

Relatives and domestic partners of persons currently employed by the Company will not be considered for positions where the following circumstances exist:

- one party would have the actual or apparent authority to supervise, appoint, remove or discipline the other;
- one party would evaluate the work of the other; and/or
- where circumstances exist that would place the parties in a situation of actual or reasonably foreseeable conflict between Peak's interests and their own.

If two employees develop a close or spousal relationship, engage in dating activities, cohabit or marry during their employment, Peak will consider such circumstances in terms of all relevant business and potential conflict factors and take the least restrictive action necessary to resolve any such conflicts. This action may include, but is not restricted to, requiring one of the two employees to change departments, to transfer to a different facility or to resign from Peak. The decision as to which employee will change departments, transfer or resign will be left to the individuals involved, unless business necessity requires Peak to make the decision, and the decision must be made by either the individuals or Peak within 30 days of notification.

For the purpose of this policy, a relative is any person who is related by blood, marriage or domestic partnership. The Company reserves the right to review all situations involving the employment of relatives and determine on a case by case basis the response that is in the best interest of the Company.

Separation

All employees at Peak serve at-will. This means that either you or Peak may end your employment at any time, with or without notice or cause. No Company representative has the authority to enter into any agreement to the contrary unless the agreement is approved in writing by Peak's CEO. The following are guidelines regarding resignation, reduction in force, and disciplinary termination. All Company property must be returned to your supervisor on or before your final day of work.

Resignation

Employees are requested to provide a minimum of two weeks' notice of their intention to separate from the company to allow a reasonable amount of time to transfer ongoing workloads. The employee should provide a written resignation letter or notification to his or her supervisor.

Reduction in Force

Employees selected for layoff should receive advance notice if possible and if the notification does not create undue business risk. Timing of the notification should be approved through the company's president and/or applicable leadership team.

Disciplinary Termination

The Company may choose to terminate employment as a disciplinary measure. The employee should be provided a written notice of termination with the reason for termination. The Company may, in its discretion, elect to terminate an employee's employment without following progressive disciplinary steps.

Job Abandonment

An employee who fails to show up to work or contact their supervisor for three scheduled work days will have their employment terminated as a result of job abandonment.

EMPLOYEE BASICS

Employment At Will

Your employment with Peak is at-will, has no specified length, and either you or Peak may end it at any time, with or without notice or cause. While notice is not required by law, all employees are encouraged to give as much notice as possible before ending employment. To minimize disruptions, non-exempt employees are encouraged to give two weeks' notice and exempt employees are encouraged to give 30 days' notice before leaving Peak. Employees not giving proper notice may be considered ineligible for rehire.

The only exception to at-will employment at Peak is for those employees who have a contract of employment, the terms of which are approved in writing by the CEO.

Employee Classification

Your wages, benefits, and job duties are determined, in part, by your classification and job title. The following classifications are used throughout this Employee Handbook.

Regular Full-time Employees: An employee who works a full-time workweek of 40 hours and whose position is not considered to be of a part-time or temporary nature.

Regular Part-time Employees: An employee who works less than a full-time workweek of 40 hours. Part-time employees will not be eligible to accrue PTO. If they work at least 30+ hours per week, they are eligible for benefits.

Temporary Employees: An employee who is hired for a specific project or specific period of time. Temporary employees are not eligible to receive benefits or PTO. Interns are classified as temporary employees.

Non-Exempt Employees: A non-exempt employee is one to whom the minimum wage and overtime requirements of the Federal Fair Labor Standards Act (FLSA) and the Alaska Wage and Hour Act apply. Non-exempt employees are compensated on an hourly (rather than salary) basis and receive overtime pay at the rate of 1.5 times the regular rate of pay for all hours worked in excess of 8 per day and/or 40 per week. Employees can be classified as non-exempt and be regular full-time, regular part-time or temporary employees.

Exempt Employees: An exempt employee is one who is employed in a qualifying executive, administrative, professional, or other capacity, as defined by the FLSA. Exempt employees do not receive overtime pay for hours worked in excess of 8 per day and/or 40 per week. Employees can be classified exempt and be regular full-time, regular part-time or temporary employees.

Work Hours and Overtime

Recording Time

All Peak employees, regardless of title or exempt/non-exempt status must keep accurate records of hours worked (daily and weekly).

Employees are responsible for accurate and timely submission of their timesheets. Timesheets are to be submitted to the supervisor by the close of the workday.

Work Hours

Peak's normal business hours for office employees are Monday through Friday, 8 a.m. to 5 p.m. The normal workday for a full-time employee is eight hours plus an unpaid lunch hour.

Work schedules for employees assigned to specific business locations will be determined by customer needs and the required scope of work for the particular assignment.

Your supervisor must approve any variation from this policy in advance. Lunch periods must be a minimum of 30 minutes to meet DOL regulations.

Work Tours

Employees who work at remote work locations will normally follow a fixed schedule. The company reserves the right to adjust employee work schedules as appropriate. Every effort will be made to provide prior notice of schedule changes but is not guaranteed. Employee requested changes must be agreed upon by both alternates and the supervisor.

Overtime

Only non-exempt employees are eligible for overtime pay. Overtime will only apply if the employee actually worked 40 straight time hours. Holiday hours not worked will not count toward the 40 hours.

Alaska: Overtime pay is 1.5 times the regular pay rate for all hours worked in excess of 8 hours per day or 40 hours per week.

North Slope: based employees will be paid overtime for all hours worked on Saturday and Sunday.

North Dakota: Overtime pay is 1.5 times the regular pay rate for all hours worked in excess of 40 hours per week.

These regulations generally apply to all employees but may vary from state to state or as directed by contract.

The normal workweek for office employees is 40 hours, but occasions may arise during which you may be required to work overtime. Field employees will work overtime based on client and work scope needs.

Any overtime work performed by non-exempt employees must be pre-authorized by your supervisor. Employees who work unauthorized overtime will be subject to disciplinary action.

Supervisors should attempt to provide employees with as much advance notice as possible when unscheduled overtime work is required. Similarly, employees must provide their supervisors with as much advance notice as possible if they anticipate a need to work overtime.

Travel Pay

Non-exempt employees will be paid regular hours worked for business related travel during their normal workday. If your normal hours of work are 6:30 a.m. to 6:30 p.m., and you travel from midnight to 8:00 a.m., you will be paid for one and one-half hours of travel on that day.

Travel to and from Job Location

Travel to and from Anchorage is the employee's responsibility. For travel to and from the employee's home to the job location, compensation begins when the employee arrives at the job site at their designated time on their first day of shift rotation and ends when the employee has completed their time on the last day of their shift of their rotation. Travel day per-diem is not paid unless the per diem is billable to the client.

Call Out Pay – North Slope

When you are required to report to work outside of your normal work schedule, you will be considered on call-out status. Employees on call-out status will receive pay for actual hours worked at the overtime rate for each call-out. The starting time for call-out will be when you report to a designated location. While working on a call out, you are on call-out status until your normal scheduled starting time begins at which time compensation for the scheduled work period will return to the applicable rate, provided the work shift is less than four (4) hours. If you work four or more hours, you will continue to receive the premium rate until you have a four (4) hour break.

An employee who has been on call-out status up to his or her normally scheduled work period may be allowed to forego all or part of his or her normally scheduled work period if, in the judgment of the employee's supervisor, the employee is not fit for duty at the time of his or her normal work schedule. The number of hours of the normal work schedule you may be allowed to forego will not exceed the number of hours you spent on call-out status. The normal work schedule hours not worked are without pay.

North Slope Weather Conditions

In the event that bad weather halts all outdoor work, employees will be paid at eight (8) hours straight time until work can begin again.

Training

Training sessions will be paid at the employee's regular hourly rate of pay. Any training extending over eight (8) hours in a day will be paid at one and one half (1 ½) times the employee's regular hourly rate of pay. Generally, it is expected that an employee will not need to spend more than eight (8) hours per day for training purposes. If the employee expects to spend more than eight (8) hours for training purposes, the employee should notify Peak in advance.

For certain types of training, employees may be required to repay the cost of the training, any provided travel, accommodations and per diem should they terminate employment prior to any period specified by Peak.

Pay Periods & Payday

Employees are paid once every week on Friday and in accordance with FLSA and applicable state wage and hour laws. On each payday a statement showing gross pay, deductions, and net pay will be emailed to your email address on file.

Peak recommends that all employees elect to participate in direct deposit. Direct deposit of paychecks is administratively more convenient for the employee and Peak. It is the employee's choice whether or not to participate in direct deposit.

Pay Increases

Automatic pay increases are not guaranteed. Many factors may affect whether or not a pay increase will occur. Some examples of when pay increases may be approved are for discretionary merit increases, if the client approves general pay increases, if the contract terms change significantly, or for employees who, in the opinion of management, consistently perform their duties above and beyond expectations.

Personnel Records

The HR Department shall be responsible for maintaining pertinent, confidential information as required for all employees. Peak is required to comply with valid court orders, discovery requests and government inquiries that direct us to provide information from your personnel records. All other requests must be made in writing with the employee's consent for release of information. Employees have the right to view their employee file and can make their request to the HR department in writing.

Updating Personal Information

To ensure accurate records and tax reporting, notify the HR Department as soon as possible when you move, change your contact information or have other changes in your personal information. It is your responsibility to ensure Peak has your address and other information so we can communicate with you as needed.

Mechanic and Working Craftsman Tools

All mechanics and craftsmen are required to provide hand tools necessary for the performance of work.

It will be the responsibility of each supervisor to ensure that employee mechanic and craftsman tools are inventoried at the time of employment and as tool inventories significantly change over time.

Without an inventory, the Company cannot ensure against any loss that might result while the tools are in transit to the job site. It is the responsibility of the mechanic/craftsman to provide tools for transit properly packaged and banded for shipment. It is the responsibility of the employee to provide a locked tool box.

Upon arrival at the jobsite it will be the responsibility of the mechanic/craftsman's supervisor to verify the accuracy of the inventory. Periodically thereafter supervisors will reconfirm the inventory. It will be the responsibility of each mechanic/craftsman to notify his or her supervisor of significant changes in the inventory.

Photographic inventories are acceptable so long as the tools can be clearly identified in the pictures.

The Company will replace tools broken in the performance of work for the Company. In this case, the Company will be responsible for replacement by the same manufacturer of only those damaged items that were contained in the mechanic/craftsman's inventory. Again, it will be the responsibility of each mechanic/craftsman to supply the aforementioned inventory. The Company will not be responsible for repair or replacement of worn-out tools.

EMPLOYEE BENEFITS

Peak provides various benefits to employees. These benefits are subject to change and to the terms of the benefit contracts.

Insurance

Medical, Dental, and Vision Insurance

Employees are eligible to enroll in medical, dental, and vision insurance programs. Coverage begins on the first day of the month after the date of hire. These programs offer a broad range of protection, which is outlined in the benefits booklet. Claim forms and additional program information can be obtained from the HR Department.

Group Term Life Insurance

Employees are eligible for life insurance coverage on the first day of the month after the date of hire. Peak provides life and AD&D insurance in the amount of 1.5 times the employee's annual salary. Employees also have an opportunity to enroll in additional supplemental life insurance. See HR Department and/or the benefits booklet for more information.

Disability Insurance

Disability benefits are payable to eligible employees. Obtain insurance claim forms from the HR Department.

Short Term Disability – This is an employer paid benefit. Once your claim is approved, this insurance pays benefits after 30 days of inability to work due to illness or injury that is not work related.

Long Term Disability – This is an employer paid benefit. Once your claim is approved, this insurance pays benefits after 90 days of inability to work due to illness or injury that is not work related.

Qualifying Events

A qualifying event is a change in an employee's personal life that may impact their eligibility or a dependent's eligibility for benefits. As defined in the IRS Irrevocability Rule (Section 125 of the Internal Revenue Code), employees experiencing a qualifying event can change certain benefits for a specified time period.

A Qualifying Event is a life event change:

- The termination of employment for you or your spouse (including a leave of absence).
- The birth or adoption of a child.
- Marriage, divorce, legal separation or annulment.
- The gain or loss of other group health care benefits.
- Your covered dependent becomes 26 years old or obtains access to other group health care benefits.
- The death of a family member previously covered under Peak's group policy.
- A reduction in your work hours to below the threshold for employer-provided group benefit plans.
- The issuance of a judgment, court order or decree requiring health care coverage to be extended to a dependent.
- The issuance of a judgment, court order or decree affecting custody.

You must notify the HR department within 30 days* of experiencing any qualifying event to make any changes to your benefits. If the 30 days have passed you will need to wait until the annual Open Enrollment period to make benefit changes.

*The change period for birth/adoption of a child is 60 days.

Retirement Plan

Employees of Peak are eligible to participate in the BBNC 401(k) Plan in accordance with the terms of the duly-approved Plan documents. The maximum contribution amount is determined by the IRS. BBI will begin matching an eligible employee's contribution on a dollar for dollar basis, up to 5% of the employee's salary, on January 1 or July 1, after completion of 1,000 hours of service in a computation period.

Contact the HR Department for further information. Note: the IRS establishes contribution limits and withdrawal terms annually and there may be penalties for early withdrawal.

The Plan's official terms are set forth in the Plan document entitled "Bristol Bay Native Corporation 401(k) Savings Plan and Trust," along with any amendments to that document. The Plan administrator will only use the official Plan document to administer the Plan and resolve any disputes. If there is a discrepancy between the Employee Handbook and the Plan document, the Plan document will control.

Employee Assistance Program

Peak provides an employer-paid Employee Assistance Program (EAP). It is a confidential assistance program to help address personal issues you and your dependents may be facing. There are unlimited telephone assessments and consultations.

You are also permitted up to three face-to-face visits with a consultant for help with a short-term problem. The three sessions are a combined total for you and your family. The telephone consultations are available 24 hours a day, seven days a week.

- 1-800-854-1446: English
- 1-877-858-2147: Spanish
- 1-800-999-3004: TTY/TDD
- www.lifebalance.net; user ID and password: lifebalance

Anchorage Office

Holidays

Peak generally observes the following days as paid holidays for all eligible employees:

- New Year's Day (January 1)
- Elizabeth Peratrovich Day (February 16*)
- Good Friday (Friday before Easter Sunday)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Friday after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)
- Floating Holiday (Employee's Choice)

When a holiday falls on a weekend day, the holiday is usually observed on Friday (if the holiday falls on Saturday) or Monday (if the holiday falls on Sunday).

*While normally observed on February 16th, Elizabeth Peratrovich Day may be observed on another day at the Company's discretion. Consult with the HR Department or the current annual holiday schedule.

**The Floating Holiday must be used by the end of the calendar year and can't be cashed out

Part-time employees will be eligible for holiday pay if they are regularly scheduled to work during the holiday. They will only receive holiday pay for hours they were scheduled to work.

If a holiday falls during vacation, the holiday will not count as a vacation day. If an hourly (non-exempt) employee is required to work on a holiday, he/she shall receive overtime wages for all hours worked in addition to the holiday hours. Holiday hours do not count toward overtime totals.

Exempt staff unable to take the scheduled holiday hours during the holiday workweek due to their work load may float the holiday for future use within the fiscal year. The choice to bank should be clearly noted on the exempt employee's timesheet. Banked holiday hours can be recorded for use on later timesheets, but once banked, cannot be cashed out. Banked holiday hours are not paid to the employee upon termination of employment.

Paid Time Off (PTO)

Eligible employees receive PTO at a rate based on years of service. PTO is earned on a per pay period basis. PTO balances are payable to employees upon termination.

Employee Tenure	PTO Days/Year
0 - 4 Years	18
4 - 10 Years	23
10 - 15 Years	28
15 + Years	33

Exempt Employees must take PTO in ½ day increments. If the employee works less than four hours they should utilize a ½ day of regular salary and a half day of PTO. Employees do not earn PTO benefits during a leave without pay. Peak does not allow negative balances of PTO.

At calendar year-end, employees may not accrue more than 1.5 times their annual accrual hours. Balances above the maximum year-end accrual are use it or lose it and will be unavailable after calendar year-end.

PTO must be pre-arranged with an employee's supervisor except in cases of unforeseen illnesses and emergencies. Every effort will be made to accommodate the employee's PTO schedule. However, PTO must be scheduled in such a way as to insure continuous operation. If a conflict occurs between two employees in scheduling time off, the employee who requested the time off first will take preference if management determines proper service and production levels can be met.

PTO eligible employees will not accrue PTO while on leave without pay.

Field Employees

Holidays

Field employees will follow the below holiday schedule unless they are assigned to a contract with an assigned holiday schedule.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Employees that work on a designated holiday will receive overtime pay for all hours worked, unless otherwise specified in the contract. For any holidays that fall on a regular overtime day the employee will have 8 straight time hours reclassified as OT in order to compensate for working on a holiday.

Special Leave of Absence

Leave without Pay:

It is the policy of Peak that absences from regularly scheduled work should only occur pursuant to one of the recognized Peak leave options. Peak recognizes, however, that in rare circumstances employees may need time off from work when they have no remaining PTO leave and no other paid leave option is applicable. Accordingly, on a case-by-case basis, the Company may grant periods of unpaid leave to employees not to exceed 60 days.

Leave without pay should only be sought in cases of significant or emergency need. Peak reserves the right to decline requests for leave without pay based upon the operational needs of the Company.

While on leave without pay the employee is still responsible to make any benefit premiums payments that are due. If premiums are not paid within a month of being due the employee's benefits will be terminated. Contact HR for more details on how to make payments.

Court Leave:

Peak will grant employees time off of work when summoned to serve for jury duty or when subpoenaed or requested by a prosecutor to be a witness in court. When a full-time employee is called for jury duty, Peak will pay the difference between the employee's normal salary and the pay received by the employee as a juror up to a maximum of fifteen (15) days. For jury duty extending beyond fifteen (15) days, Peak will work with the employee on a case-by-case basis to provide an arrangement consistent with applicable law. Employees serving on jury duty must provide written proof of their service as well as documentation of any pay received in order to be eligible for this benefit.

If an employee is subpoenaed or requested by a prosecutor to appear in court as a witness, Peak will pay the employee for time spent away from his or her work. The employee must provide the subpoena or written proof of the prosecutor's request in order to be eligible for this paid time-off.

Employees are expected to return to work promptly whenever dismissed from jury duty or as a witness. Failure to return to work can subject the employee to disciplinary action up to and including discharge.

Employees who work at remote sites should be able to request to be excused from jury duty or change the dates if scheduled jury duty occurs during their normal work rotation.

Military Leave:

If an employee is a member of the National Guard or has a reserve military status and is called out for summer encampment or a special reserve assignment, the employee may take up to two weeks per year of paid military leave.

Family Medical Leave Act:

If you are a regular full-time employee who has worked at least one year and at least 1,250 hours over the last 12 months, you may be entitled to 12 workweeks of unpaid leave during a 12-month period for the following reasons:

- For the birth and care of your newborn child.
- For placement with you of a child for adoption or foster care.
- To care for an immediate family member (spouse, child or parent) with a serious health condition.
- To take medical leave when you cannot work because of serious health condition.
- To care for a covered service member with a serious injury or illness ("military caregiver leave").
- For any "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter or parent with the Armed Forces.

If you wish to take leave you must give as much advance notice as possible. Once notification is received HR will provide you with the required documentation and details of the leave available to you. Peak may require confirmation by a health care provider of the need for or dates of the leave.

During FMLA leave, Peak will maintain the employee's existing health care coverage as long as the employee continues to make premium payments. Additionally, employees must consume all accrued PTO concurrent with their FMLA Leave.

Upon returning from a family leave, you are entitled to return to the same position held when the leave commenced or to a position with equivalent benefits and pay. If, due to a change in your circumstances neither of these options is possible, you will be reinstated in any other vacant position for which you are qualified. Some exceptions apply to this entitlement.

EMPLOYEE CONDUCT

General Conduct

Peak employees shall conduct themselves in a manner so as to be a credit to their professions and to the Corporation. Employees should strive to work cooperatively with one another and between departments.

Problem Solving

The Company's business success is built on teamwork. Occasionally, stresses and strains between team members can lead to conflicts or misunderstandings. This is true of any organization. It is important to address any problems early and with respect and professionalism. Discuss the situation with your immediate supervisor as soon as the conflict arises. If a problem can't be resolved with your supervisor you can elevate through the chain of command or refer to the Complaint Procedure as outlined in this handbook.

Performance Appraisals

It is the policy of the Company that the job performance of each employee may be evaluated annually (or more frequently at Peak's discretion) by their supervisor. Newly hired employees will be evaluated at Peak's discretion usually after six months of employment and again on their first anniversary. Evaluations will typically continue to occur annually for the duration of employment.

Factors to be considered in the performance appraisal include, but are not limited to:

- Knowledge of job and how to perform it safely;
- Quality and quantity of work;
- Promptness in completing assignments; and
- Attendance and participation at safety meetings;
- Support of Peak's safety program;
- Results of Jobsite Safety Inspections;
- Cooperation, initiative, reliability, safety, attendance, judgment, and acceptance of responsibility.

Attendance and Tardiness

Peak expects all employees to assume diligent responsibility for their attendance and promptness. If you are unable to work because of illness or other emergency, you should notify your supervisor by the start of your shift on each day of your absence, unless you are granted an authorized medical leave.

Absenteeism or tardiness that is unexcused or excessive in the judgment of Peak is grounds for disciplinary action, up to and including dismissal. Even legitimate absences or tardiness may be the cause for disciplinary action if in the opinion of management, the employee's absence or tardiness is excessive or chronic and adversely affects the company.

Employee Illness at Remote Sites

If an employee becomes too ill at the jobsite to continue working, he/she will be allowed a maximum of 48 hours of bed rest. After 48 hours the employee will either go back to work or be sent home to recuperate. All time missed by hourly paid employees due to illness is unpaid.

Personal Appearance

Personal appearance, hygiene, and attire are very important. A business-like image must be maintained by our staff to instill confidence in the minds of our customers. This helps ensure our success.

Office employees should follow a business casual dress code. Employees must exhibit professionalism in their appearance. Field employees should follow the personal appearance and grooming standards provided during North Slope Orientation. All clothing must be clean and in good repair as is appropriate to their position.

If employees report for work improperly dressed or groomed, or other personal hygiene issues exist, their supervisor may instruct them to return home to change clothes or to take other appropriate action.

Outside Employment

All employees holding or considering second jobs must notify their supervisor to ensure the job will not create a conflict of interest or interfere with the proper performance of their duties.

Political Activity

Employees shall not engage in partisan political activity during regular working hours or in the office of Peak, except as authorized by a supervisor in a manner consistent with the state and federal laws and any official position taken by Peak.

Tobacco Use

It is our objective to provide a tobacco-free environment within our Company. The Company establishes this tobacco policy for all places of employment within the Company. This policy covers all employees, customers, or any other persons on the premises of the Company at all times, including during non-business hours. Employees may smoke in designated smoking areas only. Smoking is prohibited in all other areas of the buildings and work sites. These rules also apply to the use of electronic cigarettes.

Weapons Free Workplace

Peak maintains a weapons free workplace. Employees are expressly prohibited from bringing any firearms and/or weapons of any kind on to any company property, facility, or worksite.

Violations of this policy will result in discipline up to and including discharge. Weapons discovered in the workplace must be immediately reported to a supervisor or manager.

Camp Information & Policies

The following camp rules and policies are generic in nature and are not all inclusive. In addition to these rules and policies, employees are required to follow the rules and policies specific to the camp location in which they are staying.

Peak employees staying in contractor or 3rd party camps or within other non-Peak billeting arrangements will abide by the rules and policies of those camps.

Employees are discouraged from providing Peak's business telephone numbers and contact information to outside agencies, friends and relatives so that communications remain focused on the efficient conducting of Peak business.

Room assignments are made by the camp catering company or the camp manager. All occupants must check in at billeting upon arrival or departure from the facility for R&R.

Living quarters must be kept picked up, with floors clear, to permit cleaning staff to perform their work.

Willful defacing and/or damaging of any portion of the camp facilities are prohibited and the cost for repair of such damages may be withheld from an employee's paycheck, and/or subject the employee to discipline up to and including discharge.

Personal laundry must be removed from washers and dryers as soon as possible.

Clothing and foot gear that will soil or dirty the premises are not permitted in living quarters, dining areas, offices or recreational areas.

Schedules for meals, commissary, vacating of certain areas for cleaning, etc. will be observed. Please respect the privacy of other camp occupants (No loud music, etc.).

Mature personal behavior and display of respect for the rights and privacy of other employees is required.

Peak facilities are available to Peak residents and their guests. Guests must be approved by Company management AND any third party camp management personnel and accompanied by the Peak resident while in the camp. All camp rules and policies applicable to Peak employees apply to their guests.

Malfunctions of equipment or facilities should be reported to camp services or your supervisor. Employees should not attempt repairs.

Pets are not allowed.

Outside organizations or individuals are not allowed on camp premises to solicit support for any cause or group.

Entry onto Company property including camp facilities financed by the Company and customer property occupied by the Company constitutes consent to and recognition of the right of the Company and its authorized agents to search persons, work areas, living quarters, vehicles, lockers and other property while individuals are entering, leaving or remaining on such property.

The Company does not assume any liability for loss or damage to any personal property you bring to the jobsite or camp. When permanently vacating living quarters, all personal property must be removed. If you fail to remove your personal property, the Company will have it inventoried, packed, and sent to you at your expense.

No liability is assumed by the Company for the inventory, packing and forwarding of such property. R&R storage is available upon request.

Criminal Conviction Notification

If you are convicted of any crime while employed, you must notify the HR Department within 5 days of the conviction date. This applies to all misdemeanor or felony convictions. The company will review the conviction and determine if any employment actions are necessary, up to and including termination.

Drug and Alcohol Policy

Drug and Alcohol Free Workplace

Peak corporate culture highly values safe and socially responsible conduct toward others. We are deeply committed to maintaining a drug and alcohol free workplace for everyone's safety and protection. In honor of this commitment, we have adopted and follow strict drug and alcohol policies, as defined in our Employee Handbook, which include testing for drug and alcohol impairment under appropriate circumstances. The Company and any host facility on which the employee may be working reserve the right to perform drug and alcohol screening for pre-employment, post-accident, random or reasonable suspicion.

Use of Alcohol

Peak prohibits the use or possession of alcohol by employees during regular business working hours (or a particular employee's regular business working hours as the case may be). Provided, Peak managers may consume alcohol or purchase alcohol with corporate funds (or be reimbursed for such purchases) where such activity is reasonable and related to marketing, client-related activities or formal activities intended to benefit the Company, subject to appropriate monitoring and regulation by the Company. In no event should any employee be under the influence of alcohol during regular business working hours while on duty at the workplace. For purposes of this Policy, "workplace" is defined as any Peak or office worksite, client site or office or any other office or site where Peak personnel engage in work-related activities.

Use of Unauthorized, Illegal Drugs, or Controlled Substances, Including Marijuana

The use, sale, possession, manufacture, dispensing, or distribution of unauthorized or illegal drugs or controlled substances, when connected to the conduct of business and the work environment, threatens the safety of Peak and its employees. As a result, Peak prohibits the use or possession of these substances by employees during regular business working hours (or a particular employee's regular business working hours as the case may be), including breaks and meal periods. In no event should any employee be under the influence of these substances during regular business working hours at the workplace. For purposes of this Policy, "workplace" is defined as any Peak or office worksite, client site or office or any other office or site where Peak personnel engage in work-related activities.

Working under the influence of unauthorized illegal drugs, or controlled substances (including marijuana) is strictly prohibited, as is working under the influence of legally prescribed drugs when the effect of the drug is incompatible with the safe and efficient conduct of business. Peak retains the right to search any and all Company property at any time and to use drug and alcohol testing to monitor compliance with these rules.

Medication Use

Employees using over the counter or prescribed medication are expected to educate themselves about any potential side effects of such medication. All employees who must use an

over the counter or prescription drug that may cause adverse side effects that could affect job performance (i.e., drowsiness, or impaired reflexes or reaction time) must inform Human Resources of the medication immediately. Employees should disclose only the side effects or impairments not the drug or underlying condition.

Positive Results

All employees with a positive test result will be discharged at the time of notification of a positive test. In order to be eligible for rehire, the person must undergo a substance abuse evaluation, at his or her own expense, from a licensed substance abuse professional. The person must follow the treatment plan recommended by the substance abuse professional.

A person may then be considered to be eligible for rehire after one (1) year from the date of the positive test results. The Company does not guarantee that the person will be rehired. If rehired, the person might be subject to a series of follow-up drug and alcohol tests in addition to random tests.

A refusal to test, which includes specimen adulteration, tampering and substitution, makes an employee ineligible to participate in this rehire eligibility program.

Social Media

Social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn, and Twitter; video-sharing sites such as YouTube; and e-mail) is a common means of communication and self-expression. Peak respects the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes. However, because online postings may conflict with the interest of Peak, your social media posting must reflect the following standards.

1. Always be fair and courteous to co-workers, clients, or others associated with BBI, use common sense, and avoid using social media to address work-related complaints.

You are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing Peak's open door policy rather than by posting complaints to a social media site. Nevertheless, if you decide to post complaints or criticisms, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying.

2. Never represent yourself as a spokesperson for Peak or speak in a manner which could reasonably be construed as speaking on behalf of Peak. If you choose to identify yourself as a Peak employee, make it clear that your personal views do not represent those of Peak.
3. Employees are prohibited from linking a personal blog or social networking site to Peak's internal or external website without permission from Peak management.
4. Employees are prohibited from using social media while on work time, unless it is work-related or authorized by your supervisor.
5. Employees are prohibited from using your Peak email address to register on social networks, blogs, or other online social media tools utilized for personal use.

6. If contacted by the media or press about a post that relates to Peak business, employees are required to speak with their manager before responding. All media requests should be directed to the BBI Client Solutions & Services Department.

Employees are personally responsible for their commentary on blogs and social networking sites. Any conduct that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects Peak's legitimate business interests may result in disciplinary action up to and including termination. If you have any questions relating to this policy, ask your department manager or the HR Department.

Communications, Computer System & Network Usage Policy

BBI's communications, computer systems and network infrastructure is provided only for BBI business purposes. Telephones, cell phones, and fax machines provided by BBI are Company property to be used to conduct BBI business. Employees should have no expectation of privacy for any information that is stored, transmitted or otherwise processed on company equipment. BBI has no obligation to return personal information that is stored on company equipment or networks at any point.

BBI's electronic mail system belongs to the Company. As such, it must be utilized to conduct Company business. BBI retains the right to monitor any and all email traffic passing through its system.

Anti-Discrimination & Anti-Harassment Policy

Discrimination or harassment based on an individual's protected class such as race, color, religion, age, gender, sexual orientation, national origin, mental or physical disability, marital status, veteran status, or other discriminatory basis that impairs an employee's ability to perform his/her job is strictly forbidden and will not be tolerated in the Peak workplace.

Harassment, including sexual harassment, is prohibited by law and by Peak. Peak is committed to providing a productive, respectful, and professional environment free of verbal, physical, and non-verbal forms of harassment. It is a violation of corporate policy for an employee to engage in any of the behavior defined below, and such misconduct will subject an employee to disciplinary action up to and including immediate termination.

Employees who feel they have been discriminated against or harassed, sexually or on any other discriminatory basis, should immediately report such incidents following the complaint procedure described below, without fear of retaliation. Confidentiality will be maintained to the extent permitted by the circumstances.

Definition of Harassment

Harassment may take a variety of forms and includes conduct or behavior which is personally offensive, abusive/hostile (verbally and/or physically), demeaning, intimidating, threatening, or which impairs morale or interferes with work effectiveness.

When investigating harassment behavior the intent of the individual is not the focus in determining offensiveness. The behavior is considered inappropriate if a reasonable person would be offended under the circumstances and whether the complaining party was personally offended.

Examples of harassing behavior include the following:

- Offensive, demeaning, unsolicited remarks.
- Negative stereotyping (for example of women or minorities).
- Unwelcome physical gestures or contact; unwelcome invitations or suggestions.
- Display or circulation of written materials (including over e-mail, intranet or internet), pictures, posters, or photographs degrading or offensive to any protected class.
- Conduct or comment which intimidates or which threatens physical touching, harm or violence.
- Verbal abuse, insults or epithets concerning or directed at any employee or group of employees because of their protected class.

Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- a) Unwelcome requests for dates or propositions for sexual favors;
- b) The victim can be a woman or a man, does not have to be of the opposite sex as the harasser, and can include anyone affected by the offensive conduct;
- c) The harasser can be a supervisor, an agent of the employer, a co-worker, or a non-employee, vendor, contractor, etc.

Procedure

Peak is committed to taking reasonable steps to prevent harassment from occurring and will take immediate and appropriate action upon knowledge that unlawful harassment has occurred.

If you believe you or another employee has been a victim of harassment, you should first consider making your feelings known to the offending employee. You may also initiate a complaint by reporting any offending behavior to your supervisor or the HR Department.

Managers and supervisors who know of or receive reports or complaints of offending behavior must promptly take immediate and appropriate action, including notification to the HR Department.

Investigation

Peak recognizes that unwanted social interaction or harassment must be determined on a case-by-case basis. Therefore, Peak will promptly and thoroughly investigate all claims of harassment. Complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that allegations of discrimination or harassment are shared with individuals necessary so that Peak can conduct an effective investigation.

The complaining employee is usually requested to provide as many details as possible, such as date(s), location(s), names of witness(es), or information about the alleged harasser(s). Persons with relevant information will be interviewed. During the investigation, steps may be taken, when appropriate, to minimize contact between the complaining employee and the alleged harasser,

such as schedule changes, temporary transfers, or investigatory leave, usually for the alleged harasser.

Findings

After the investigation is complete, Peak will share its findings, as appropriate, with the complaining employee, the alleged harasser, and with other employees directly concerned with the incident.

If Peak concludes that unlawful harassment occurred, prompt and effective remedial action will be taken. This may include discipline of the harasser and other actions to remedy the effects of the harassment and prevent further harassment.

Non-Retaliation

Peak strictly prohibits any acts of reprisal or retaliation against any employee who in good faith reports an allegation of harassment or other discrimination or who in good faith participates in any investigation of such report.

Any person who violates this non-retaliation policy will be subject to discipline, up to and including discharge.

Given the sensitive nature of this type of allegation, Peak also recognizes that false or malicious accusations of harassment can have a serious effect on innocent individuals. Therefore, if the investigation reveals that the accusation was contrived and without merit, disciplinary action may be taken against the individual who wrongly filed the complaint.

COMPLAINT PROCEDURE

Peak is committed to creating and maintaining a work environment where all employees feel comfortable in airing any issues or concerns that they may have with respect to their employment with Peak without fear of retaliation. In the event that you have any such concerns or issues, it is suggested that you follow the following procedures:

- If you feel comfortable speaking to your supervisor about the issue, go to your supervisor and try to resolve the issue informally;
- If this is not possible, consider discussing the issue with the departmental manager. If the issue concerns your departmental manager or you do not feel safe or comfortable speaking with the departmental manager – go speak to the HR Department.
- Your supervisor, the departmental manager or the HR Department will respond to your issue as soon as reasonably practicable to do so;
- If your issue is not resolved to your satisfaction, you may raise the matter with the President/CEO who will respond as soon as reasonably practicable.
- The decision of the President/CEO is final.
- If you are an Officer of Peak it is suggested that you take your complaint directly to the President/CEO or the Vice President of HR.

Employees that wish to raise an issue anonymously may utilize the Employee Concerns Program Hotline.

BBI Reporting Hotline

888-905-7325

BBI Reporting Email

ECP@bbindustrial.com

We encourage employees to utilize the complaint procedures as described above. However, all employees have an option to utilize the BBNC Reporting Hotline and Website.

BBNC Reporting Hotline

866-513-7078

BBNC Reporting Website

<http://bbnc.ethicaladvocate.com>

Obligation to Report Violations of Code of Conduct or Business Ethics

The Ethics Code standards are designed to protect all employees, the Company and our clients. Thus, Peak encourages all employees to report a suspected violation of the Peak Code of Ethics, or any other law, rule or applicable regulation, to either their supervisor, another Peak official or via the BBI Ethics Hotline.

All reports of potential Code violations will be investigated promptly, with due respect for the rights and privacy of all who may be involved in such an investigation.

Persons reporting potential violations should be aware that the need to investigate and correct any impropriety may require disclosure of the matter reported to a restricted group.

You will not get into trouble for asking questions or for reporting suspected problems. There will be no retaliation against any person who reports what they believe in good faith to be a violation of this Code of Ethics or of any law, rule, or regulation applicable to Peak's business. Use your own good judgment and common sense. However, employees who make frivolous or bad faith allegations of improper conduct may be subject to discipline up to and including termination of employment.

BBI maintains an Ethical Reporting Hotline to which employees can report any suspected violations of the laws, regulations, and compliance requirements of the Code of Ethics. Employees may choose to make reports anonymously.

Consultants, Partners, Sub-Contractors and others associated with BBI and its subsidiaries may also report suspected violations via the Reporting Hotline.

BBI Reporting Hotline
BBI Reporting Email

888-905-7325
ECP@bbindustrial.com

EMPLOYEE SAFETY

Safety Principles

Peak is a performance driven company whose highest priorities are accident prevention, the health of our employees, and protection of the environment.

We believe:

- No one gets hurt.
- No environmental damage is acceptable.
- Nothing is more valuable than our employee's health and safety.

These tenets are essential to the success and growth of our company and will not vary, even when others may have different priorities. To ensure our company is always aligned with these simple, but powerful values, our company HSE expectations shall be grounded in the following basic principles:

- All safety and environmental damage is preventable.
- Delivery of HSE performance is everyone's responsibility.
- Working safely and protecting the environment are conditions of employment.
- HSE performance must be measures and actively managed.
- Leadership and management commitment are essential.
- Maintain a commitment to continual improvement in our health, safety and environmental systems.
- Compliance with applicable laws and regulations is the starting point.
- Everyone has "Stop Work Authority" and is expected to use it.

By these actions and with the full cooperation of all employees working together, we will be an industry leader in safety and environmental performance.

Employee Environmental Responsibilities

Peak maintains a strong commitment to eliminating adverse environmental impact from its operations throughout the field. Senior leadership is ultimately responsible for creating a culture of environmental stewardship and communicating this culture throughout the company. Supervisors and their designees enforce associated policies, procedures, laws, and regulations.

Each employee also has specific environmental responsibilities that include compliance with any and every environmental policy, procedure, law and regulation, the prevention, mitigation and immediate reporting of any spill of any type and reporting of any threat to the environment or any actual environmental problem to their immediate supervisors who will in turn use established protocols to ensure all appropriate agencies are notified and the proper action is taken.

All Peak environmental policies are designed to complement the client's operating procedures on spill response and waste management.

Operations will not be conducted without strict environmental oversight from applicable agencies. No work will begin without applicable permits and contingency plans in place.

Operations will not be conducted without environmental damage control measures in place and clearly understood by Peak employees performing the work.

No Peak employee will engage in any operation or use any piece of equipment without proper training inclusive of the environmental damage prevention and mitigation aspects of any task or action.

Peak subscribes to the concept of “reduce,” “re-use” and “recycle” within all of its operations. Doing so minimizes environmental impact not only proximal to our work, but from a global perspective as well.

All materials used in and around Peak’s operations and all processes used to conduct these operations and all byproducts produced by these operations will be handled and conducted in accordance with Peak’s Environmental Management Guidelines.

Peak employs a system of performance management inclusive of both structured performance evaluation and progressive discipline to ensure strict compliance with environmental requirements, spill prevention, reporting and mitigation and reporting of environmental accidents and incidents.

Employee Safety

All employees are responsible for ensuring they are physically and mentally fit to perform their job functions safely. Any inability to perform or behave in a safe manner should be immediately reported to the supervisor, by the effected employee or any other party, to find an appropriate solution. Physicals or medical evaluations may be required to determine if an employee is fit to perform their assigned job duties. The Company reserves the right to remove employees from the work site that are deemed unfit to perform their work duties safely.

Cell Phone Usage

Cell phone usage can pose significant safety and performance concerns. All employees will be required to follow the below expectations:

- Do not use cell phone while operating a motor vehicle. If you do receive a call while driving, you should pull over at a safe location, stop the vehicle, and then return the call.
- Personal cell phone use is prohibited while on the job, except during breaks.
- Some work locations may prohibit you to have your cell phone powered on during your shift. All contract specific policies must be observed.

Failure to meet these expectations may result in disciplinary action, up to and including termination.

Driver Responsibilities

All employees are responsible to drive their vehicle in a safe and professional manner, know and abide by all applicable driving laws, and to maintain a current, valid driver’s license without restrictions. Driving privileges may be withdrawn or suspended at the Company’s discretion. Any violations of these responsibilities may result in disciplinary action, up to and including termination.

Review of Motor Vehicle Record

The company reserves the right to obtain and review the motor vehicle record for all employees at any time during employment.

Required Notification

All employees are required to notify the HR department for any of the below reasons:

- Within thirty (30) days of a conviction for any moving violation. This is true no matter what type of vehicle was being operated.
- Immediately in the event the license is restricted, suspended, revoked or canceled for any reason.

Failure to notify the Company may result in disciplinary action, up to and including termination.

Driving Exclusions

Employees will be excluded from driving company vehicles if they meet any of the following criteria:

- Three or more moving violations within the last three (3) years.
- Any of the following violations within the last five (5) years: DWI, DUI, OUI, refusing a substance test, reckless driving, manslaughter, hit & run, eluding the police, driving with a suspended license, drag racing, any felony driving related charge.
- A restricted license requires company review.

Tool Safety

The Company does not allow the use of tools that have been borrowed from any other contractor or organization, unless prior management approval has been obtained. Additionally, tools must be used according to manufacturer's specifications.

Injury and Accident Reporting

Employees are required to immediately notify their onsite supervisor of any job related injury or illness. The supervisor will notify the HSE and HR Managers, who will coordinate investigation and processing of the claim.

Employees must also report any accidents involving damage to Company or personal property or injury occurring to a non-employee which occur in the workplace. Any failure to report injuries or accidents are subject to disciplinary action, up to and including discharge.

Incidents While Driving Company Vehicles

If you have an incident/accident while driving a Company vehicle or a rental car for Company reasons:

- Call for police or medical assistance.
- Treat injuries if required and you have the ability and training to do so.
- Complete an incident report.
- Obtain names, addresses, and telephone numbers of those involved and any witnesses.
- Obtain make, model, insurance information, injuries, and initial statements of other party (do not rely on the police to get this information).

- Obtain photos of the incident/accident scene if possible.
- Notify your supervisor or the Company HSE Manager.
- If you are driving a rental car, notify the rental agency after all the above steps have been taken.
- **DO NOT** make a statement of any kind to anyone other than your employer, a law enforcement officer or a representative of the company's insurance company.

Workplace Violence

Violence in the workplace will not be tolerated. Any violent behavior or behavior that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of origin. Each and every act or threat of violence will result in an immediate and firm response that could, depending on the severity of the incident and/or other relevant considerations, include termination from employment.

This policy includes, but is not limited to, the following behaviors and situations:

- Violent or threatening physical contact (including fights, pushing, and physical intimidation).
- Direct or indirect threats.
- Threatening, abusive, or harassing phone calls.
- Possession of a weapon on company or contractor property.
- Destructive or sabotaging actions against company or employee's personal property.
- Throwing company or personal property, especially at another employee.
- Stalking.
- Threatening acts or abusive language that leads to tension in the work environment.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on company property (to include contractor property) shall be removed from the premises as quickly as safety permits, and shall remain off the premises pending the outcome of an investigation.

Reporting

It is the responsibility of each employee to notify management of any threats they have witnessed, received, or have been told that another person has witnessed or received. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were the focus of the threatening behavior.

Upon reporting, all incidents of violent and/or threatening behavior will be promptly investigated as confidentially as possible and appropriate corrective action(s) undertaken by management. All complaints of violent or threatening behavior will be directed to and investigated by the HR Department in accordance with established investigation procedures.

It is extremely important that HR lead this process to provide the appropriate level of protection to all parties involved and to ensure that the Company's Workplace Violence policy is fully honored and implemented.