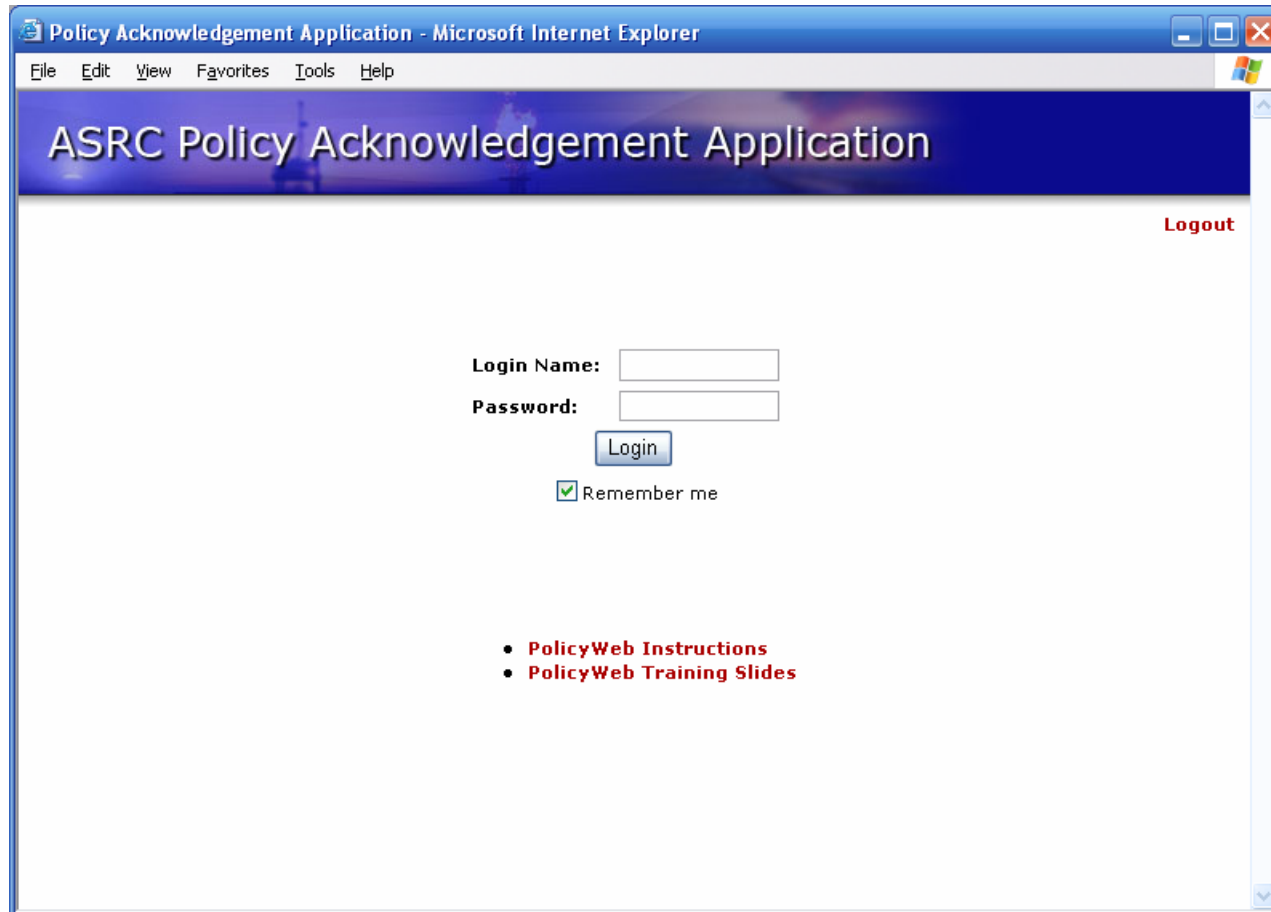




# Policy Web

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" in white. In the top right corner of the page, there is a red "Logout" link. The main content area contains a login form with the following elements:

- Login Name:** followed by a text input field.
- Password:** followed by a text input field.
- A "Login" button.
- A checked checkbox labeled "Remember me".

Below the login form, there is a bulleted list of links:

- [PolicyWeb Instructions](#)
- [PolicyWeb Training Slides](#)

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

# STEP 2

Policy Acknowledgement Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

## ASRC Policy Acknowledgement Application

[Logout](#)

### Complete your Profile

Name:

SSN (Last 6 digits):

Complete your profile by entering the last six digits of your social security number. Click 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.
- Estimates, Inc.

Select your company and click continue.

# STEP 4

Policy Acknowledgement Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

## ASRC Policy Acknowledgement Application

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

**Legend:**

- ✓ Acknowledged
- ▶ Required Reading
- Not Required

**Help:** [PolicyWeb Instructions](#)  
[PolicyWeb Training Slides](#)

### 1. Employment Recruitment

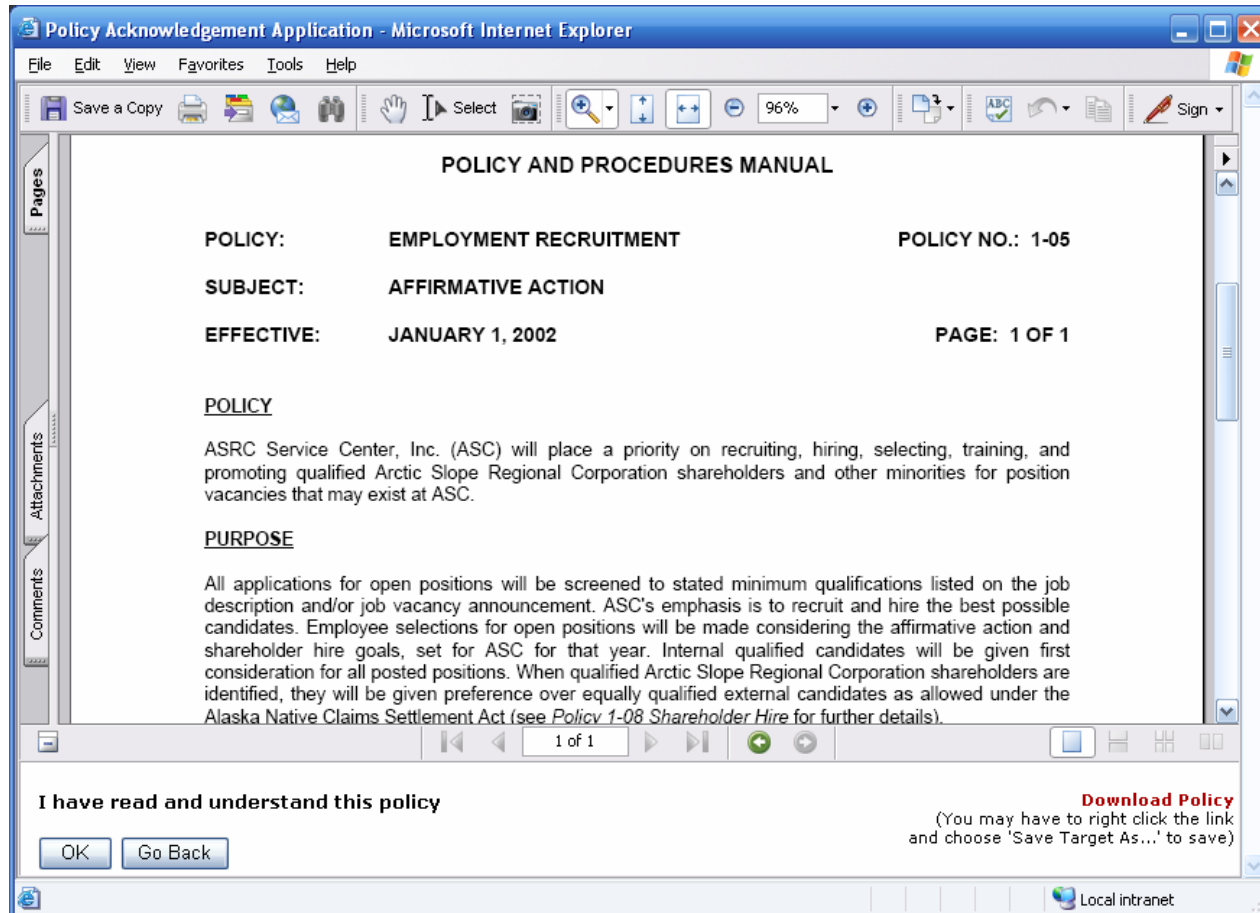
Policy #	Policy Name	Revision Date	Read Date
1.02	✓ <a href="#">Personnel Requests</a>	3/1/2006	3/29/2006
1.03	▶ <a href="#">Job Announcements/Advertisement</a>	3/1/2006	
1.04	▶ <a href="#">Application Flow Log</a>	3/1/2006	
1.05	▶ <a href="#">Affirmative Action</a>	3/1/2006	
1.06	▶ <a href="#">Reference Checks</a>	3/1/2006	
1.07	▶ <a href="#">Offering Employment</a>	3/1/2006	
1.08	▶ <a href="#">Shareholder Hire</a>	3/1/2006	

### 2. Employment Policies & Administration

Policy #	Policy Name	Revision Date	Read Date
2.01	▶ <a href="#">Equal Employment Opportunity</a>	3/1/2006	
2.02	▶ <a href="#">ADA-Reasonable Accommodation</a>	3/1/2006	
2.03	▶ <a href="#">Sexual Harassment</a>	3/1/2006	

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, click on the link, and the policy will open in a new window.

# STEP 5



Click the “OK” button after reading and understanding the policy. You will be automatically returned to the required policy page.

# STEP 6

Policy Acknowledgement Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

## ASRC Policy Acknowledgement Application

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

[Policies Acknowledgement Form](#) Employees must review and sign this document.

**Legend:**

- ✓ Acknowledged
- Required Reading
- Not Required

**Help:** [PolicyWeb Instructions](#)  
[PolicyWeb Training Slides](#)

### 1. Employment Recruitment

Policy #	Policy Name	Revision Date	Read Date
1.02	✓ <a href="#">Personnel Requests</a>	3/1/2006	4/4/2006
1.03	✓ <a href="#">Job Announcements/Advertisement</a>	3/1/2006	4/4/2006
1.04	✓ <a href="#">Application Flow Log</a>	3/1/2006	4/4/2006
1.05	✓ <a href="#">Affirmative Action</a>	3/1/2006	4/4/2006
1.06	✓ <a href="#">Reference Checks</a>	3/1/2006	4/4/2006
1.07	✓ <a href="#">Offering Employment</a>	3/1/2006	4/4/2006
1.08	✓ <a href="#">Shareholder Hire</a>	3/1/2006	4/4/2006

### 2. Employment Policies & Administration

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.

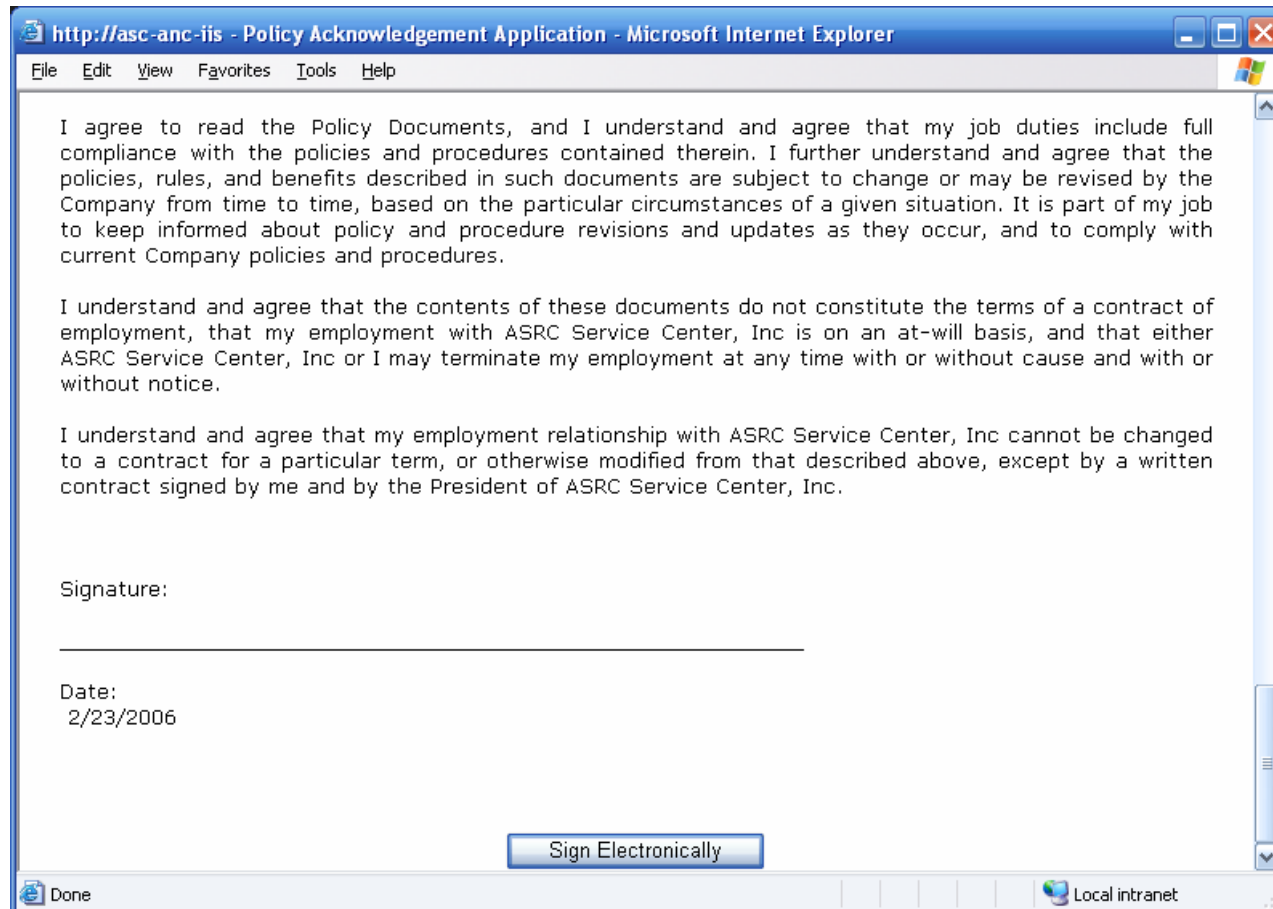
# STEP 7



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 browser window with the address bar displaying "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:

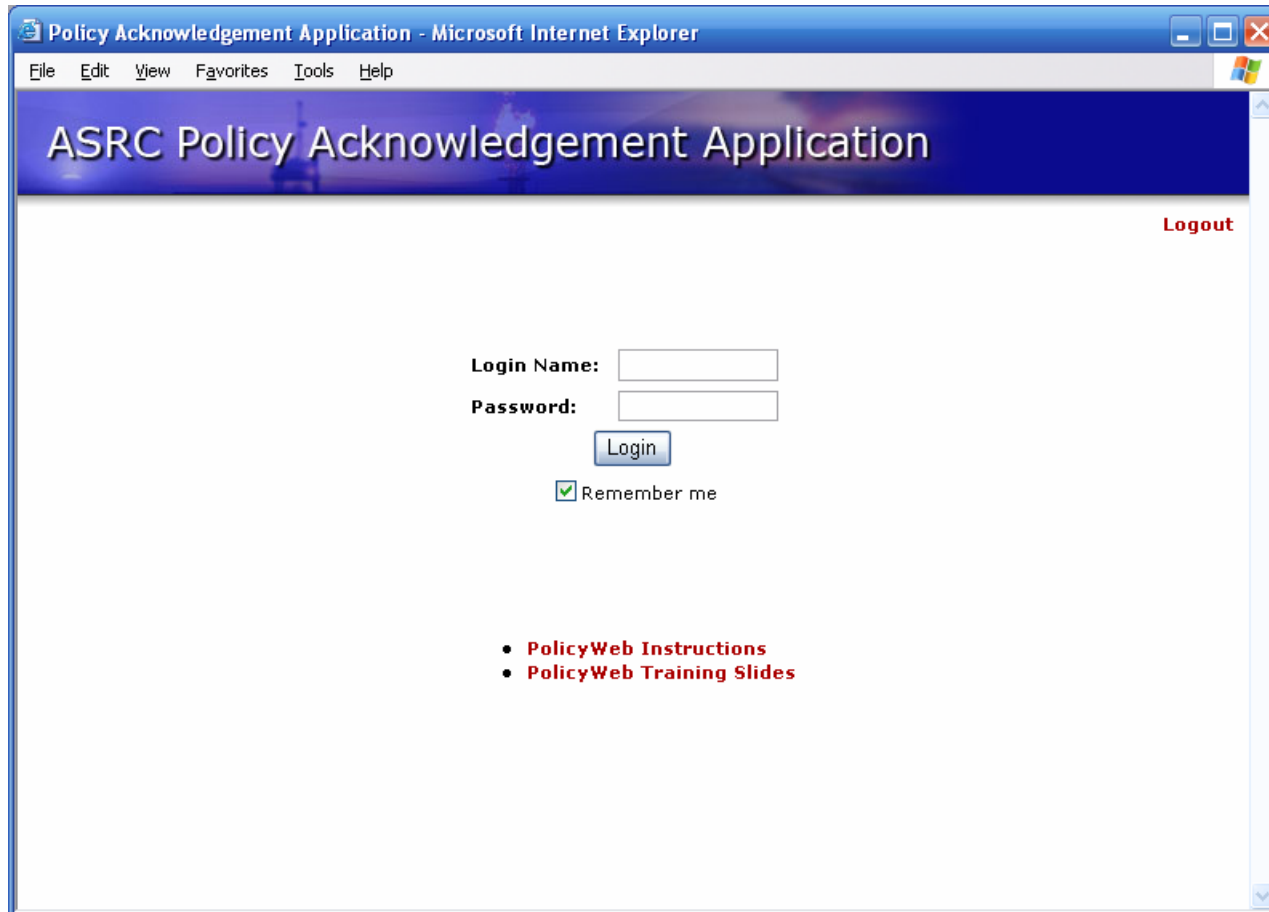
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Date:  
2/23/2006

At the bottom of the form is a blue 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 clicking the “Sign Electronically” button. Your company may require you to print this form. If so, click 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 address bar and menu bar are visible. The main content area has a dark blue header with the text "ASRC Policy Acknowledgement Application". In the top right corner of the page, there is a red "Logout" link. The login form consists of the following elements:

- Login Name:** followed by a text input field.
- Password:** followed by a password input field.
- A blue "Login" button.
- A checked checkbox labeled "Remember me".

Below the login form, there is a list of links:

- [PolicyWeb Instructions](#)
- [PolicyWeb Training Slides](#)

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.