

V 140 - FIELD EMPLOYEE AND COMPANY VEHICLE INCLEMENT WEATHER POLICY

In the event of inclement weather please contact your immediate supervisor for further information on the operating status of the field.

All employees who drive company vehicles must get approval from their immediate supervisor before moving vehicle or reporting to work.

If you are on site when conditions deteriorate, again contact your supervisor for further information regarding the work status for the rest of the day.

If there is any question as to whether you should be on the road, DO NOT use your own discretion. You must consult your supervisor before moving.

If the field is shut down due to inclement weather, the employee may either take a day without pay or use a PTO day to receive pay, or he/she may be asked to put in time on the weekend to make up the day, at the discretion of management.