

April 22, 2008

To: All Employees of Dammon Engineering, Inc.

From: Pete Dammon, Chuck Dammon and David Dammon

RE: Updated "Standard Guidelines" for all employees

Dammon Engineering, Inc. provides certain benefits to its employees. These benefits include paid holidays, vacations, paid employee health insurance and 401K benefits.

To go along with the above, we have adopted a standard set of work rules, regulations and conditions of employment common to most companies. These guidelines will help protect both the company and our employees and will help our organization in its growth and in fulfilling our place in the community.

Of course, project excellence is the key, and depends mostly on our first line employees. As always, I appreciate your continued attention to our goals.

After reading the attached, please sign the final sheet acknowledging receipt of these rules, regulations and conditions of employment.

Sincerely,
Emmett G. (Pete) Dammon, P.E.
Owner, Chief Engineer

Chuck Dammon
VP/Project Manager

David Dammon
VP/Project Manager

STANDARD GUIDELINES

DAMMON ENGINEERING, INC.

NEW EMPLOYEES:

All new employees are subject to a 90 day trial period. Upon completion of the 90 days, your work will be reviewed and your performance assessed.

HOURS OF WORK:

Our hours of operation are Monday through Friday from 8:00 a.m. to 4:30 p.m. with 30 minutes for lunch.

HOLIDAYS:

Dammon Engineering, Inc. will grant paid holiday time to all full time employees who work the two scheduled days before and two scheduled days after each company holiday. If any employee does not report for work on any one of these scheduled work days before or after the holiday, he or she shall not be paid for that holiday, unless he or she is absent due to a previously scheduled and approved vacation. Holiday pay is based on average hours worked in the prior calendar year. The list of paid holidays is as follows:

HOLIDAYS:

- New Years Day
- Mardi Gras
- Good Friday
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving
- Christmas Eve (1/2 Day)
- Christmas Day
- New Year's Eve (1/2 Day)
- Special Days or Portions of Days (as determined by management)

VACATION:

Full time employees who have worked for the company for one year are eligible for one week of paid vacation. Employees who have been with the company for at least two, full-time, uninterrupted years are eligible for two weeks of paid vacation. With permission, these vacation days may be taken either all at once, or on a single day basis.

HEALTH INSURANCE:

Dammon Engineering, Inc. is pleased to be able to offer to its full time employees paid health insurance. This health insurance is paid for employees only; spouses and children

may be added, at which time the corresponding health insurance premium shall be deducted from employee's paycheck.

401K:

Dammon Engineering, Inc. is pleased to be able to offer a 401K plan to all full time employees after six (6) months of continuous full time employment.

PAY PERIOD:

Begins on Monday and ends on Saturday. paychecks are issued on Friday, with a week's delay for paycheck service

PHONE CALLS:

While talking on the phone, your ability to perform your duties effectively is greatly compromised, resulting in errors and omissions, and blocking important incoming business calls.

The use of business phones is limited to official company business. Local personal calls are to be kept to a minimum, as should the use of personal cellphones. Any telephone conversation (excluding emergencies), lasting longer than five minutes is considered excessive and may result in disciplinary action. Excessive personal calls during working hours may also result in your pay being docked at the discretion of Dammon Engineering, Inc. Friends and relatives should be discouraged from calling or visiting during working hours unless there is an emergency. Under no circumstances should you make or charge a long-distance call unless it is work-related and/or approved Dammon Engineering, Inc.

Good telephone etiquette is important when dealing with the public. When answering incoming calls, identify yourself and Dammon Engineering, in a pleasant and helpful voice. Be courteous and confine the conversations to the subject at hand. The first representation that many people have with our office is through the telephone. You are encouraged to cultivate a pleasant and cheerful manner. Rudeness and/or hostility are not acceptable and will not be tolerated.

WORKPLACE SECURITY:

Dammon Engineering, Inc. recognizes the importance of a safe workplace. In an effort to improve workplace safety and security, Dammon Engineering, Inc. requests your assistance and cooperation. Dammon Engineering, Inc. has zero tolerance for violence and threats of violence.

Also, it is imperative that strangers do not enter areas of our office where they may be left unattended and/or have the opportunity to steal credit cards, handbags, etc.

OPEN DOOR POLICY:

Dammon Engineering, Inc. is committed to providing a work place that is conducive to a productive and positive work environment. Part of this commitment involves encouraging an open atmosphere in which problems, complaints and questions can be raised and addressed in a timely manner without fear of reprisal.

Dammon Engineering, Inc. is available to help you resolve misunderstandings. Employees at all levels are encouraged to direct work-related concerns to the attention of his/her immediate supervisor. This is the only effective means of addressing legitimate concerns. All other methods are considered counter-productive and disruptive to normal business practices.

GRIEVANCE PROCEDURES:

Good relations are imperative to a work environment that promotes teamwork, recognition, fairness and open communications. Should the need arise, please discuss any problems with your supervisor. Be frank and open. Most problems will be resolved during this open discussion, because it is Dammon Engineering's sincere desire to both understand and help find solutions for your work-related problems.

RESIGNATION:

If you find it necessary to resign, you are requested to give advance notice in writing to Dammon Engineering, Inc. indicating the last day you will be working. A two-week notice is appreciated. If you resign without notice, you will forfeit your eligibility to be rehired. Final paychecks for those who quit without notice are mailed to the most recent address on file in the personnel office by the next regularly scheduled pay period. If you are enrolled in Direct Deposit, your payment will be processed in its usual manner.

SOFTWARE:

No one shall install, download, upload, or copy any software or programs on or from the Company's Computer System without the express authority Dammon Engineering, Inc.

REPORTING ABUSES:

Anyone who becomes aware of misuse of the Computer System should promptly report the matter to the Dammon Engineering, Inc.

TIME-KEEPING FOR PAYROLL:

Your work hours are to be recorded by means of a time sheet. These hours are used both for payroll and to track projects and invoice clients when working certain types of jobs. Unless otherwise instructed, you are to report to work no earlier than five minutes before your work schedule begins and leave no later than five minutes after it ends. You are responsible for making sure your time is recorded accurately, so that tracking actual time

spent on a project is possible. If you find any errors, contact Dammon Engineering, Inc. immediately. Except in emergencies, all corrections will be reflected on the following week's paycheck.

Employees shall not abuse the responsibility given him/her to accurately record hours worked by overstating time worked or understating time missed from work due to tardiness, long lunches, or attending to personal matters.

OVERTIME PAY:

You are to work overtime only at the request and authorization of Dammon Engineering, Inc. Overtime hours worked in excess of forty hours worked in a workweek, and approved by Dammon Engineering, Inc., will be paid at the rate of one and one half times your base rate of pay per hour. Hours worked means time actually spent on the job.

ABSENTEEISM AND TARDINESS:

Absenteeism and tardiness represent a serious loss to you and Dammon Engineering, Inc. If you are absent, others have to pick up your part, work scheduling becomes difficult and imposes a hardship on your co-workers. It is important that you be at work at your appointed time every day you are scheduled.

If you are going to be absent or late, you must report to Dammon Engineering, Inc. before this happens. If you fail to report to work for two consecutive scheduled working days without proper notification Dammon Engineering, Inc. will consider you to have abandoned your job and you will be subject to termination.

APPEARANCE:

You create the image many people will have about Dammon Engineering, Inc. Check your appearance before reporting to work. You should utilize good judgement in determining your dress and appearance. A well-groomed appearance and good personal hygiene is important and gives confidence to your overall effectiveness.

"Casual Friday" refers to Business Casual attire. Shorts and tank tops are specifically prohibited at all times. Appropriate shoes should be worn at all times. Further guidelines for your appearance and dress code policy may be established by Dammon Engineering, Inc., if necessary.

COURTESY:

Courtesy and your attitude toward the people you come in contact with will influence the image people have of Dammon Engineering, Inc. – either positively or negatively. Develop an attitude of helpfulness toward our customers, fellow employees, and supervisors. Courtesy is key to good human relations.

You are expected to demonstrate good judgement, ethical personal behavior and common sense. If your conduct comes into question, Dammon Engineering, Inc. will make an effort to resolve the matter fairly.

PERSONAL MAIL AND VISITORS:

Do not use company stationary, stamps, postage meters, or other company supplies for your personal mail. Have all of your personal correspondence sent to your home address unless you have permission from Dammon Engineering, Inc.

Personal visits by visitors (individuals not currently employed by the company) to Dammon Engineering, Inc. or your work area during working hours should be discouraged. Visitors are allowed during your 30 minute lunch break.

DISHONESTY:

Dammon Engineering, Inc. considers theft and dishonesty a serious offense. Taking or converting company property or money is a serious offense, which can lead to severe discipline up to and including termination of employment and/or legal action.

YOUR WORK ENVIRONMENT:

You are not to cause unacceptable or defective work.

You must be physically and mentally capable of performing your work assignments.

You must perform all assigned duties and fulfill your responsibilities to the Client and Dammon Engineering, Inc. Productivity and workmanship must be up to standard.

You shall not neglect your job duties or responsibilities, nor refuse any work assigned to you.

At no time should your conduct or behavior be disruptive to your coworkers, clients, or the workplace in general.

Casual conversation shall be kept to a minimum. All conversation taking place during meetings and other conferences should be directed away from the meeting and reception areas so as to avoid disruption of any kind to clients and visitors.

Due to the current layout of our offices, every word of every conversation can be heard throughout the office. Please use discretion and common sense and conduct yourself in a professional and courteous manner.

I _____ acknowledge receipt of Dammon Engineering
(please print name)

Inc.'s "Standard Guidelines" dated April 22, 2008 and including pages 1-7 (page 7
being this acknowledgement).

I have read and understand the rules, regulations and conditions of employment included
in the "Standard Guidelines" referenced above and, furthermore, I understand that
deviation from any of Dammon Engineering's policies, guidelines, rules, regulations
and/or conditions of employment may be cause for Disciplinary Action or, upon receipt
of three Disciplinary Warnings, may result in my termination from Dammon
Engineering.

(Please sign above)

Date