

## **WD Associates/Sub-contractor Administrative requirements**

WD Associates is a technical and engineering services firm providing consulting services to a wide variety of clients. WD has committed to certain performance standards and to meet certain administrative requirements. As a subcontractor to WD, you must comply with those standards as set forth below. These standards apply as written herein or as specifically amended in the sub-contracting agreement between WD and the Sub-contractor

### TIME SHEETS

The time sheet documents a contractor's time during a pay period. It is used to determine contractor and client invoicing if the contractor is working on a time-and-material basis.

Each contractor, regardless of classification, shall record his/her time on a time sheet unless exempted by the President. Time sheets shall be submitted to WD (Whiteford, MD office) within two working days after the end of the pay period (by the end of the workday on Tuesday). Contractors shall submit their time sheet to the local WD lead/administrative clerk or fax the time sheet to the WD Office at 410-452-0061. Individuals who know that they will not be at work when time sheets are due shall fill out and submit their time sheet prior to the due date.

Directions for properly filling out a time sheet are:

1. All billable hours worked **SHALL** be recorded on a time sheet.
2. Overtime is defined as the time worked in excess of 40 hours in a workweek. The workweek runs from 0000 Monday morning through 2400 Sunday night. All hours worked during the week are straight time until the total exceeds 40. (For example, sixteen hours worked on each of day one and day two of a workweek is still defined as straight time.) Hours worked beyond forty through the remainder of the workweek are designated as overtime. Overtime hours **SHALL** be recorded separately from straight time hours and totaled in the overtime column.

### PER DIEM

This is to be used for general Per Diem application. It is not all inclusive of Per Diem rules but contains specific guidance for most situations and clarifies common misconceptions.

The per diem is contingent upon meeting the following per diem requirements: 1) your primary residence is greater than 50 miles from the plant and 2) you maintain a local "temporary" residence.

An individual's legal residence is defined as the dwelling where the individual has their permanent home or principal establishment and to where, following temporary absences, they intend to return upon completion of assignment. Every person must have one and only one legal residence at a time. A dwelling does not qualify as a legal residence if it is leased or sublet to any person or entity or is otherwise occupied by someone outside the employee's immediate family. Immediate family includes the spouse, children, and other legal

\_\_\_\_\_  
Initial / Date

dependents of the employee residing in the employee's legal residence at the time the employee is notified of the assignment.

In determining a taxpayer's primary residence, relevant factors include:

- 1) The principal place of abode of the taxpayer's family members.
- 2) The address on the taxpayer's federal and state tax returns, driver's license, auto and voter registration cards.
- 3) The taxpayer's mailing address for bills and correspondence.
- 4) The location of the taxpayer's banks

Some states require temporary workers to obtain that state's drivers license. Some Contractors transfer banks for the sake of convenience. Contractors need to recognize that such actions may result in unintentional transfer of legal residence. The WD office must be notified of all address changes during your contract with WD. If at anytime during employment your circumstances change and you no longer qualify for per diem you MUST notify the office immediately.

Receiving per diem without meeting the requirements could result in repayment of per diem received during the time of ineligibility, termination of the sub-contract and/or suspension of unescorted access.

Per Diem is generally paid seven days a week based on a 40-hour work week to qualified individuals on temporary assignment to cover lodging expenses.

The time sheet includes a section for calculation of Per Diem payments. All qualified assignments are based upon a forty-hour workweek. Individuals absent from the job location with less than 40 hours straight time in the workweek **may not be eligible** for full seven day/wk Per Diem. Prorating Per Diem is often controlled by the specific contract or utility per diem policy. If the company can not bill Per Diem, the sub-contractor will not be paid.

Per Diem starts the day you start work and ends your last day of work at the client facility. When husband and wife teams are working at the same site, only one of the two will receive compensation in the form of Per Diem, travel expenses, or mobilization/demobilization.

WD typically Does Not pay for mobilization to a site unless it is billable or included in the billing rate.

### EXPENSES

Travel and living expenses are paid as authorized by the client. In many cases the client will establish what they consider customary and reasonable. Generally, customary and reasonable includes coach airfare, compact or mid-sized rental car, mileage to and from the local area at the government mileage rate and meals not to exceed the government meal rate. In some cases the client may establish more lenient or restrictive requirements. In cases where expenses are authorized, sub-contractors should contact the responsible WD manager for clarification.

\_\_\_\_\_  
Initial / Date

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at WD Associates will be based on merit, qualifications, and abilities. WD Associates does not and expects its sub-contractors not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability.

WD Associates will make reasonable accommodations for qualified individuals supplied by sub-contractors with known disabilities unless doing so would result in an undue hardship.

Any subcontractor with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate WD supervisor or a member of the WD management team. Sub-contractors can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## HARASSMENT POLICY

WD Associates is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or unwanted sexual advances.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your WD supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact another member of the WD management. You can raise concerns and make reports without fear of reprisal or retaliation.

\_\_\_\_\_  
Initial / Date

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. Investigations will include gathering information on the nature of the relationship and type of communications prior to the sexual harassment allegation. Behavior that was acceptable at one point in a relationship will be taken into appropriate account during the investigation. When the investigation is completed, you will be informed of the outcome of the investigation.

Harassment does not refer to occasional compliments of a socially acceptable nature or consensual or personal social relationships without a discriminatory employment effect. It refers to behavior which is not welcome and which is personally intimidating, hostile or offensive.

Contractors who fail to comply with these guidelines may be subject to immediate contract cancellation.

#### DRUG AND ALCOHOL POLICY

WD Associates is a contractor engaged by Utilities to perform professional/technical services. WD and its clients require that employees and subcontractors are fit for duty. Consistent with this requirement, the following conduct is prohibited of any WD Associates sub-contractor employee:

- The sale or distribution of drugs, without regard to whether the sale or distribution takes place on or off the Company's premises, and regardless of whether the drug is distributed or sold to fellow employees or non-employees.
- The use of alcoholic beverages or the possession of an open container containing an alcoholic beverage while on client premises or while on duty. On nuclear station property, all alcoholic beverage containers, whether opened or unopened, are prohibited. On-duty includes paid and unpaid break and meal periods, regardless of whether the sub-contractor employee is on the client's premises during these times. Clients' premise includes buildings, parking lots and vehicles, and all areas where work is performed, whether or not owned or leased by the client. Off-duty use is also prohibited on client's premises.
- The use, possession, concealment or purchase of illegal drugs while on duty. On-duty includes break and meal periods regardless of employee location.
- The impairment, on-duty, of any employee due to the use of drugs or alcoholic beverages, or an impermissible level of drugs or alcohol in the system of any employee.
- Off-duty and off-premises involvement with drugs or alcohol which has or may have an adverse impact on WD. For example, it may have an effect on an employee's ability to perform his or her duties, may endanger the safety of employees or the public, may damage WD's reputation for providing safe and dependable service, or may undermine the public's or government's confidence in WD.
- The use of alcohol by an employee who is granted unescorted access to a nuclear plant during the five (5) hour period which immediately precedes a scheduled work assignment.

\_\_\_\_\_  
Initial / Date

- A sub-contractor of WD Associates who violates any of the prohibitions set forth above, or who, in connection with a drug or alcoholic test, provides a false or tampered sample, or who refused or fails to provide a sample altogether, will not be permitted to engage in any subsequent client related work as specified by the client's internal policy. Additionally, that contractor may be subject to termination of the contract. The above does not prohibit sub-contractors of WD Associates from using prescribed or over-the-counter medications. However, where such medication may interfere with job performance, the contractor is responsible for notifying his or her supervisor prior to commencing work. A failure to comply with this requirement may result in preclusion from performing client related work.

#### UNAUTHORIZED/INAPPROPRIATE USE OF COMPANY OR CUSTOMER EQUIPMENT

WD and its sub-contractors are in the business of providing service. As a company, and as individuals, we receive compensation in exchange for services rendered. Our obligation is to ensure that our time and actions are to the productive benefit of the customer. This includes ensuring that company and customer provided resources (phones, computer, etc.) are only used in a manner that fully supports the assignment. ANY action that does not directly benefit completion of the assignment is unacceptable.

#### **Phones:**

**Company or customer supplied phones, including fax machines, are to be used solely for the conduct of company or customer business needs only.** Minor personal use may be in accordance with local policies and with authorization ONLY. Permitted personal use examples may include notification of family members about overtime or other minor use permitted by the customer. Calls from a customer phone to the WD office to assist the customer in the assignment or in another matter are acceptable. Other calls, for personal business, not specifically approved by the customer are unacceptable. If in doubt, ask your Supervisor. Sub-contractors may be required to reimburse WD or the customer for any charges resulting from their personal use of the telephone.

#### **Computers and all other customer supplied equipment:**

**Company or customer supplied computer equipment, including email, are to be used solely for the conduct of company or customer business needs only.** Unauthorized use is strictly prohibited. Minor personal use may be permitted in accordance with local policies and with authorization ONLY. Permitted personal use examples may include periodic communication with industry peers. Users with Internet access and email capability should be especially careful to avoid unauthorized use. Internet access shall be strictly limited to business needs only and is permitted in accordance with local policies and with authorization ONLY. **Inappropriate or offensive content is strictly prohibited.** Originators or distributors of unauthorized email will be subject to termination. Recipients of unauthorized inappropriate email should take the following action to avoid involvement.

\_\_\_\_\_  
Initial / Date

- Delete email known to be unauthorized or offensive. DO NOT Reply to unauthorized or offensive email, as the reply is a retransmission of the material. A reply could implicate you as a Distributor.
- Send a separate email to the Originator directing that no further unauthorized materials be sent to you. This email rejecting receipt of inappropriate documents your non-participation.
- Notify your Supervisor.
- Violation of this policy may be grounds for termination.

Acknowledgement of receipt of WD Associates/Sub-contractor Administrative requirements

Please acknowledge that you have read and understand the WD Associates/Sub-contractor Administrative requirements by signing below and returning to the following address:

WD Associates, Inc.  
1605 Dooley Rd., P.O. Box 187  
Whiteford, MD 21160  
Attn: Jeanine Foster

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Title