

This is a synopsis of our personnel policies and may not be current. For the complete current policies which will be a condition of your employment, see the FCC Employee Handbook.

1. General Policies

1.1. At-Will Employer Statement

We have today a rapidly changing work environment. Both companies and workers are changing directions faster than ever. In order to remain competitive there is a greater than ever need for flexibility and managerial discretion. “At will” employment, which has been “the law of the land” for over a century, provides the flexibility and discretion we deem necessary for the benefit of everyone at this company.

Your employment with the company is “at will.” This means that your employment may be terminated at any time, with or without notice, for any reason, with or without cause. Likewise, you may terminate your employment at any time, with or without notice, for any reason, with or without cause. As you can see, “at-will” employment is a two-way street. Nothing in the employee handbook or any other company document should be understood as creating guaranteed or continued employment, termination “for cause”, or of any other guaranteed or continued benefits. Only the President has the authority to make promises with regard to guaranteed or continued employment and any such promises are only effective if placed in writing and signed by the President.

1.2. Code of Ethics

Faris Construction Company will conduct its business honestly and ethically wherever we operate. We will constantly improve the quality of our services, products and operations and will create a reputation for honesty, fairness, respect, responsibility, integrity, trust and sound business judgment. No illegal or unethical conduct on the part of officers, directors, employees or affiliates is in the company’s best interest. FCC will not compromise its principles for short-term advantage. The ethical performance of this company is the sum of the ethics of the men and women who work here. Thus, we are all expected to adhere to high standards of personal integrity.

Officers, directors, and employees of the company must never permit their personal interests to conflict, or appear to conflict, with the interests of the company, its clients or affiliates. Officers, directors and employees must be particularly careful to avoid representing FCC in any transaction with others with whom there is any outside business affiliation or relationship. Officers, directors, and employees shall avoid using their company contacts to advance their private business or personal interests at the expense of the company, its clients or affiliates.

No bribes, kickbacks or other similar remuneration or consideration shall be given to any person or organization in order to attract or influence business activity. Officers,

directors and employees shall avoid gifts, gratuities, fees, bonuses or excessive entertainment, in order to attract or influence business activity.

Officers, directors and employees of FCC will often come into contact with, or have possession of, proprietary, confidential or business-sensitive information and must take appropriate steps to assure that such information is strictly safeguarded. This information—whether it is on behalf of our company or any of our clients or affiliates—could include strategic business plans, operating results, marketing strategies, customer lists, personnel records, upcoming acquisitions and divestitures, new investments, and manufacturing costs, processes and methods. Proprietary, confidential and sensitive business information about this company, other companies, individuals and entities should be treated with sensitivity and discretion and only be disseminated on a need-to-know basis.

Officers, directors and employees will seek to report all information accurately and honestly, and as otherwise required by applicable reporting requirements.

Officers, directors and employees will refrain from gathering competitor intelligence by illegitimate means and refrain from acting on knowledge which has been gathered in such a manner. The officers, directors and employees of FCC will seek to avoid exaggerating or disparaging comparisons of the services and competence of their competitors.

Officers, directors and employees will obey all Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their dealings.

Officers, directors and employees will remain personally balanced so that their personal life will not interfere with their ability to deliver quality products or services to the company and its clients.

Officers, directors and employees agree to disclose unethical, dishonest, fraudulent and illegal behavior, or the violation of company policies and procedures, directly to management.

Violation of this Code of Ethics can result in discipline, including possible termination. The degree of discipline relates in part to whether there was a voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

Remember that good ethics is good business!

1.3. Arbitration

All employment disputes will be settled by arbitration. A standard arbitration agreement follows; we believe this to be an equitable agreement as defined by the California Supreme Court. This agreement will be executed by both parties

1.4. Conduct & Discipline

1.4.1. General

Faris Construction Company wishes to create a work environment that promotes job satisfaction, respect, responsibility, safety and value for all of our employees, clients, customers and other stakeholders. Every employee at FCC has a shared responsibility toward improving the quality of the work environment. By agreeing to work at FCC you have agreed to follow the company's rules and to refrain from conduct which is detrimental to our goals. The prohibited conduct that is listed below is not an all-inclusive list, as the company cannot, with foresight, determine what inappropriate conduct under every circumstance is. Moreover, the company does not limit its right to discipline or discharge employees to the prohibited conduct listed below. Remember that, while we value our employees, the company maintains the right to terminate its employees at any time and for any reason, with or without notice.

Violation of the prohibited conduct set forth throughout Section 1.4 or any other conduct deemed inappropriate by management, may subject you to disciplinary action, including oral or written warnings, suspension without pay, transfer or possible termination. If you have any questions about your personal conduct or that of any fellow employee, immediately consult your supervisor for clarification.

One purpose of discipline is to motivate an employee to change his/her behavior. Discipline can be effective in helping an employee develop a more acceptable level of job performance. In every case, the company reserves the right, in its sole discretion, to determine the appropriate level of discipline.

In the event that discipline is considered, the foreman, superintendent, project manager, operations manager or the President will perform an investigation appropriate to the severity of the problem and in accordance with the Investigations section of the Field Management and Accounting Manual. In the case of minor safety violations the superintendent will decide on the appropriate level of discipline. In all other cases, the President will determine the appropriate level of discipline. When violations of a less serious nature (i.e. non-life threatening safety violation) occur, a discussion between the employee and the supervisor will often be sufficient. Verbal warnings are only appropriate for minor infractions and first time offenses of a non-serious nature. In the case of more serious violation, a written warning will be given. A warning should include an explanation of the problem, which has been identified, with an opportunity for the employee to respond. You should document all warnings, even verbal ones, and the employee's responses in the employee's personnel file.

Employee misconduct may be of such a high level of seriousness that immediate termination will result. Examples of more serious misconduct include, but are not limited to, sexual or racial harassment, insubordination, violation of the Substance Abuse Policy, and blatant disregard of the Company Safety Policy, fighting, theft and falsification of records.

The following activities are subject to investigation and discipline:

- Sexual Harassment
- Racial Harassment

- Conflict of Interest
- Insubordination
- Violation of the Substance Abuse Policy
- Disregard of the Company safety Policy
- Fighting
- Possession of firearms or mace
- Theft or Destruction
- Falsification of records
- Excessive absenteeism or tardiness
- Poor quality workmanship
- Conduct endangering the life, safety or health of others
- Violation of site specific rules

In any given case, the company may find it appropriate to impose greater or lesser disciplinary action, based on individual circumstances. Nothing in this policy should be construed as limiting the discretion to impose any level of discipline at any time, up to and including discharge, as the situations warrants. Nothing in this policy alters an employee's status as an "at will" employee or creates any contractual rights, either expressed or implied.

The rules and regulations of the company, and jobsite rules, are subject to change, without prior notice, at the sole discretion of the company.

1.4.2. Conflict of Interest Policy

1.4.2.1. Investment or Commissions

No employee of Faris Construction Company (FCC) shall invest in any supplier or subcontractor companies other than publicly traded stock purchased through a brokerage firm without the prior written consent of the President.

1.4.2.2. Borrowing Money, Materials or Equipment

No employee of Faris Construction Company (FCC) shall personally borrow money from any suppliers, subcontractors or customers of FCC or any individual employed thereby. No employee of Faris Construction Company (FCC) shall personally borrow materials or equipment from any suppliers, subcontractors or customers or any individual employed thereby without the prior written consent of the President. All borrowed items must be returned within a reasonable time.

1.4.2.3. Gifts or Entertainment

The policy of FCC is to favor companies which meet the quality, price and schedule goals of FCC. The favoring of suppliers which provide gratuities to our employees is not in the best interest of the Company.

However, supplier and subcontractor sponsored travel, sporting events, etc is a valuable benefit to our employees. Therefore, the acceptance of gratuities is allowable with the following conditions:

- 1.4.2.3.1. No gratuities may be accepted within 30 days of the award of any contract or purchase order in which the supplier has an interest and the employee has purchasing or listing authority.
- 1.4.2.3.2. There shall be absolutely no “quid pro quo”. This shall be grounds for termination. The employee must resist the desire to “repay” the supplier or subcontractor who entertained them by making concessions, or awarding contracts or change orders which are not in the best interest of FCC or it’s suppliers and subcontractors who have earned our work through price and quality. If you are uncertain about a planned action, call the President before acting.
- 1.4.2.3.3. Employee must obtain prior written authorization from the President for all gifts, entertainment, or gratuities with a fair market value in excess of two hundred dollars (\$200.00).

It is expected that all employees of FCC shall conduct all business of the Company using the highest ethical standards.

1.4.2.4. Moonlighting

No employee of FCC shall accept employment, contracts or other compensation from any firms or individuals that are currently or will in the future have a business relationship with FCC without first having obtained the written approval of the President.

1.4.2.5. Consulting and Directorships

No employee of FCC shall hold a directorship or consulting position in any other companies without first having made a full disclosure of the opportunity and obtaining the approval of the President. All requirements and responsibilities of any such outside directorships or consulting positions, if approved, shall be the sole responsibility of the individual and shall not effect the operation or reputation of FCC. Should such directorship or consulting position, in the opinion of the President, effect the operation of FCC, then the employee shall resign the position following reasonable

1.4.2.6. Confidentiality, Trade Secret and Non-Disclosure Agreement

All employees shall execute a Confidentiality, Trade Secret and Non-Disclosure Agreement at the time of hire. The purpose of this document is to preserve the competitive advantage which FCC will enjoy as a result of tools, techniques and procedures which are developed by the employees of FCC. No employee shall disclose to any competitor of FCC, either during their employment or after discharge, any information about FCC operations or procedures which could be used by the competitor to reduce FCC's competitive advantage. All systems, procedures, techniques or tools developed by the employee during their period of employment shall remain the property of FCC.

1.4.3. Equal Employment Opportunity Policy

Faris Construction Company is committed to the principals of Equal Employment Opportunity and is committed to making employment decisions based on merit and value. We are committed to complying with all Federal, State, and local laws providing Equal Employment Opportunities, as well as all laws related to terms and conditions of employment. We desire to keep a work environment which is free of harassment or discrimination because of sex, race, religion, color, national origin, sexual orientation, physical or mental disability, marital status, age or any other status protected by Federal, State or local laws. .

Faris Construction Company and it's employees shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex or sexual orientation, marital status, ancestry, national origin, disability, or because he or she is a disabled veteran or Vietnam era veteran in regard to any position for which the employee or applicant for employment is qualified. Faris Construction Company shall provide a working environment at its sites and facilities that is free of harassment, intimidation and coercion based on ethnic background, religion, gender or sexual orientation.

Just as the company bears a responsibility towards this policy, each of us must clearly communicate our disinterest in, or offense taken to, any perceived verbal or physical discrimination or harassment. We are all responsible for upholding this Equal Employment Opportunity policy and commitment. Equal Employment Opportunity laws afford each one of us the chance to succeed or fail based on individual merit.

It is the policy of Faris Construction Co. that recruiting, employment, placement, promotion, demotion, transfer, layoff, recall, termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all Company sponsored employee activities will be based upon the proficiency of the individual in performing their current assignment and/or their likelihood of performing proficiently in a new assignment and not on the basis of race, color, religion, age, sex or sexual orientation, marital status, ancestry, national origin, disability.

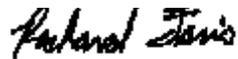
This policy shall periodically be brought to the attention of all personnel and shall be administered with a positive attitude. It is the responsibility of each supervisor of Faris Construction Company to ensure implementation of this policy.

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment should immediately notify their supervisor, or other manager of FCC. We will promptly investigate any claim and take appropriate action. We will seek to impose appropriate discipline against any person found to be in violation of this policy. Such discipline may include, but are not limited to, reprimand, suspension, demotion, transfer and discharge.

Our company prohibits retaliation against any employee who brings forth any complaint or assists in the investigation of any complaint.

If you feel we have not resolved your complaint, and after you have followed the company grievance procedure, please notify the President of FCC. If you still feel that your complaint has been resolved. Then, you can file a complaint with the EEOC, or State Fair Employment Office found in the local phone book.

Employees should report any situation that is in violation of the above stated policy to either their job site EEO representative or to the Company EEO officer _____ telephone _____, or by calling him/her at their home at _____. Collect calls will be accepted.



Richard Faris, Owner
Dated: September 1, 2004

1.4.4. Sexual Harassment Policy

Faris Construction Company finds sexual harassment to be intolerable conduct. We desire to keep a work environment which is free of harassment or discrimination because of sex.

Prohibited sexual harassment is defined as follows:

“Unwelcome sexual advances, requests for sexual favors, statements regarding permissiveness or the sexual reputation of an individual and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment should immediately notify their supervisor, or other manager of FCC. We will promptly investigate any claim and take appropriate action. We will seek to impose appropriate discipline against any person found to be in violation of this policy. Such discipline may include, but are not limited to, reprimand, suspension, demotion, transfer and discharge.

It is the responsibility of the superintendent to ensure that all foremen, subcontractors, and other on-site supervisory personnel are aware of, and carry out, Faris Construction Company's obligation to maintain such an environment. It is also the responsibility of the superintendent to make all employees on the site aware of the policy.

Do to the sensitive nature of this problem and the fact that FCC cannot guarantee that a relationship which starts out normal will stay that way, FCC has determined that it is inappropriate for employees to date other employees. The exception to this is when both parties have signed an Employee Dating Wavier.

Our company prohibits retaliation against any employee who brings forth any complaint or assists in the investigation of any complaint.

If you feel we have not resolved your complaint, and after you have followed the company grievance procedure, please notify the President of FCC. If you still feel that your complaint has been resolved. Then, you can file complaint with the EEOC, or California Fair Employment and Housing Commission.

Employees should report any situation that is in violation of the above stated policy to either their job site EEO representative or to the Company EEO officer _____ telephone _____, or by calling him/her at their home at _____. Collect calls will be accepted.

Richard Faris, Owner
Dated: September 1, 2004

1.4.5. Workplace Security

1.4.5.1. Workplace Violence Description

The California Department of Industrial Relations has divided workplace violence into three categories based on the severity of the risk. Type 1 which is the highest risk category consists of cash retail businesses, particularly those open late at night. Type 2, the next highest risk consists of those in direct contact with the general public where no cash is present such as bus drivers and police officers. Type 3 workplace violence involves an event where the aggressor has an employment relationship with the workplace.

The average construction jobsite is not open to the general public and has no cash money on-hand, therefore the risk of Type 1 & 2 workplace violence events is very unlikely. Some risk does exist for Type 3 events.

1.4.5.2. Anti-Violence Policy

The following is the stated policy of FCC as regards workplace violence:

1.4.5.2.1. PURPOSE

The FCC has no tolerance for actual violence or threats of violence against any FCC employee, subcontractor's employee, visitor, or any other persons who are on the jobsite or who are conducting business with the FCC. It is essential that every employee understand the importance of his or her role in ensuring workplace safety and security.

1.4.5.2.2. POLICY

Faris Construction Company employees who become aware of a threat of workplace violence or any form of workplace security hazard shall report the threat(s) or the incident immediately to their supervisor or the Project Manager. If an employee's supervisor or the Project Manager is not readily available, the employee shall immediately inform the President, or the Operations Manager so that appropriate action can be taken.

All verbal or physical threats of violence are serious and shall be treated as such. FCC employees are prohibited from committing acts of threatening behavior. Behavior threatening a FCC employee or any other individual (i.e., subcontractors, inspectors, public) will not be tolerated.

Threatening behavior includes but is not limited to the following:

1.4.5.2.3. Throwing objects

1.4.5.2.4. Making a verbal threat to harm another individual or destroy property

1.4.5.2.5. Making menacing gestures

1.4.5.2.6. Displaying or expressing an intense or obsessive interest (such as a grudge or romantic interest) in another individual or co-

worker that appears to exceed a normal interpersonal interest.

1.4.5.2.7. Attempting to intimidate or harass others.

1.4.5.2.8. Engaging in behavior indicating that the individual is significantly out of touch with reality, and that he or she may pose a danger to self or to others

1.4.5.2.9. Possessing or displaying weapons, explosives or dangerous substances on a FCC jobsite or in a FCC office.

EMPLOYEES' RESPONSIBILITIES

All employees shall be required to fully cooperate with the provisions of this policy and procedures to maximize the security and safety of FCC employees and visitors. This includes immediately reporting any workplace security hazards, threats of violence, or any potential violation of this policy to a supervisor.

Employees shall not be retaliated against in any way for asking questions about or reporting violations of this policy.

Any employee who engages or contributes to threatening or violent behavior, or violates any of the terms of this policy will be subject to disciplinary action, up to and including termination.

INTERVENTION, INVESTIGATION AND DISCIPLINE

Upon becoming aware of a violent or potentially violent situation, the Superintendent will immediately intervene to attempt to control the situation. This may include ordering the person to leave the site. However, if a violent person has a weapon, call the police; do not try to take the weapon.

Upon receiving a complaint, the Superintendent shall conduct an investigation as detailed under Investigations in the Field Management and Accounting Manual.

Employees should report any situation that is in violation of the above stated policy to either their job site EEO representative or to the Company EEO officer _____ telephone _____, or by calling him/her at their home at _____. Collect calls will be accepted.

Richard Faris, Owner

Dated: September 1, 2004

1.5. Leave Policy

1.5.1. Family & Medical

1.5.1.1. The Family and Medical Leave Act of 1993 allows employees of FCC who have worked for at least one year and for 1,250 hours in the last 12 months, up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. This leave may be up to 12 weeks in a 12-month period for the birth, adoption, or foster care placement of a child, or for the employee's own serious health condition or that of the employee's child, parent, or spouse.

You are required to provide 30 days advance notice if the leave is foreseeable (such as the expected birth of a child or a planned medical treatment for themselves or of a family member). For unforeseeable events, employees must notify the FCC as soon as the need for the leave is known. Please ask for the Employee Request for Family or Medical Leave form. In addition, you must provide a medical certification for serious health conditions and a fitness for duty report to return back to work. The company is allowed, at its expense, to obtain a second or third medical opinion regarding your condition.

The Company may require certification from health care providers before allowing a leave for pregnancy or a serious health condition. When medically necessary, leave may be taken on an intermittent or a reduced work schedule. At the conclusion of the leave for the employee's own health condition, the Company may require a fitness for duty report from a physician.

During the period the employee is on approved unpaid family or medical leave, the employee's health coverage provided by the FCC will continue. If an employee fails to return to work at the end of the leave, the Company may require the employee to reimburse it for the amount the Company paid for the employee's health insurance premiums during the leave. Other company benefits will be suspended during unpaid medical or family leave. Upon return from an approved unpaid family or medical leave, the Company will restore the employee to his or her original or equivalent position with equivalent pay, benefits and other employment terms. If an employee is an hourly employee whose job has been eliminated due to the completion of a project, upon the termination of family or medical leave, the Company will provide an equivalent position only to the extent available at an active project.

1.5.2. Maternity

Employees who are disabled by pregnancy, childbirth or related medical conditions may be entitled to take a pregnancy disability leave of up to four months, depending on the period of actual disability. Such employees have the right to take both a pregnancy disability leave and a family leave for reason of the birth of the child.

1.5.2.1. Paid Maternity Leave

Full time salaried employees who have more than one year of service with the Company and who are unable to work due to pregnancy/childbirth are eligible for paid maternity leave according to the following schedule:

Company Service	Eligibility for Paid Maternity Leave
1 to 5 Years	4 Weeks at Full Pay
More than 5 Years	8 Weeks at Full Pay

Paid maternity leave will be counted towards an employee's entitlement to Family and Medical Leave.

1.5.3. Military Leave

The Company will grant military leave as necessary in compliance with all applicable state and federal regulations. Employees shall provide the FCC with a copy of the call-up order within 2 days of receipt.

FCC recognizes the importance of reserve military service. In recognition of that, any full-time employee with at least one year of continuous service with FCC who is a member of a military reserve unit that requires the employee to attend a two-week training session annually, the Company will pay the employee their normal pay less their military reserve pay for the two-week period. Upon return from military duty, the employee shall present a copy of the military reserve pay voucher to Payroll to verify service.

Active Military Service

When called up for active military duty for longer periods of time, the employee will be entitled to automatic unpaid leave with any legally mandated benefits. Upon return to the Company, employees are generally eligible for reinstatement to the position they held when called up or a similar position and receipt of certain accrued benefits in accordance with applicable federal and state law.

1.5.4. Other Leaves and Sabbaticals

Leaves, other than those described in 2.4.1 & 2.4.2 above, will only be granted if convenient for FCC and benefits will not continue during these leaves or sabbaticals.

1.6. Observed Holidays

The Company observes the following National Holidays: New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas

1.7. Overtime Policy

If you are a non-exempt employee, you may be qualified for overtime. All overtime must be approved of in writing by your supervisor. Please request an overtime authorization form.

At certain times the company may require you to work overtime. The company will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested may result in discipline, up to and including discharge.

Overtime is defined as [any hours worked over eight hours in one day], more than forty hours in one week, or any hours worked on the seventh day worked in one week. When the previous parameters are met, overtime is paid at one and one-half times the regular hourly rate. If you work more than twelve hours in one day or more than eight hours on the seventh working day then you will be paid two times your regular hourly rate for those additional hours. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime

1.8. Voice Mail, E-mail, & Internet Policy

1.8.1. Purpose

1.8.1.1.FCC and its employees, like thousands of others, desire to strike an equitable balance between technology, an employee's right to privacy, and company interests such as trade secret protection and prevention of system abuse. This Voicemail/E-mail/Internet policy is intended to provide each employee of the Company with the guidelines and procedures associated with the use of the company's Voicemail, E-mail, LAN, VPN/WAN, & Internet Access system(s) ("the System").

1.8.2. Scope

1.8.2.1.This policy is applicable and binding on all employees of the FCC, contractors, vendors, partners, associates, and all others accessing and/or using the system through on-site or remote terminals. Executing a copy of the user agreement will be a condition of receiving a password.

1.8.3. General Provisions

1.8.3.1.The System, and all data transmitted or received through the system, are the exclusive property of the FCC. The system is to be used solely for FCC related business, and is not to be used by any employee for personal business or pleasure.

1.8.3.2.Any employee permitted to have access will be given a Voicemail, E-mail and Internet address and/or access code, and will have use of the system, consistent with this policy.

1.8.3.3. Any vendor or customer permitted to have access to our FTP site will be given the IP address and a password and will have use of the system, consistent with this policy.

1.8.3.4. Access to the Internet is given to those employees connected to FCC LAN, or VPN/WAN. This access is strictly for business purposes. Personal cruising should be done on the employees own time and equipment.

1.8.3.5. The FCC reserves the right to monitor, intercept and/or review all data transmitted, received, downloaded or uploaded over the system. The employee is hereby given notice that the company will exercise this right periodically, without prior notice and without the prior consent of the employee. The employer's interests in monitoring and intercepting data include but are not limited to: protection of company proprietary and classified data; managing the use of the Company's computer system; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. The employee should not interpret the use of password protection as creating a right or expectation of privacy for the employee.

1.8.3.6. Please understand that to protect everyone involved, our employees can have no right or expectation of privacy with regards to the receipt, transmission or storage of data on the company Voicemail/E-mail/Internet system.

1.8.3.7. Professional Considerations

This policy depends upon the ethical conduct of all employees. Although the Company will periodically monitor system use, each individual employee is empowered and encouraged to monitor use of the system, ensuring they meet the highest standards of professional conduct. All communications over the system should be business related, professional, and representative of the high ethical standards that are the trademark of our company. Employees need remember that the system is a public forum, and employees should only access those web sites or communicate to third parties with whom the employee would be willing to leave a business card or other form of identification. Specifically, employees are not permitted to transmit or receive, or retain from the system, communications that:

- 1.8.3.7.1. Contain obscene, profane, abusive or threatening language or graphical representations.
- 1.8.3.7.2. May be construed as discriminatory, harassing or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.
- 1.8.3.7.3. Contain references to any sexual acts, sexual relationships, or personal relationships.
- 1.8.3.7.4. Further any illegal activity.
- 1.8.3.7.5. Contain company proprietary or classified information, without prior approval of the company.
- 1.8.3.7.6. Reveal customer/client sensitive information without the prior consent of the customer/client.
- 1.8.3.7.7. Are used to solicit or approach others for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations without permission from the company.