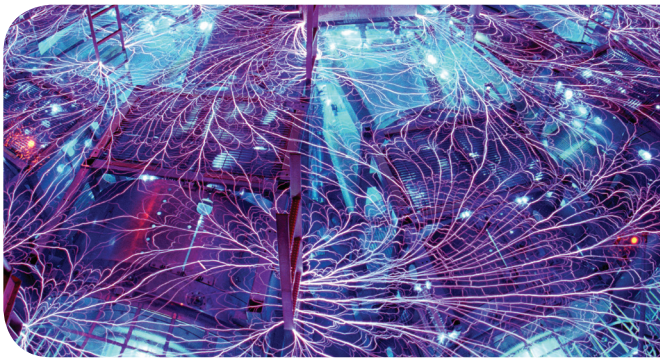
Exceptional service in the national interest

Sandia National Laboratories



Employee Handbook

A Message from the Laboratories Director

Welcome to Sandia National Laboratories! You are now part of a tradition of excellence and dedication to national service that began during World War II and continues today.

Sandia's core mission is maintaining a safe, secure, and reliable nuclear deterrent while strengthening the global nonproliferation regime and preventing nuclear terrorism. We also contribute to a wide variety of other national security missions—among them are cyber security, chemical and biological defense, and energy research—that build on knowledge gained from our nuclear weapons mission and our outstanding science and technology expertise. As one of the most diverse laboratories in the country, Sandia offers you an opportunity to become an expert in a field or move between different fields, while contributing to some of the most complex and important issues of our time.

Of course, it is our people who are Sandia's greatest asset. Sandia draws upon the expertise and diverse talents of more than 10,600 staff members to ensure mission success. You are now an integral part of our Sandia family. We expect great things from you, and in return, offer a wide range of resources to support you in your professional development and personal life.

The Employee Handbook provides important information about Sandia, our corporate values and objectives, the many benefits and responsibilities of your employment, and the conduct that will lead you to continued success. I urge you to read it carefully and discuss any questions or concerns with your manager.

I hope that you will take advantage of every opportunity to partner, learn, and grow in order to build a successful and meaningful career at Sandia. I can't wait to hear about your accomplishments.

Jill

Introduction

This handbook is designed to acquaint the employee with Sandia National Laboratories and provide introductory information about the working environment, employee benefits, and some of the rules and practices affecting employment. The information in this handbook applies to all employees of Sandia. Employees represented by a bargaining unit are also covered by the current Collective Bargaining Agreements (CBAs). In areas where this handbook conflicts with the CBA, the CBA takes precedence. If any information in this handbook is construed as conflicting with existing corporate policies, the corporate policies take precedence.

Throughout this document, references are made to the Corporate Policy System (CPS), which contains Sandia's corporate policies, processes and procedures. The Corporate Policy statement, a component of the CPS, is approved by laboratory leadership and expresses Sandia's values, principles, and objectives. The CPS prescribes boundaries within which Sandia conducts its business and for which all employees are held accountable. These can be accessed from Sandia's internal TechWeb by clicking on Corporate Policy System under Lab Info. For an employee who does not have access to a computer or for an employee who has questions regarding Sandia's Corporate Policy System, the manager can help.

This *Employee Handbook* is not intended to and does not constitute a contract of employment. The employment relationship at Sandia is at-will and may be terminated at any time, for any reason, with or without cause, by either the employee or Sandia.

This *Employee Handbook* is only one source of information and general guidance about Sandia's Corporate Policy System. Additional guidance on topics covered in this handbook is referenced in the CPS. Sandia reserves the right to change, eliminate, add to, or deviate from any benefit, work rule, policy statement, or process requirement at any time with or without notice.

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About Sandia

Sandia National Laboratories was established in 1945 on Sandia Base (now called Kirtland Air Force Base) in Albuquerque, New Mexico, as Z Division of what is now Los Alamos National Laboratory. Both laboratories were a product of the Manhattan Project, America's World War II atomic bomb development effort. Sandia was the design, test, and assembly facility for nuclear weapons. It was located strategically near an airfield to permit close work with the military. In 1949, Sandia received its mission when President Harry Truman wrote a letter to American Telephone & Telegraph (AT&T) Company President Leroy Wilson, offering the company "an opportunity to render an exceptional service in the national interest" by managing Sandia. AT&T accepted and began managing Sandia on November 1, 1949, a relationship that lasted for nearly 44 years.

On October 1, 1993, the Department of Energy awarded the Sandia management contract to the Martin Marietta Corporation, which merged in 1996 with Lockheed Corporation to become Lockheed Martin Corporation (LMC).

From a single mission in the 1940s, Sandia has grown into a multiprogram national laboratory. Sandia's highest goal is to become the laboratory that the United States (U.S.) turns to first for innovative, science-based, systems-engineering solutions to the most challenging problems that threaten peace and freedom for our nation and the globe. In order to execute its mission, Sandia is guided by these core values and strategic objectives:

Values

- Serve the nation
- Deliver with excellence
- Respect each other
- Act with integrity
- Team for great results

Objectives

- Deliver with excellence on our commitments to the unique nuclear weapons mission
- Amplify our national security impact
- Lead the Complex as a model 21st Century Government-Owned Contractor-Operated National Laboratory
- Excel in the practice of engineering
- Commit to a learning, inclusive and engaging environment for our people

Today Sandia has two primary facilities — one in Albuquerque, New Mexico, and the other in Livermore, California. Employee assignment sites include Washington D.C.; Tonopah Test Range and the Nevada Test Site in Nevada; Kauai Test Facility; and the Waste Isolation Pilot Plant in Carlsbad, New Mexico.

Sandia National Laboratories is a multi-program laboratory managed and operated by Sandia Corporation, a wholly owned subsidiary of Lockheed Martin Corporation, for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-AC04-94AL85000.

For additional information about Sandia's Strategic Plan, see http://info.sandia.gov/sp/ and https://my.sandia.gov/authsec/portal/ilms/default/plan.

For information about Sandia's mission and the planning process visit the Integrated Laboratory Management System, http://ilms.sandia.gov.

A history of the nuclear age is available at The National Museum of Nuclear Science & History the National Atomic Museum, http://www.nuclearmuseum.org/

General Information

Work Hours

The standard workweek for full-time employees consists of 40 hours. The standard workweek for part-time employees ranges from 20 to a maximum of 36 hours per week. The standard unpaid lunch period is 30-minutes, 45-minutes, or 1 hour. While employees may occasionally observe an extended lunch period beyond their standard schedule, the time must be properly accounted for and recorded. Note that the lunch period may not be delayed, skipped, or shortened to vary the daily start and stop times, even as part of an alternate work schedule.

The 9/80 schedule is also referred to as the compressed workweek (CWW). This schedule comprises 80 hours of work in 9-hour days for 2 weeks. On alternating weeks, Friday is either off or worked for 8 hours.

Flexible work schedules varying the start and stop times of the workday may occasionally be approved when they meet the needs of both the employee and Sandia business. Sandia also permits the employee to telecommute from home or a remote location when the business needs allow.

See CPS HR100.3.4, Determine Hours of Work, HR100.3.1, Request Part-Time Employment, and HR100.3.2, Initiate and Terminate Telecommuting

Paychecks

The payroll system receives input from the timekeeping system and generates employee paychecks biweekly. The employee is responsible for reporting payroll check inaccuracies to the Payroll Department.

See CPS FIN100.1.PAY.5, Enter, Review and Correct Timecards

Holidays

Sandia observes 10 holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The six working days comprising the winter holiday shutdown

Additionally, the Laboratories observe Energy Conservation Day, during which normal operations are curtailed and which typically follows a holiday, (Thanksgiving or winter holiday shutdown).

See CPS HR100.5.11, Record Employee Absences, Corporate Training and Disciplinary Actions on a Timecard

Occupational Injuries / Illnesses

Report an occupational injury or illness immediately to the manager or a member of management. The manager will assist with obtaining further information and reporting injuries and illness according to individual state laws and company procedures at each site.

See CPS HR100.4.9, File a Worker's Compensation Claim

Credit Union

The Sandia Laboratory Federal Credit Union (SLFCU) is a member-owned financial cooperative established by and for the Sandia employee and family. The SLFCU is a separate and distinct corporation from Sandia Corporation and is operated in accordance with federal laws and regulations. The credit union provides a full line of financial options, including checking and savings accounts, online banking services, mortgage loans, and much more.

For more information and locations, please access the website, http://www.slfcu.org

External Information Requests

The Human Resources Division is the only authorized department to respond to outside requests for information on a current and/or a former employee. All such inquiries are to be referred to the Records Department in New Mexico or the California Site Human Resources Department.

See CPS HR100.5.7, Manage Corporate Human Resources Records

Food Services

Vending machines are located throughout the facilities. In Albuquerque, there is a snack shop in Building 800A, and breakfast and lunch are served at the cafeterias in Building 861 and Area IV. At the California site, there is a small snack shop in Building 915.

Service Awards

The employee receives a service award after 5 years of service, on the anniversary date, and at 5-year intervals thereafter. Recipients are presented with an award selection package and a service certificate by a member of management.

See Human Resources Benefits Website, Awards & Perks, and

CPS HR100.3.3, Request and Fund Recognition Awards – Non Monetary

Benefits

Sandia provides a comprehensive and competitive set of benefits for the employee. A general overview of the many benefits currently offered follows. Details of each benefit plan, including eligibility, are in individual summary plan descriptions that are provided to each employee who participates in the plans. Sandia's internal web also contains information regarding employee benefits.

Insurance Benefits

Sandia offers insurance benefits that are designed to protect the health and welfare of the employee and family. These benefits are intended to assist with the financial impact of health care and catastrophic health conditions.

For more information, please access the Benefits website, http://info.sandia.gov/hr/benefits.htm

Vacation

An employee's eligibility for vacation accrual is based on the employee's job classification, date of hire, and full-time status. A maximum of 240 vacation hours can be accumulated in an employee's leave balance at any time during the fiscal year.

See CPS HR100.4.2, Schedule and Use Vacation

Vacation Donation

The Vacation Donation Plan (VDP) is an optional employee-paid plan. VDP allows employees who need to be away from work and would otherwise not be paid an opportunity to receive all or a portion of that time as paid leave. Employees may request hours from the Vacation Donation Pool or from individual donations. The Vacation Donation Pool is populated with vacation hours that are not accrued due to the 240-hour maximum vacation leave balance.

See CPS HR100.4.1, Request Donated Vacation and Donate Vacation

Sick Leave

Eligibility for Sickness Absence (SA) benefits begin immediately upon date of hire. SA payments are paid for the time that employees are absent during their standard daily work schedule. All eligible regular fulltime employees receive up to 1,040 hours at fulltime pay at their base rate. All eligible part-time employees receive SA benefits on a prorated basis in accordance with the approved part-time schedule. Eligibility for SA benefits is set forth in policy.

See CPS HR100.4.14, Use Sickness Absence Benefits

Family and Medical Leave Act

Up to a total of 12 work weeks of unpaid job-protected leave during any 12 month period may be granted for Family and

Medical Leave Act (FMLA) reasons provided the employee meets the eligibility requirements.

See CPS HR100.4.4, Request Time Off through the Family Medical Leave Act

Savings Plan

The Sandia savings plans are designed to help the employee build financial resources for the future. A savings plan may be an important part of income in retirement, supplementing income from pensions and social security.

For more information, please visit the Benefits website, http://info.sandia.gov/hr/benefits.htm

Employee Assistance Program

Sandia offers behavioral health services that include counseling, onsite class instruction, outside assistance referrals, and out-patient and in-patient rehabilitation referrals. The program is a confidential assessment, referral, and short-term counseling program designed to help the employee or family effectively address personal problems that may affect health, family life, or job performance. Sandia encourages the employee to seek assistance to overcome a drug or alcohol dependency or addiction particularly before the dependency impacts the employee's job.

See CPS HR100.4.6, Prevent and Test for Workplace Substance Abuse

Health Services

Sandia Health, Benefits and Employee Services (HBE), casually referred to as Medical, includes an onsite clinic at the New Mexico and California sites. The employee may be seen by a physician or nurse for personal health care problems and emergency medical services. HBE also provides occupational health services, medical surveillance and certification examinations, and inoculations for business-related international travel.

For more information, visit the HBE website, https://hbeupdate.custhelp.com/

Health Promotion

Sandia offers a wide variety of health promotion activities. Preventive Health Services provides awareness and opportunities for the employee to achieve and maintain physical and mental health and well-being through a supportive environment. Programs and services are based upon current research and effective strategies in preventive health care and are free of charge and open to every Sandia employee.

https://hbeupdate.custhelp.com/

Charitable Activities

Yearly, the Laboratories conducts a campaign so that the employee can respond to community needs. Voluntary contributions are tax-deductible and include local and national health, welfare, and community agencies. Contributions are made by payroll deduction and forwarded to the selected agencies.

The New Mexico campaign is the Employee Contribution Program/ United Way Campaign; the California campaign is the Sandia Helps and Reaches Everyone (SHARE) Program.

Other corporately sponsored fund-raising activities are coordinated and managed by the Community Involvement Department, e.g., Shoes for Kids and Habitat for Humanity. Line organizations may also support (except by raising funds) nondenominational and nonpolitical projects such as food, toy, and clothing drives that are not corporately sponsored. These activities should be reported to the Community Involvement Department.

Community and Political Activities

The employee is encouraged to actively participate in community and public affairs as private citizen. In certain circumstances, time off with pay may be granted for activities that enhance the public's awareness of Sandia as a good corporate citizen and a valuable community resource. In other cases, activities must occur outside

working hours without using the Sandia name or assets and making it clear that the employee is not representing Sandia.

For more information, visit the Community Involvement website, http://community.sandia.gov

Sandia Serves Volunteer Program

Sandia National Laboratories has enjoyed a long history of giving our time and talents to the community. The Sandia Serves program encourages employee volunteerism. Volunteers can participate in corporately sponsored projects, including Make a Difference Day, or choose their own activities. Volunteer opportunities are listed on the Sandia Volunteers website and periodically in the Sandia Daily News. Paid time off may be available for education outreach activities. Other volunteer activities should be performed outside of working hours.

For more information, visit the Community Involvement website, http://community.sandia.gov/index-2.html

Matching Gift Program

The Matching Gift Program will match employee contributions to accredited colleges and universities. The Lockheed Martin Foundation matches the tax-deductible portion of the employee gifts of $25 or more, in multiples of $5, up to a maximum of $10,000 per fulltime employee per year.

See Human Resources Benefits website, Awards & Perks

Career Development

Sandia supports career management and development. The employee is encouraged to participate in activities designed to help identify where there is a good match between interests and organizational goals. Career development discussions are included in the performance management process. Opportunities for personal development are offered through the Corporate Learning and Professional Development department in New Mexico and the Training and Development team in California. A wide range of growth opportunities are available to individuals, groups, managers, and leaders.

Performance Management

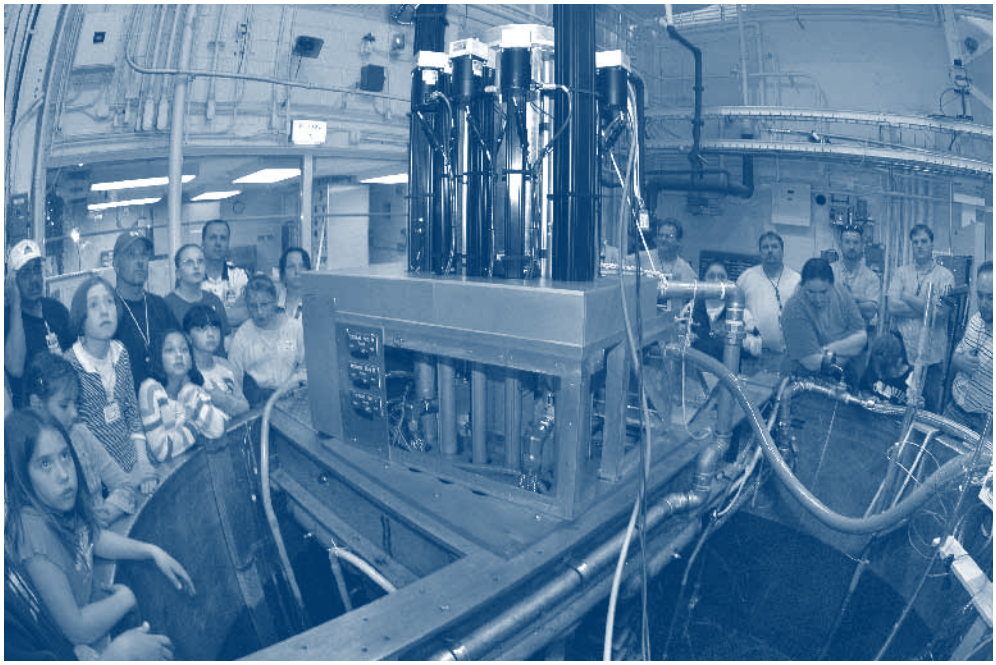
Performance management is the process by which Sandia deploys its strategic objectives and annual goals to the employee. Sandia

uses performance management to develop a line-of-sight so that the employee can understand how their individual performance objectives and contributions relate to higher-order tactical and strategic objectives. Performance management helps the employee align energies and efforts with those of Sandia to ensure mission success and to develop and grow personally and professionally. The performance management process also provides the basis for annual compensation adjustments for the non-represented workforce.

See CPS HR100.3.8, Manage and Evaluate Employee Performance

Employee Concerns

Sandia is dedicated to providing a work environment in which an employee can express concerns and report potential violations without fear of retaliation. Alternative methods for resolution of employment-related disputes are offered to ensure fair and efficient consideration of such concerns. For employee concerns, the first step is to talk with the immediate manager. Conflicts can often be resolved in this manner. However, if the employee



Sandia accommodates the employee's religious and ethnic observances and practices when such accommodation can be made without undue hardship on the conduct of business.

Furthermore, it is the policy of Sandia to endeavor to handle internally any employment or work-related complaint alleging unlawful employment acts or practices, in violation of corporate policy.

If the employee has an EEO-related issue or believes that he/she is being sexually, racially, or otherwise harassed or retaliated against, the employee is encouraged to discuss the matter with a member of management, a human resources business partner (HRBP), or a staff member in the EEO and AA Services Department in New Mexico, or the California Human Resources Department.

The employee is not required to address a concern to the person who is the subject of the concern. Individuals who raise issues or concerns will be advised of their rights and available options. All concerns are handled as confidentially as possible. Retaliation for participating in a complaint process is expressly prohibited.
See CPS HR100.5.4, Maintain a Non-Discriminatory Workplace, Equal Employment Opportunity and Affirmative Action

believes the issue is more appropriately addressed elsewhere, the concern can be raised to others in the line of management, the Human Resources Business Partner, the Ethics Office, Equal Employment Opportunity and Affirmative Action (EEO/AA) Services, or the Ombuds Office.

Equal Employment Opportunity and Affirmative Action

The Sandia policy adheres to all applicable EEO laws and regulations prohibiting discrimination and retaliation in the workplace. Sandia is strongly committed to nondiscrimination on the basis of race, religion, gender, national origin, color, age, physical or mental disability, US military verteran's status, sexual orientation, gender identity, marital or family status, serious medical condition, pregnancy, or ancestry or ethnicity, and genetic information. Sandia is also committed to maintaining an environment free of hostility of any kind including sexual, racial, ethnic, and religious harassment. Sandia's AA policy is to:

- Implement good faith efforts to achieve a balanced work force, including full utilization of women and minorities at all levels and in all segments of the work force; and
- Make reasonable accommodations for qualified individuals with disabilities unless the accommodations would impose an undue hardship on the business operations of the Laboratories.

Ethics

Lockheed Martin and Sandia National Laboratories believe in the highest ethical standards and strive to achieve an ethically sound approach to dealing with customers, suppliers, and each other. Upon hire, and periodically thereafter, the employee is provided a copy of the booklet, Setting the Standard, Code of Ethics and Business Conduct, and must acknowledge receipt of the booklet. The booklet summarizes the principles that guide our actions in business. Our Code promotes "doing the right things," as well as "doing things right" to maintain our personal and institutional integrity. Should the employee witness business rule violations or illegal, unethical, or dishonest actions by anyone, he or she is

expected to immediately report such information to the manager or to the Ethics Office. Reports may be made by calling the Ethics Helpline at 844-1744. To the extent possible, confidentiality will be maintained. There will be no reprisal for reporting a suspected violation.

See CPS CG100.4.10, Refer Matter to Ethics

Ombuds

The Sandia Corporate Ombuds provide confidential and informal assistance and guidance regarding any work-related issue. The Ombuds is a neutral and organizationally independent resource for assisting individuals and organizations in understanding and developing options to address conflicts, dilemmas, and gray areas that can occur in any work environment. In this capacity, the Ombuds serve a complementary role to Sandia's more formal and official channels by providing an alternative path to surface workplace issues and concerns. The Ombuds does not participate in any formal proceedings.

For important details and contact information, see the Sandia home page for the Ombuds website under Corporate Perspectives.
Also, see CPS CG100.4.9, Refer Matter to Corporate Ombuds

Union Grievance Procedure

Sandia has collective bargaining agreements with the Metal Trades Council (MTC), the Office and Professional Employees International Union (OPEIU), and the Security Police Association (SPA). Grievance procedures are negotiated with each of these bargaining units and are contained within the respective agreements. If an employee is a union-represented employee, union representatives are available to assist with concerns.

See the appropriate Collective Bargaining Agreement

Workplace Violence Prevention

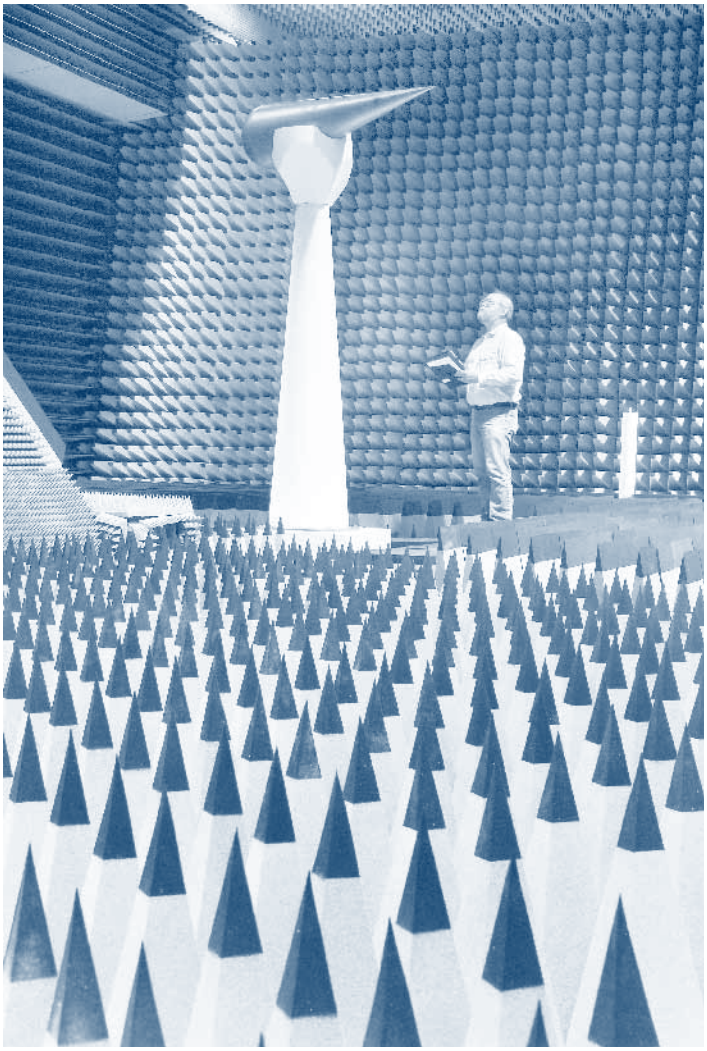
Sandia's policy is zero tolerance for workplace violence. To implement this policy, Sandia's Workplace Violence Prevention Program strives to provide a violence-free work environment for all Sandia personnel and visitors. If, however, violence does occur, the program will respond swiftly and surely to mitigate damage and prevent recurrence.

For specific Sandia employee responsibilities, see HR100.5.12, Prevent Workplace Violence

Employee Responsibilities

The Employee Handbook is only one source of information and general guidance about Sandia's business rules and procedures. The employee should reference the complete Corporate Policy System or contact the manager for additional information or if they have questions. Sandia reserves the right to change, eliminate, add to, or deviate from any work rule, benefit, policy statement, or process requirement at any time with or without notice.

Sandia's unique business arrangement with the U. S. Government subjects us to many laws, regulations, and requirements in addition to those applicable to other private corporations. Good business practices, along with these regulatory and contractual requirements, guide Sandia in defining business rules. The employee has a great impact on Sandia's success. Therefore, employment with Sandia carries with it a number of important responsibilities, as outlined below.



Conflicts of Interest

Financial, business, and personal relationships that might be opposed to Sandia's interests, the government's interests, or that might impair independent judgment related to Sandia matters must be avoided.

Under certain circumstances and on a very limited basis, the employee may offer co-workers the opportunity to support non-profit organizations — Girl Scouts, Boy Scouts, Little League, etc. by purchasing items such as cookies, popcorn, wrapping paper, etc. These activities, however, are with management approval, must take place during nonwork periods, and may not be disruptive to the business. No other solicitations are allowed.

See CPS CG100.4.7, Manage Personal Conflicts of Interest, and CPS CG100.4.1, Comply with the Standards for Ethics and Business Conduct and Sandia's Corporate Values

Contractor Relationships

Sandia places heavy demands upon its contractors, and insists that they meet contractual performance levels. The Sandia employee must not interfere with the employment relationship between the contractor and its employees.

Prohibited behavior includes:

- Attempting to influence individual hiring, firing, benefits, or salary treatment decisions of a contractor
- Becoming involved in the administrative supervision of a contractor's employees
- Encouraging contractor employees to terminate their employment and join Sandia
- Permitting contractor employees to become involved in Sandia management activities

If a contractor asks an employee about Sandia employment, the employee should refer the contractor to the Staffing Department in Human Resources.

For more information, see the Staff Augmentation Home Page, http://cfo.sandia.gov/procure/StaffAug/Main/htm

Also see CPS HR100.1.9, Use the Unified Hire Process

Environment, Safety and Health

Sandia policy considers the protection and preservation of the environment, and the safety and health (ES&H) of its personnel, contractors, visitors, and the public critical to mission success. Sandia makes deliberate efforts to reduce hazardous exposures and releases to levels as low as reasonably achievable considering technical, economic, and social factors.

Sandia's strategy for integrating ES&H into work management and practices at all levels is the Integrated Safety Management System (ISMS). It provides a common framework for working safely through integrated work planning, analysis and control of hazards, performing work in accordance with requirements, collecting feedback, and making improvements.

Care and conduct in matters pertaining to ES&H are the responsibility of every Sandia employee, contractor, and visitor. No job is more important than personal health and safety and the protection of the environment. Everyone is empowered to not perform any task that violates ES&H rules.

See CPS ESH100, Environment Safety & Health, and CPS ESH100.1.GP.3, Implement the Integrated Safety Management System

Sandia's goal towards becoming best-in-class for ES&H is a journey that ultimately is never-ending as we constantly re-evaluate and raise our standards of performance. Our best-in-class principles are that:

- Every Sandian and contractor takes responsibility and is accountable for ES&H performance at SNL, improving the work environment, and minimizing our impact on the environment.
- We operate from an unwavering belief that job-related injuries, illnesses, and environmental incidents are preventable and unacceptable.
- Working safely is a condition of employment.

Funds and Negotiable Documents

The employee is responsible for knowing and observing the rules that apply to handling and using Sandia funds, credit cards, checks, and negotiable instruments. Report any loss of or discrepancy in funds or negotiable instruments immediately to management.

See CPS FIN100, Finance

Government Vehicles

Government-owned vehicles are provided for official Sandia business only; personal use is not allowed. To operate a government -owned vehicle, an employee must possess a valid driver's license and obey all traffic laws and regulations. If a government vehicle becomes damaged in any way while under employee control, immediately report the damage to your manager. For additional information, refer to the website at Fleet Services.

See CPS SCM100.3.7, Use of Government Vehicles and Motorized Equipment

Nepotism

Sandia may hire qualified relatives of the employee if the employment does not create an actual or perceived conflict of interest. Relatives are not permitted to work together in a manager-to-subordinate relationship, upward or downward, or in a position where a Sandian could influence the hiring, career development, performance rating, pay rate, or progress of a relative, either as a Sandian or a contractor.

For this purpose, relative is defined as an employee's spouse (or those in a close personal or spouse-like relationship), child, or any individual related to the employee or to the employee's spouse.

CG100.4.7, Manage Personal Conflicts of Interest

Parking

There are a number of parking lots around the Laboratories. Most lots have a limited number of spots designated Reserved, Medical, Carpool, and Visitor. The employee may freely park in any parking spot not reserved for some special purpose. However, the employee may not park within 20 feet of any fence surrounding the tech areas or in other areas not designated for parking.

See CPS ESH100.2.IS.7, Implement Traffic Safety

Personal Appearance and Work Area

Although Sandia does not have a dress code, the employee should use common sense and proper judgment in determining appropriate and suitable attire. To promote efficiency and safety, all work areas are to be maintained in a neat and orderly manner. Materials that offend visitors or fellow workers or that detract from the businesslike appearance of the work area are not allowed.

What is considered appropriate for a routine workday at Sandia? Generally, clothing that is typically defined as business casual, such as chino Dockers-type pants and collared shirts, dresses/skirts of modest length, and slacks with tasteful shirt or blouse, is appropriate. There may also be occasion for a business suit/sport coat.
At some work sites, the Occupational Safety and Health Administration regulations governs what is appropriate. In some cases, certain body piercing could be a safety issue, and the employee could also be required to wear closed-toe shoes.

These examples are provided to help in wardrobe selection; however, they are not to be considered all-inclusive for a business environment. Specific job assignments, work sites , and safety considerations are factors in determining appropriate attire as well. Site-specific questions should be directed to the manager.

Personal Information

The employee is responsible to ensure Sandia records are updated if there have been changes in employee name, home telephone number, address, education degrees, emergency contacts, or marital or dependent status. The employee can make these changes online or the department Office Administrative Assistant can help. Contact Personnel Security and Benefits for changes to name and marital status; contact Benefits only for changes in dependent status. Correct information is critical to ensure the employee receives updated benefits information, for emergency contacts, and to comply with DOE requirements for security clearances.

See Health Benefits Employee Services website

Personally Identifiable Information

Sandia collects and uses Personally Identifiable Information (PII) about members of the workforce in the course of official Sandia business operations. Personal accountabilities for collecting, protecting and disseminating PII information are explained in CPS IM100.2.6, Control Personally Identifiable Information. Employees are encouraged to familiarize themselves with this CPS.

See CPS IM100.2.6 , Control Personally Identifiable Information

Process Serving

Serving of legal or court papers (process serving) by Sandians or unwelcome solicitations of any type are not permitted at Sandia. Service of process by others must be coordinated with the Legal Division.

See CPS CG100.4.5, Refer Matter to Legal

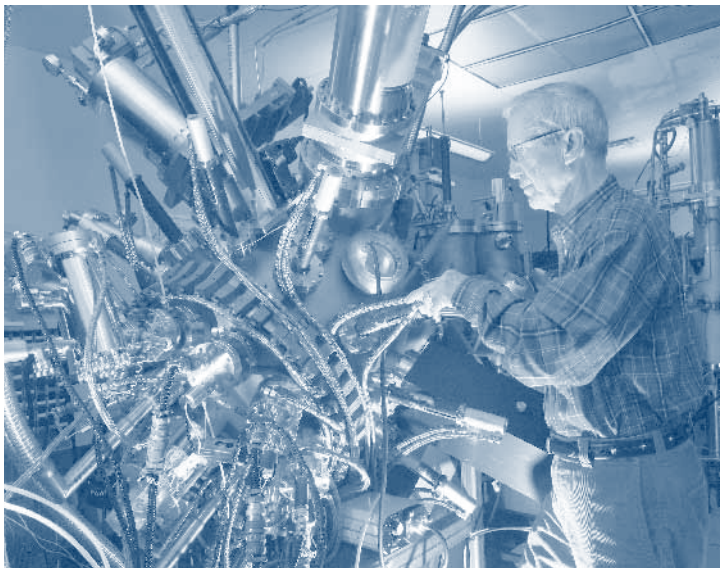
Research, Product and Service Quality Assurance

For Sandia to meet its business goals, we must deliver quality products and services. The employee is responsible for meeting customer commitments, delivering quality research, products and services that meet or exceed performance, cost, and schedule commitments in a safe and secure manner.

See CPS CG100, Corporate Governance and associated CPSs, CG100.5 and CG100.6

Property and Services

Property, materials, equipment, facilities, information, resources, and services, hereinafter collectively referred to as assets, are to be



used for the conduct of Sandia's business only. These provisions also extend to the use of customer, subcontractor, supplier or other owners' assets in the custody of Sandia (or of the Sandia employee). The employee is charged with the duty to preserve and keep in good repair all assets and ensure their use is for authorized work only. The employee is responsible for protecting these assets from loss, theft, damage, misuse, or unauthorized use or disposal. Incidental personal use of Sandia telecommunication resources may be permitted under certain circumstances.

Sandia reserves the right to search any area or item on Sandia premises such as vehicles, containers, packages, employee desk, files (paper or electronic), briefcase, purse, locker, etc., at any time, at its sole discretion. Sandia reserves the right to monitor and access Sandia assets (including Sandia computers) at any time, with or without employee knowledge or permission.

See CPS SCM100.3.3, Manage Property
See CPS IM100.1, Use and Protect Information Technology Resources
See CPS ISS100, Integrated Safeguards & Security

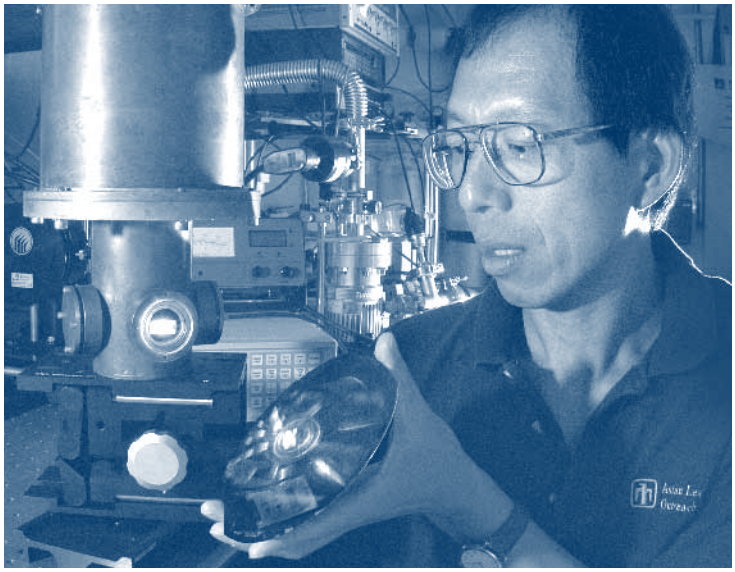
Protection and Dissemination of Information

In the course of work, the employee creates and uses information. Information is an important Sandia product and asset. It is only an asset if it is appropriately shared with another employee who has a business use for it and it is protected from unapproved release outside the company. Some of the information created or used may be classified or sensitive. Classified and sensitive information have special protection requirements. Classified information may

be used or discussed only in certain areas, and cannot be shared with anyone who does not have the appropriate clearance and the need-to-know the information to perform his/her job. Sensitive information may only be shared with those who have a need to know the information to perform their duties.

Personal accountabilities for protecting and disseminating information are explained in CPS ISS100.1, Perform Classified Work. Please take a few moments to read these accountabilities as soon as computer access is granted to the Sandia TechWeb home page.

See Cyber Security Desk Reference, Records Management Manual, and CPS IM100.1.3, Use and Protect Computing Resources



Punctuality and Absences

The employee is to adhere to an established schedule, to perform work in a responsible manner, and to keep absences, other than approved vacation, sickness absence and holidays, to a minimum. The employee should contact the manager as far in advance as possible for approval for all absences or if there will be a late arrival.

As a member of the workforce, an employee is relied and depended upon by the manager, team members, and customers. Unexpected tardiness and/or absences have a negative effect.

See CPS HR100.5.11, Record Employee Absences, Corporate Training, and Disciplinary Action on a Timecard and
CPS HR100.5.3, Implement the Employee Conduct and Corrective Discipline Process

Recording Work Hours

Sandia requires the employee to maintain accurate records of all actual hours worked and all absences taken. These hours must be recorded on the timecard and submitted on a weekly basis through the timekeeping system or as directed by management.

See CPS HR100.5.11, Record Employee Absences, Corporate Training, and Disciplinary Actions on a Timecard, and
CPS FIN100.1.PAY.5, Enter, Review and Correct Timecards

Purchase of Materials or Services

Yearly, Sandia purchases hundreds of millions of dollars worth of goods and services from thousands of suppliers. It is imperative that Sandia demonstrate great sensitivity to control costs. Materials and services must be acquired to comply with the DOE prime contract and with the most rigorous procurement standards. Procurement professionals ensure that Sandia receives the best value for its use of taxpayer dollars and that these expenditures comply with Sandia's legal and DOE contractual requirements.

The employee is responsible for knowing and observing the rules that apply to the purchasing of products and services.

See CPS SCM100.2, Acquire Property, Material, and Services

Security

Security responsibilities require that the employee:

- Wear the security badge above the waist and prominently displayed on outer clothing at all times while on Sandia premises. The security badge should not be worn off Sandia premises or used for personal identification.
- Enter secured areas only as required by your job and permitted by your security clearance.
- Immediately report to the manager or to Security, personnel in work areas for which they are not authorized access or any unusual events or circumstances.
- Observe the need-to-know principle. Being a Sandia employee and/or having a clearance alone is not authorization to have access to all classified or sensitive unclassified information. Such access is granted as necessary for the performance of Sandia work on a need-to-know basis and only with the required level of security clearance.
- Follow established procedures in handling, safeguarding, transferring, discussing, and storing classified information, documents, and materials. Additionally, follow established procedures when using or releasing any proprietary or

official use only information.

- Do not bring unauthorized firearms, ammunition, explosives, cameras, recording devices, cell phones or transmitters on Sandia premises at any time. Introduction of such items into restricted areas should be reported immediately to the manager and/or SIMP.
- Report plans for foreign travel whether for personal enjoyment or Sandia business to the manager. The employee is responsible for obtaining appropriate approvals in advance of any foreign travel.
- Obey all security requests, signs, and instructions from protective force personnel.
- Do not attempt to circumvent the security system in any way. The security system is in place for the employee protection and the protection of the facilities.

See CPS CG100.4.8, Conduct Corporate Investigations
CPS HR100.5.3, Implement the Employee Conduct and Corrective Discipline Process
CPS ISS100.5, Manage Site Access
CPS ISS100.3.1, Report Personnel Security Information; Security Incidents; and Waste, Fraud, and Abuse
CPS ISS100.1.5, Use Classified Matter
CPS IM100.2, Manage and Protect Information
CPS IM100.1, Use and Protect Information Technology Resources
CPS IM100.2.5, Identify and Protect Unclassified Information
CPS IM100.1.3, Use and Protect Computing Resources

Security Clearances

The ability to obtain and maintain a security clearance is a requirement for most positions at Sandia. If an employee's position requires a security clearance, he/she is expected to receive a security clearance from DOE within 2 years. The employee is responsible for handling all matters related to his/her clearance initially and upon all reinvestigations. Likewise, Sandia will meet its responsibilities to notify DOE of actions or problems that may affect an individual's suitability for a security clearance.

See CPS ISS100.3.3, Process Line Safeguards and Security (S&S) Findings and Corrective Actions and
CPS ISS100.5.4, Manage Clearances

Tobacco and Drug Free Work Environment

Sandia National Laboratories has a tobacco-free environment. The use of tobacco products on Sandia controlled property is prohibited. Sandia is also a drug-free environment, supported by pre-employment drug testing and random drug testing for all members of the work force in test designated positions.

See CPS HR100.4.6, Prevent and Test for Workplace Substance Abuse and CPS HR100.4.10, Maintain a Tobacco-Free Environment

Employee Conduct

The employee is expected to conduct himself/herself in a courteous, respectful and professional manner at all times. A list follows that includes some, but not all actions that are prohibited. Any of the following acts are grounds for disciplinary action up to and including termination. The employee is encouraged to view CPS HR100.5.3, Implement the Employee Conduct and Corrective Discipline Process, for more information regarding consequences.

Disregarding any safety rule or regulation including:

- Knowing endangerment of persons (including oneself) or the environment.
- Knowing falsification, concealment, destruction, omission, or tampering with permits, evidence, or data.
- Knowing or unknowing violation of ES&H procedures, standards, permit requirements, or practices that could result in injury, illness, exposure, release, or property damage.
- Failing to properly protect classified, business-sensitive, and/

or personally identifiable information in either written or electronic forms.

- Supplying false information on employment applications or any other company documents, including, but not limited to, timecards, vouchers, and benefits claims.
- Stealing, including aiding or abetting in the removal or disposal, or defacing of government property, including the use of government property for personal benefit.
- Using, possessing, selling, or attempting to sell illegal drugs or drug paraphernalia, or being under the influence of illegal drugs or alcohol in the workplace, on Sandia premises, or while conducting Sandia business off premises.
- Gambling on company premises. This restriction applies to wagers, betting pools, games of chance, etc., regardless of dollar value.

- Influencing or attempting to influence the hiring, placement, career development, performance rating, pay rate, or progress of a relative or family member, either as a Sandian or a contractor.
- Possessing cameras, ammunition, firearms, explosives, or other weapons or contraband on Sandia premises, except by authorized personnel.
- Fighting, assault, battery, or using abusive or threatening language on Sandia premises or off premises in connection with Sandia work.
- Disorderly conduct, indecent conduct, or making improper remarks or proposals to another individual on Sandia premises or off premises in connection with Sandia work.
- Exposing Sandia to criticism or embarrassment.
- Participating in any activity that constitutes a conflict of interest.
- Accepting any gift, gratuity, favor, or promise of such actions (except those of nominal value) from any individual or contractor with whom Sandia is doing business or proposing to do business. ***See CPS FIN100, Finance***
- Giving gifts (except those of nominal value) to any private individual, firm, or entity, with which Sandia does or seeks to do business. ***See CPS FIN100, Finance***
- Accessing sexually explicit material on the Internet using Sandia equipment or services.
- Misusing, abusing, engaging in unauthorized destruction or disposal, or defacing of government property, including the use of government property for personal benefit.
- Sleeping on the job.
- Being excessively tardy or absent.
- Failing to participate with a Corporate investigation.
- Failing to follow management directive.

See CPS HR100.5.3, Implement the Employee Conduct and Corrective Discipline Process, and CPS FIN100, Finance

Calling for Help

As soon as it is safe to do so, call the appropriate phone number in the table below when you observe or experience an emergency condition:

Emergency Phone Numbers

Location	Phone
SNL/NM (within KAFB)	911 or 844-0911 (cellular)
SNL/CA	911 or 294-2222 (cellular)
Tonopah Test Range (TTR)	911
Kauai Test Facility (KTF)	333 or 335-4333 (for a bomb threat, call 523 or 335-4523)
Other	Check with host site. Dialing 911 may not be appropriate.

Call the appropriate phone number in the table below when you observe or experience an unusual condition that does not appear to constitute an emergency. If unsure whether an emergency exists, call the appropriate emergency phone number listed above.

Non-Emergency Phone Numbers

Location	Phone
SNL/NM (within KAFB)	311 or 844-6515 or 844-0311 cellular)
SNL/CA	311 or (925) 294-3724
TTR	295-8285
KTF	333 or 335-4333
Other	Check with host site.

See CPS ESH100, Environment Safety & Health

Emergency Closing

In the event operations at the Laboratories are suspended due to severe weather conditions, a natural disaster, or other events, the New Mexico employee should call the Sandia Line 845-6789 and enter code 9999# or listen to local TV and radio stations for an announcement of an emergency closing. The California employee may call the Emergency News Line (NEWS phone at 4-3333) or listen to local radio station KKIQ, 101.7 FM.

If there is a snow delay or cancellation due to hazardous conditions you will be notified through the following:

1. Email
2. Sandia Bulletin Board (dial 1-800-460-0601 or 845-6789, there will be a short pause before providing you menu choices)
3. Radio Sandia 1640 AM
4. Sandia's external homepage: www.sandia.gov
5. Local TV stations
6. Facebook
7. Twitter: www.twitter.com/SandiaLab
8. Sandia Tech Web

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Notes

Sandia National Laboratories is a multi-program laboratory managed and operated by Sandia Corporation, a wholly owned subsidiary of Lockheed Martin Corporation, for the U.S. Department of Energy's National Nuclear Security Administration under contract DE-AC04-94AL85000. Published October 2011.