

Receipt and Statement of Understanding by Employee

I understand the information in the JDSfaulkner Voicemail & Email Out of Office Notification Policy and Testing Policy represent guidelines and JDSfaulkner reserves the right to modify these documents or amend or terminate any policies, procedures, or employee benefit programs whether or not described in these documents at any time. I understand that I am responsible for reading the policies, familiarizing myself with its contents and adhering to all policies and procedure of JDSfaulkner, whether set forth in these documents or elsewhere.

I understand that the information contained herein is not a contract, express or implied guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long term, either you or JDSfaulkner may terminate this relationship at any time, for any reason, with or without cause or notice.

I understand that the JDSfaulkner Voicemail & Email Out of Office Notification Policy and Testing Policy are the private property of JDSfaulkner and contains proprietary and confidential information which I will not divulge, discuss publicly or in any other way publish such that the contents of the policies are made known to any persons other than current employees of JDSfaulkner.

Acknowledgement

This will acknowledge that I have received a copy of the JDSfaulkner Testing Policy and the Outside Employment Agreement Policy, that I am responsible for reading and understanding the Policies and, by my signature, state that I agree to comply with its provisions.

David Tookey

Employee Name

Employee Signature

Date



Voicemail & Email Out of Office Notification Policy

Standard voicemail greeting

Hi, you've reached YOUR NAME at JDSfalkner. Please leave a message and I will return your call as soon as possible. Thank you and have a great day!

Out of office (PTO, conferences, classes, testing etc.) voicemail greeting

Note: When you are unable to return a call the same day

Hi, you've reached YOUR NAME at JDSfalkner. I am currently out of the office and will be returning DAY/DATE. If you need immediate assistance, please contact MGR Name/Phone#. Thank you and have a great day!

Out of office email vacation responder (Officers & Directors)

Note! When you are unable to return an email the same day

If you are listed below and will be out of the office then replace your name with your 2nd in command:

I am out of the office and will have limited access to email, phone, and voicemail (returning DAY/DATE). If you need immediate assistance, please see the contact information below. Any other urgent needs can be directed to the office at 919-480-1075. Thank you and have a great day!

*Structural Engineering & Design: William Scudder / 919-750-3452

wscudder@jdsfalkner.com

*Field Engineering: Mark Hudson / 919-698-6888

mhudson@jdsfalkner.com

*CMT, Geotech & Retaining Wall Testing: Aaron Cain / 919-618-0559

acain@jdsfalkner.com

*Environmental Services: Ed Aguirre / 919-605-4435

eaguirre@jdsfalkner.com

*Land Surveying Services: Billy DiGiacomo / 919-606-0689

bdigiacomo@jdsfalkner.com

*Energy Services: Keith Beisner / 520-336-8672

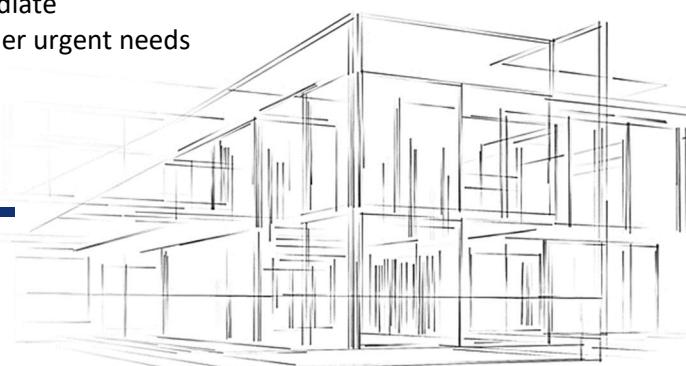
kbeisner@jdsfalkner.com

Out of office email vacation responder (All Other JDSfalkner employees)

Note! When you are unable to return an email the same day

I am out of the office and will have limited access to email, phone, and voicemail (returning DAY/DATE). If you need immediate assistance, please contact MGR Name/Phone#. Any other urgent needs can be directed to the office at 919-480-1075.

Thank you and have a great day!





JDSfalkner Testing Policy

JDSfalkner recognizes the importance of nurturing the professional development of all employees and has the following policies in place to support employees in their career growth.

Professional Engineer (“PE”) & Fundamentals of Engineering (“FE”) tests

- Each employee is granted one additional paid day off for the purpose of sitting for the PE or FE exam. (One day off per certification)
- Upon passing an exam, JDSfalkner will reimburse employees for fees for the following optional review courses:
 - NC State University - Professional Engineering Civil Engineering Review Course
 - NC State University - Fundamentals of Engineering Civil Discipline - Specific Review Course
 - See <https://itre.ncsu.edu/training/pe-fe/> for registration information
- Upon passing an exam, JDSfalkner will reimburse employees for the cost of the PE exam and/or FE exam.
- Save receipts and send with a copy of successful test results for expense reimbursement through the standard processes.

Other tests as required for certain roles

- For exams less than 4 hours, those hours may be made up during the same week, so that no PTO needs to be used. (Example: Test for 4 hours on Monday morning, work 4 hours Monday afternoon, work 10 hours Tuesday, work 10 hours Wednesday)
- For exams exceeding 4 hours, managers should be consulted to discuss specific time off arrangements.
- The cost of the exam fee and a review course will be paid up front on behalf of employees. Department directors will be responsible for approval and payment of these costs.
- If the test is not successfully cleared on the first attempt, within 30 days of the receipt of test results, employees must register to re-take the test. If for some reason the employee chooses not to pursue the certification further, any fees paid up front must be repaid to JDSfalkner.

Note: For any type of certification, if the employee leaves JDSfalkner within 18 months of passing the test, any test or training program fees that were paid for by JDSfalkner will be deducted from the employee's final paycheck.

