

**POLICY FOR RESOLUTION OF EMPLOYEE ISSUES/COMPLAINTS**  
**Washington Closure Hanford**

If you have a work-related situation that concerns you or interferes with the accomplishment of your work, discuss it with your immediate manager. You are encouraged to discuss the facts fully and frankly to give your manager an opportunity to understand the situation and respond to it. Often, complaints or problems are due to misunderstandings and can be corrected by open communication. Most complaints can and should be resolved after a full discussion of the facts with your manager.

If, at any time, you desire personal counseling or feel that conditions exist which prohibit discussing a problem situation with your manager, you may contact the Human Resources office at 375-4671. Human Resources is available to address equal employment opportunity questions, issues of discrimination or harassment, general employee relations, or other concerns you may have. Employees are encouraged to promptly report any incident of harassment including sexual harassment, or non-compliance with any other aspect of the Company EEO or personnel policies. A prompt and thorough investigation will be conducted of all facts necessary to resolve a complaint.

The Company's policy prohibits any employee, including management personnel, from retaliation or discrimination against any employee because of his or her involvement in this policy.

Formal Employee Concerns regarding safety, health, quality, environmental or waste, fraud, and abuse issues should be directed to Dennis Hurshman at 372-9190.

A handwritten signature in black ink, appearing to read 'P. L. Pettiette', with a large, stylized initial 'P' and 'L'.

P. L. Pettiette  
Project General Manager

October 25, 2006