



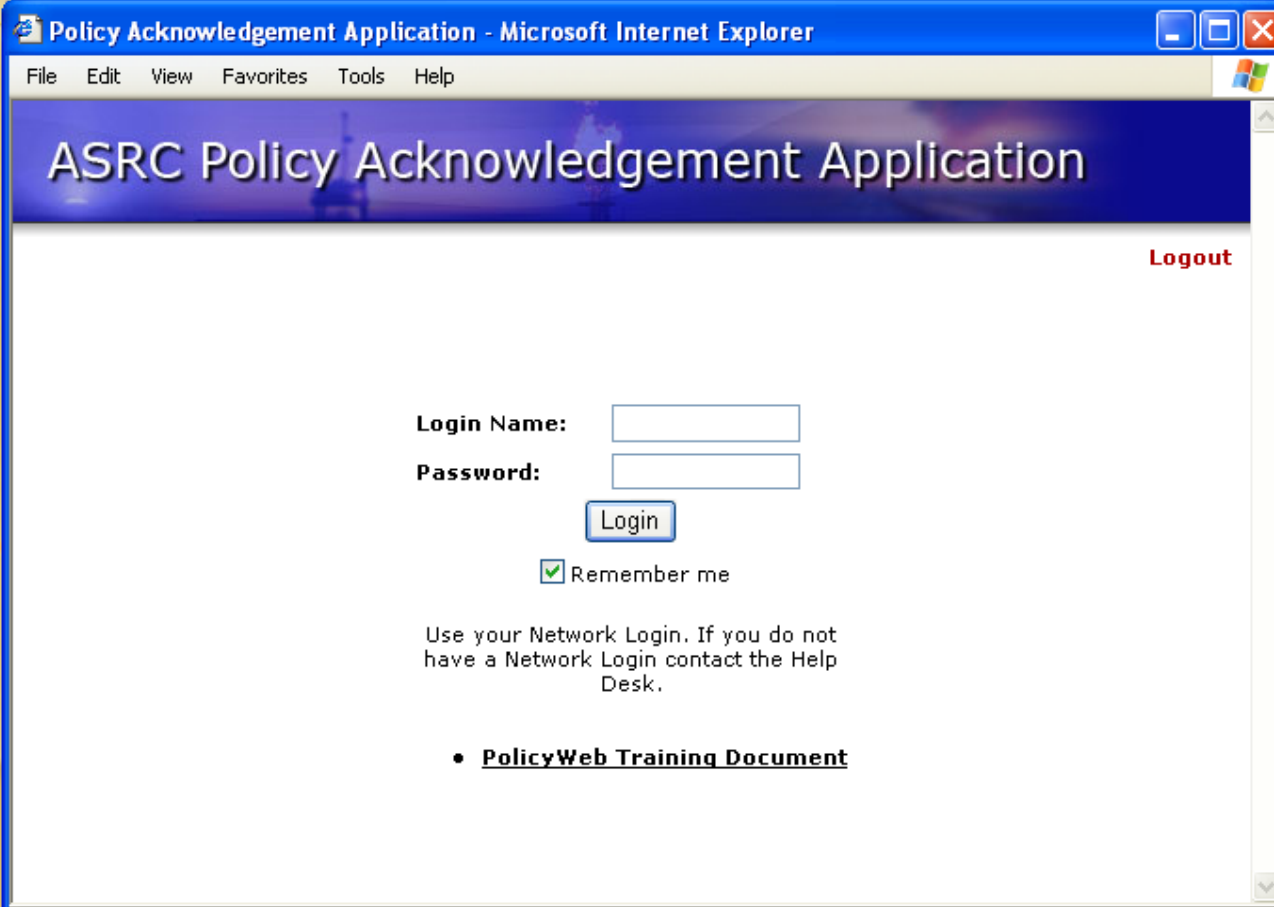
ASRC Energy Services
a subsidiary of Arctic Slope Regional Corporation

Policy Web

Training Slides



STEP 1

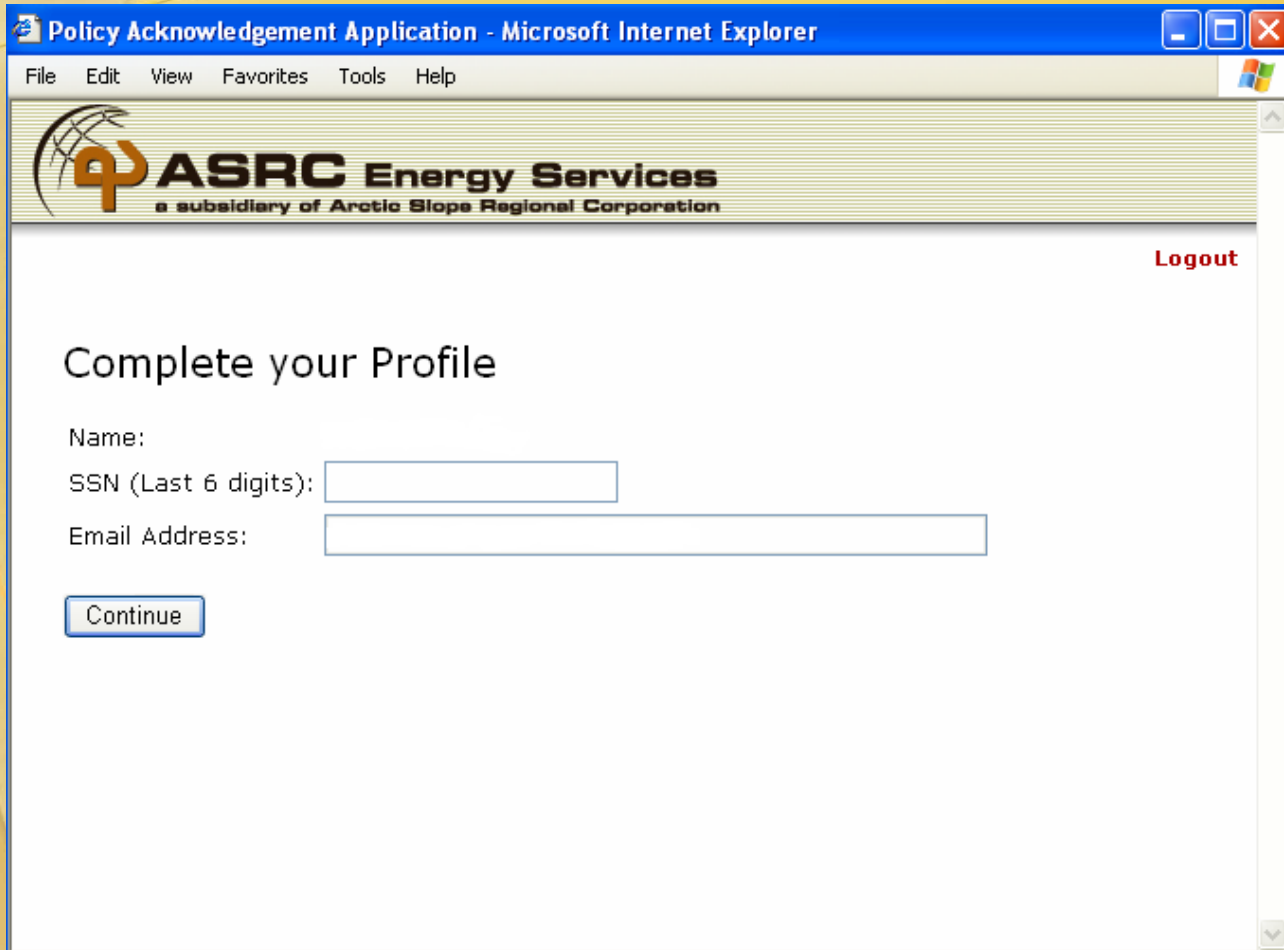


The screenshot shows a web browser window titled "Policy Acknowledgement Application - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features a dark blue header with the text "ASRC Policy Acknowledgement Application" and a "Logout" link in the top right corner. Below the header, there are two input fields: "Login Name:" and "Password:". A "Login" button is positioned below the password field. A checked checkbox labeled "Remember me" is located below the "Login" button. A message reads: "Use your Network Login. If you do not have a Network Login contact the Help Desk." At the bottom, there is a bullet point linking to a "PolicyWeb Training Document".

Go to <http://asc.asrc.com/paa>, and log in using your network user name and password.




STEP 2



The screenshot shows a Microsoft Internet Explorer window titled "Policy Acknowledgement Application - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The page content includes the ASRC Energy Services logo and header, a "Logout" link in the top right, and a form titled "Complete your Profile". The form contains three input fields: "Name:", "SSN (Last 6 digits):" (with a small text box), and "Email Address:" (with a larger text box). A "Continue" button is located below the input fields.

Policy Acknowledgement Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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[Logout](#)

Complete your Profile

Name:

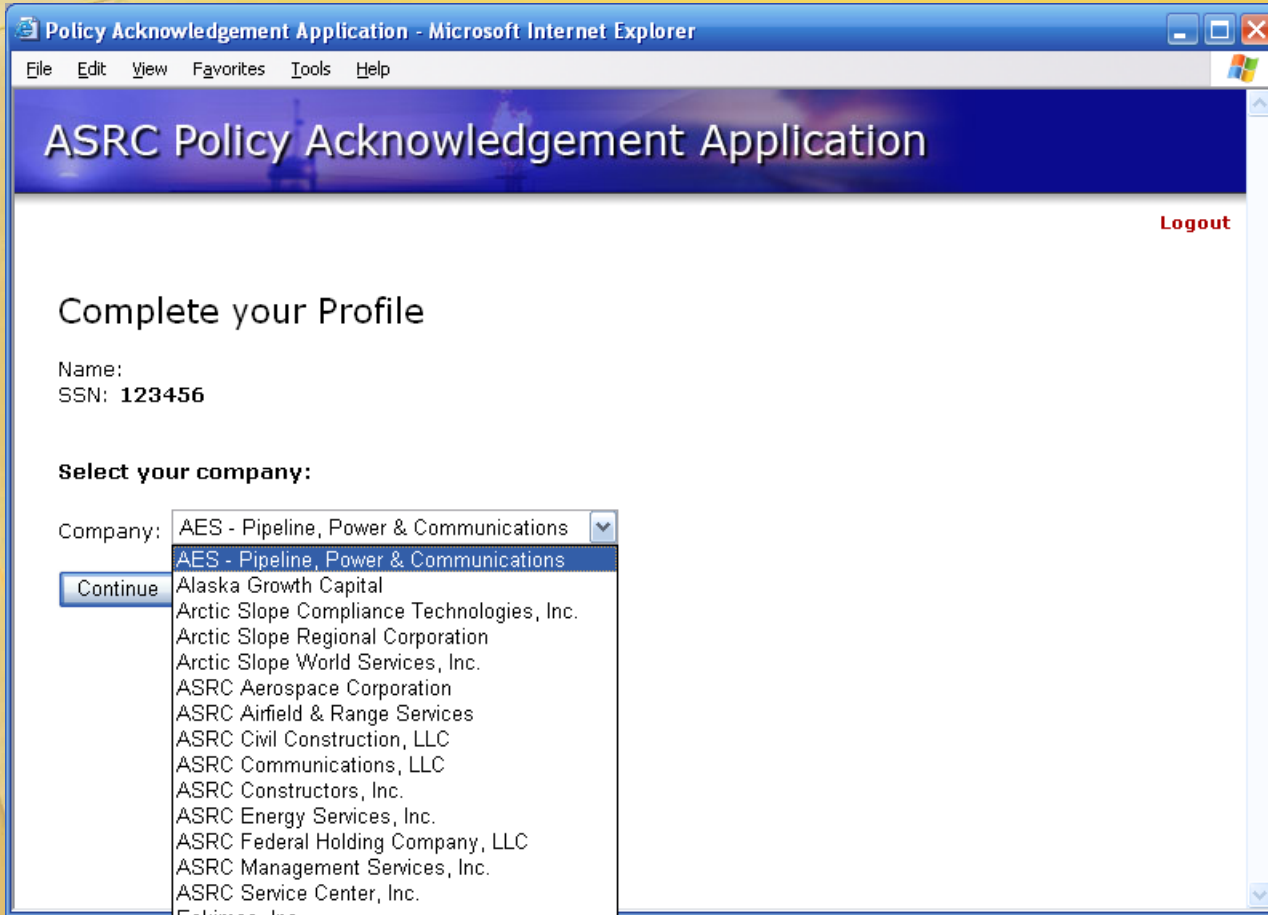
SSN (Last 6 digits):

Email Address:

Complete your profile by entering the last six digits of your social security number. Select continue.



STEP 3



Policy Acknowledgement Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

ASRC Policy Acknowledgement Application

[Logout](#)

Complete your Profile

Name:
SSN: 123456

Select your company:


Company: AES - Pipeline, Power & Communications

- AES - Pipeline, Power & Communications
- Alaska Growth Capital
- Arctic Slope Compliance Technologies, Inc.
- Arctic Slope Regional Corporation
- Arctic Slope World Services, Inc.
- ASRC Aerospace Corporation
- ASRC Airfield & Range Services
- ASRC Civil Construction, LLC
- ASRC Communications, LLC
- ASRC Constructors, Inc.
- ASRC Energy Services, Inc.
- ASRC Federal Holding Company, LLC
- ASRC Management Services, Inc.
- ASRC Service Center, Inc.
- Eskimo, Inc.

Select your company and select continue.



STEP 4



Policy Acknowledgement Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Home | Logout

ASRC Energy Services, Inc. Welcome

Legend: ✓ Acknowledged
▶ Required Reading
• Not Required

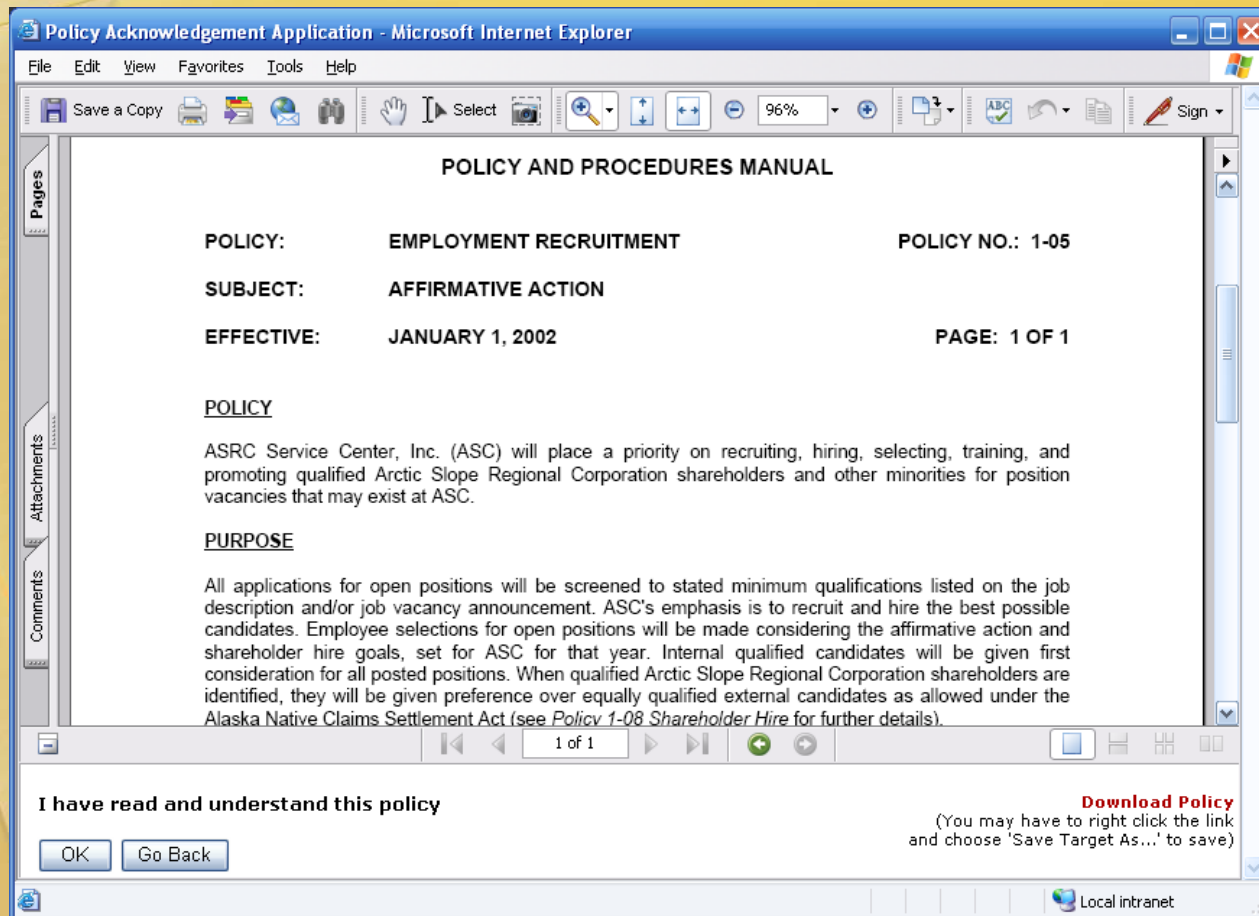
Help: [PolicyWeb Training Document](#)

| Policy # | Policy Name | Revision Date | Read Date |
|-----------|---|---------------|-----------|
| FIN-01-11 | ✓ Gifts and Entertainment | 3/27/2006 | 12/4/2008 |
| HRM-01-19 | ✓ Conflict of Interest | 1/12/2007 | 8/27/2008 |
| LGL-01-07 | ✓ Integrity Strategy | 3/27/2006 | 8/27/2008 |

Next, a list of policies that you are required to read and acknowledge will be displayed and marked with a green arrow. To read the policy, select the link, and the policy will open in a new window.




STEP 5



Select the “OK” button after reading and understanding the policy. You will automatically return to the required policy page.



STEP 6



Policy Acknowledgement Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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[Home](#) | [Logout](#)

ASRC Energy Services, Inc. **Welcome**

 **Policy Acknowledgement Form** You must review and sign this document.

Legend: ✓ Acknowledged
 Required Reading
• Not Required

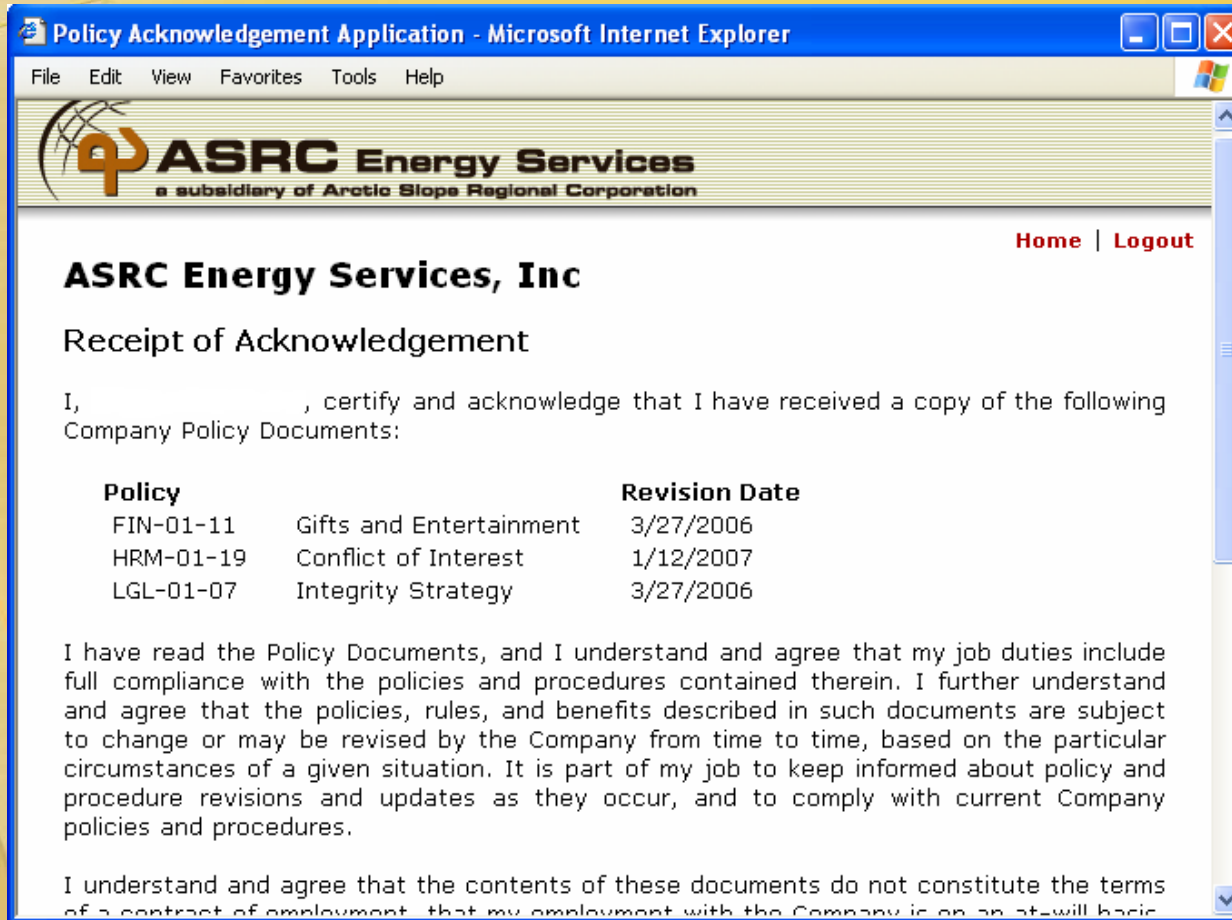
Help: [PolicyWeb Training Document](#)

| Policy # | Policy Name | Revision Date | Read Date |
|-----------|---|---------------|-----------|
| FIN-01-11 | ✓ Gifts and Entertainment | 3/27/2006 | 12/4/2008 |
| HRM-01-19 | ✓ Conflict of Interest | 1/12/2007 | 8/27/2008 |
| LGL-01-07 | ✓ Integrity Strategy | 3/27/2006 | 8/27/2008 |

Once you have read and acknowledged a policy, a check mark will appear next to the policy, and a read date will be logged. When you have read all of your required policies, you are required to complete the Policy Acknowledgement Form.




STEP 7



Policy Acknowledgement Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 **ASRC Energy Services**
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[Home](#) | [Logout](#)

ASRC Energy Services, Inc

Receipt of Acknowledgement

I, _____, certify and acknowledge that I have received a copy of the following Company Policy Documents:

| Policy | | Revision Date |
|-----------|-------------------------|---------------|
| FIN-01-11 | Gifts and Entertainment | 3/27/2006 |
| HRM-01-19 | Conflict of Interest | 1/12/2007 |
| LGL-01-07 | Integrity Strategy | 3/27/2006 |

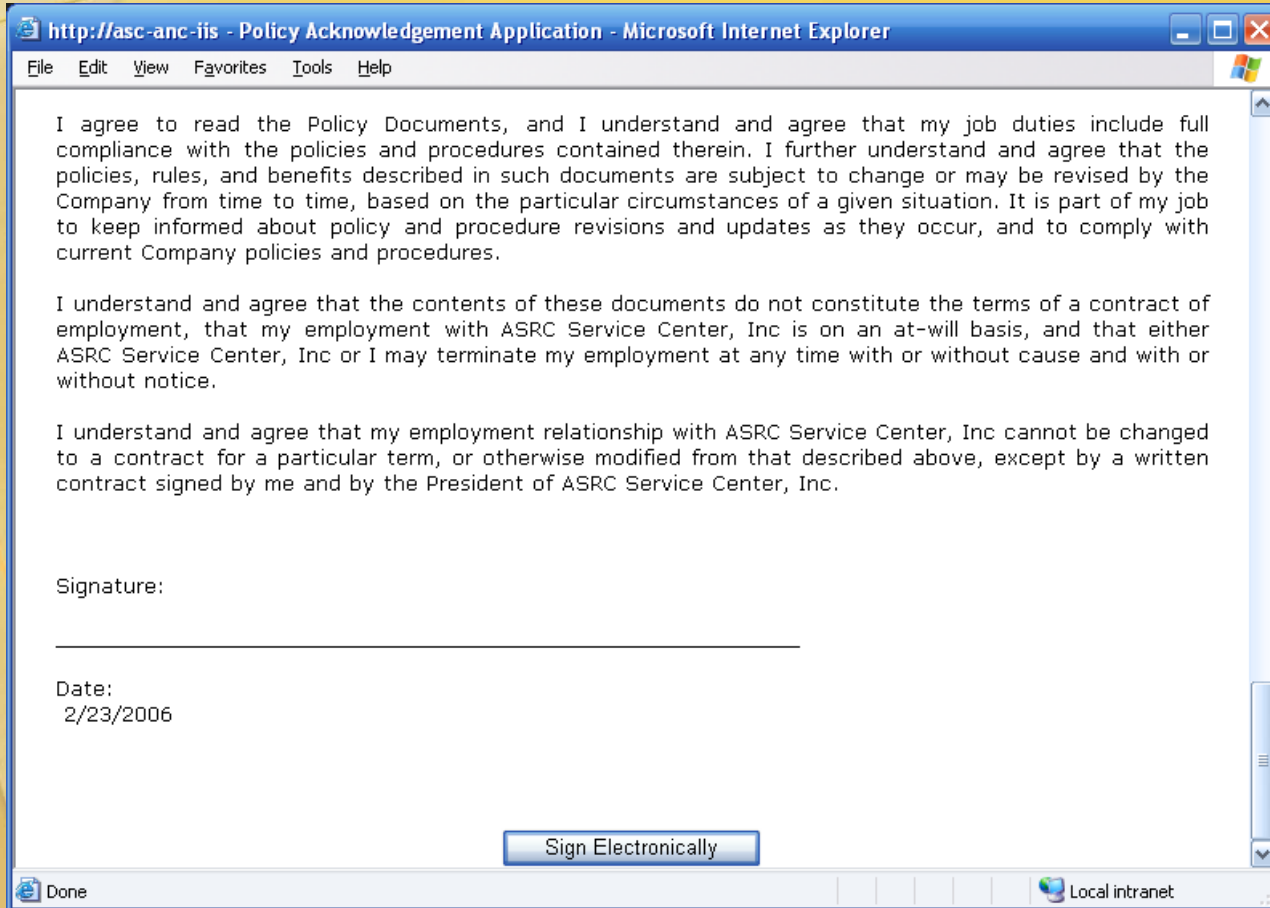
I have read the Policy Documents, and I understand and agree that my job duties include full compliance with the policies and procedures contained therein. I further understand and agree that the policies, rules, and benefits described in such documents are subject to change or may be revised by the Company from time to time, based on the particular circumstances of a given situation. It is part of my job to keep informed about policy and procedure revisions and updates as they occur, and to comply with current Company policies and procedures.

I understand and agree that the contents of these documents do not constitute the terms of a contract of employment, that my employment with the Company is on an at-will basis

The Receipt of Acknowledgement Form will list all of the policies you have read and acknowledged. Scroll to the signature portion of the form.



STEP 8



The screenshot shows a Microsoft Internet Explorer window titled "http://asc-anc-iis - Policy Acknowledgement Application - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area contains three paragraphs of text:

I agree to read the Policy Documents, and I understand and agree that my job duties include full compliance with the policies and procedures contained therein. I further understand and agree that the policies, rules, and benefits described in such documents are subject to change or may be revised by the Company from time to time, based on the particular circumstances of a given situation. It is part of my job to keep informed about policy and procedure revisions and updates as they occur, and to comply with current Company policies and procedures.

I understand and agree that the contents of these documents do not constitute the terms of a contract of employment, that my employment with ASRC Service Center, Inc is on an at-will basis, and that either ASRC Service Center, Inc or I may terminate my employment at any time with or without cause and with or without notice.

I understand and agree that my employment relationship with ASRC Service Center, Inc cannot be changed to a contract for a particular term, or otherwise modified from that described above, except by a written contract signed by me and by the President of ASRC Service Center, Inc.

Signature:

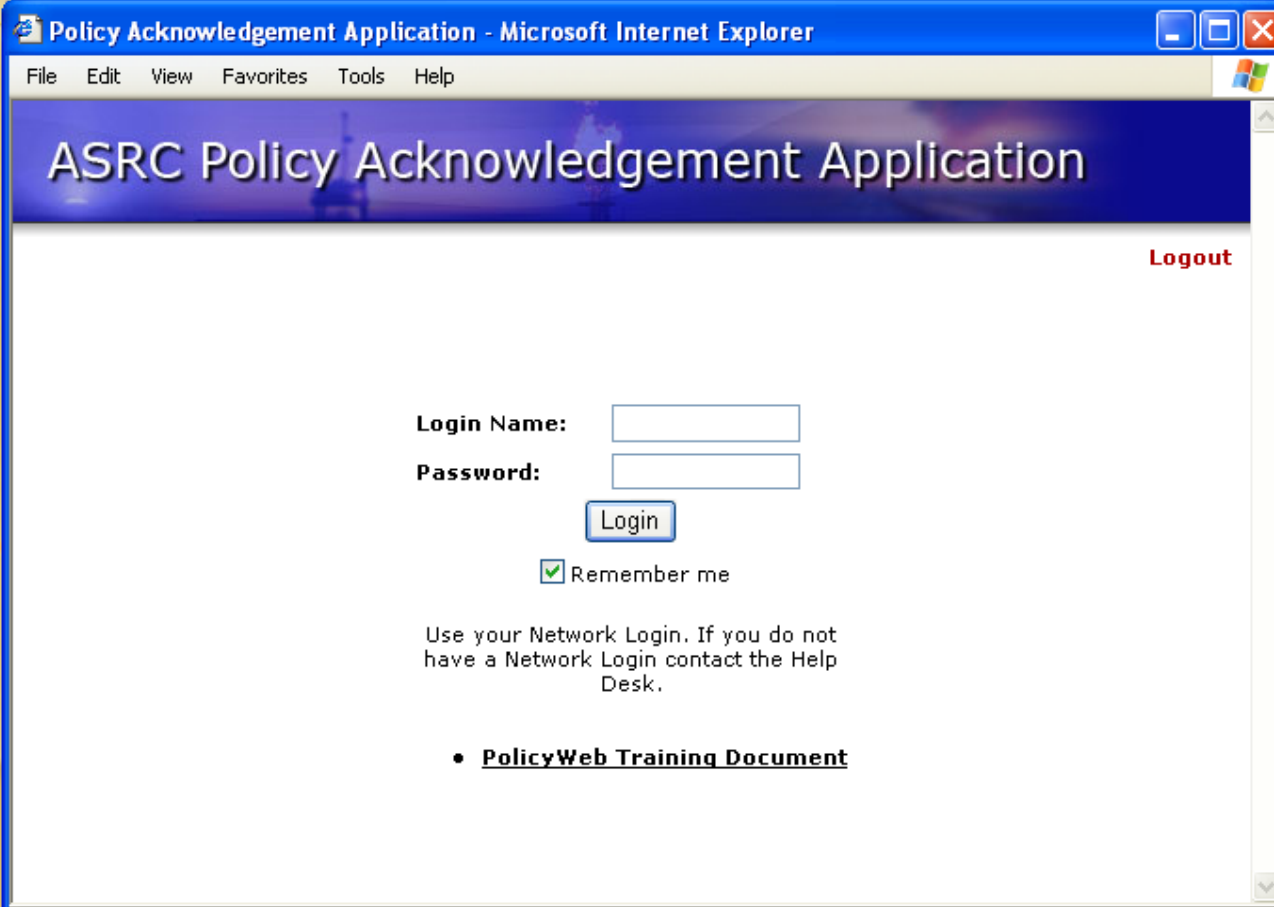
Date:
2/23/2006

At the bottom of the form is a button labeled "Sign Electronically". The browser's status bar at the bottom shows "Done" on the left and "Local intranet" on the right.

Electronically sign the Policies Acknowledgement Form by selecting the “Sign Electronically” button. Your company may require you to print this form. If so, select the “Print” button at the bottom of the form.



STEP 9



The screenshot shows a web browser window titled "Policy Acknowledgement Application - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features a blue header with the text "ASRC Policy Acknowledgement Application" and a "Logout" link in the top right corner. Below the header, there are two input fields: "Login Name:" and "Password:". A "Login" button is positioned below the password field. A checked checkbox labeled "Remember me" is located below the "Login" button. A message reads: "Use your Network Login. If you do not have a Network Login contact the Help Desk." At the bottom, there is a bullet point linking to "[PolicyWeb Training Document](#)".

Finally, log out. You may visit the Policy Web at any time. In the future, you will be notified as policies are changed or updated and acknowledgement through Policy Web is required.

