

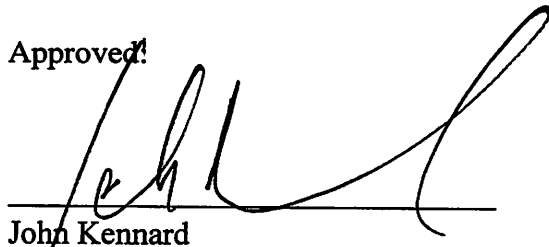


Highway Garage Visitors Policy

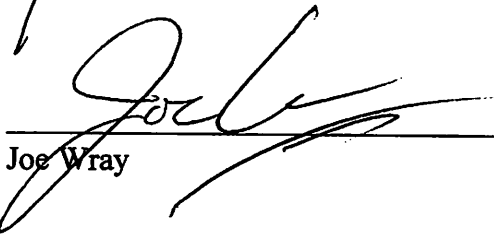
In the interest of safety and in an effort to minimize work interruptions, only authorized visitors are allowed in the Highway Garage. All visitors are required to enter the Highway Garage at the South entrance, where they will be required to sign in and identify the employee with whom they have arranged to meet. The identified employee will then be called to the Main Office so that he or she can escort the visitor to their destination.

Employees are responsible for the conduct and safety of their visitors. If you observe an unauthorized individual in the Highway Garage, you should direct the individual to the Main Office and notify your supervisor that a visitor is on site. Employees who fail to comply with the Highway Garage Visitors Policy are subject to disciplinary action, up to and including termination of employment.

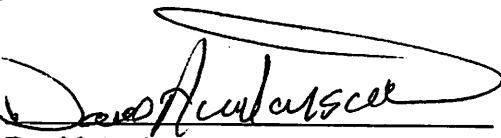
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Date: 1/15/14

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