



Inactivated Date _____
Training Date _____
Reapply Date _____

## Application for a Contractor Badge

Contractor Data: IMFT I.D. # \_\_\_\_\_

Date \_\_\_\_\_ Birth Date \_\_\_\_\_

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Surname/Last Name \_\_\_\_\_

Home Address \_\_\_\_\_ City/St \_\_\_\_\_ Zip \_\_\_\_\_

Home/Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Complete Company Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ City/St \_\_\_\_\_ Zip \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Primary Trade (e.g. carpenter, engineer, tool vendor) \_\_\_\_\_ Level (e.g. journeyman, intern) \_\_\_\_\_

If you answer "YES" to any of the following questions, please explain in the space after the question. All questions must be answered. Falsification of any part of this application will result in denial or revoking of badge privileges.

1. All IM Flash sites must observe U.S. export control rules.  
 Some export controls that govern workers who are not U.S. citizens or legal permanent residents of the U.S. depend on the country where workers are from. The U.S. Department of Commerce Country Group E: 1 includes: Cuba, Iran, Libya, North Korea, Sudan, and Syria.  
 Are you a citizen of, or do you hold dual citizenship with one of those countries? Yes  No
  
2. Have you ever been employed by IM Flash, Inc. (IMFT)? Yes  No   
 If yes, reason for leaving? \_\_\_\_\_  
 \_\_\_\_\_  
 If yes, IMFT approval is required prior to processing.
  
3. Have you ever been a contractor at IMFT? Yes  No   
 If so, company name and dates? \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_
  
4. List additional name(s) you have used during previous employment or official documents.  
 \_\_\_\_\_  
 \_\_\_\_\_
  
5. Do you have a current, valid driver's license? Yes  No   
 State \_\_\_\_\_ Exp. Date \_\_\_\_\_ # \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



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## CODE OF BUSINESS CONDUCT AGREEMENT

I understand that as an employee working for Service Provider, Prime Secondary Supplier or Secondary Supplier \_\_\_\_\_ (name of agency) on a temporary assignment to IM Flash, that there is no obligation on the part of IM Flash or implication that I will be offered a position working directly for IM Flash. I further understand that any questions relative to my employment should be directed to the respective Service Provider, Prime Secondary Supplier or Secondary Supplier by which I am employed.

I also acknowledge that I have received and will read the IM Flash Code of Business Conduct and agree to abide by it. Copies of the Code of Conduct are also available from your employer.

I acknowledge that this Agreement is intended to benefit IM Flash.

\_\_\_\_\_  
Signature of Subcontract Worker

\_\_\_\_\_  
Date



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## IM FLASH HARASSMENT-FREE WORKPLACE POLICY

### ***IM Flash Policy:***

Federal and state laws prohibit discrimination and harassment in the workplace. Harassment or discriminatory behavior can be based on race, color, religion, sex, age, national origin, disability, or other legally protected classes. IM Flash absolutely forbids any form of harassment or discriminatory behavior by supervisors, fellow team members, or others doing business with the Company. A violation of these guidelines will result in disciplinary action or termination.

IM Flash guidelines prohibit any retaliation or reprisal against a team member who makes a complaint about harassment or against a team member who provides assistance with another team member's complaint.

### ***Harassment/Discrimination:***

Harassment is unwelcome offensive behavior, which affects employment decisions, makes the job environment unpleasant or hostile, or unreasonably interferes with performance.

### ***Behaviors Inappropriate for the Workplace:***

- Patting
- Grabbing
- Embracing
- Religious jokes
- Bullying coworkers
- Wolf whistling/cat calls
- Obscene jokes
- Age stereotypes
- Derogatory comments about a mental/ physical disability
- Pictures/drawings of nude or Semi-nude people
- Leering
- Rubbing against
- Racial slurs
- Leaning over/on
- Brushing up against
- Tearing/pulling/yanking clothing
- Undressing with eyes
- Forcing a person to touch you
- Using terms of endearment (sweetheart, dear, honey, etc.)
- Writing suggestive or explicit demands or requests for sexual activities
- Distributing unwanted religious material
- Spreading rumors about a health condition
- Horseplay
- Pinching
- Massage of shoulders or any other body part
- Making comments about his/her body
- Touching himself/herself sexually
- Jokes which put down women/men
- Sexual innuendoes (turning comments into a sexual meaning)
- Mocking someone's speech or foreign accent

### ***Complaint Process:***

It is IM Flash's intent to keep the work environment free of harassment because it is disruptive, counterproductive, and not in keeping with our high professional standards. Team members are expected to keep such behaviors out of the work environment and to report such actions if they occur. If you encounter harassment or discriminatory behavior, IM Flash has a complaint process, which should be followed.

- Say NO to the offender. Do not ignore it. Make it clear that you do not like his or her actions. Tell the offender that any repetition will be reported.
- If you do not feel comfortable confronting the offender, notify someone in authority immediately. You can speak with your supervisor, Department Manager, Human Resources or any Executive officer.



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## IM FLASH SECURITY GUIDELINES FOR CONTRACTORS

This guideline covers all non IMFT workers assigned to perform new construction, remodeling, equipment installation, repair or service on behalf of IMFT (all such individuals are collectively referred to as “Contractors”). Security is an inherent element of every operation at IM Flash. Accordingly, any work or services performed on IM Flash’s premises must be performed in a safe and secure manner in compliance with this guideline and all applicable federal, state and local safety and health standards. All contractors shall review and comply with the following:

### **SECURITY GUIDELINES**

- IM Flash’s security guidelines are provided here-in, and made available to each Contractor. You must read, understand, and adhere to all such security guidelines. Contact IM Flash’s Security department if you have any questions about these guidelines.
- Contractors will not be allowed to park in visitor or restricted parking areas. Contact IM Flash’s Security department for specific information regarding parking guidelines.
- Before entering any restricted area, such as those designated “Authorized Personnel Only” or “Door Alarmed,” Contractors must contact IM Flash Security department for clearance and approval.
- All Contractors shall obtain an identification badge which must be worn at all times while on IM Flash’s premises. The badge must be worn between the waist and shoulder on the outer garment, along with the individual’s picture visible to anyone approaching from the front. Loss of a badge must be reported to IM Flash’s Security department immediately. If a Contractor forgets his/her badge, a temporary badge may be obtained from a Security station. All temporary badges must be returned before leaving the premises.
- No recording devices may be carried and/or used in the plant without prior approval from the IM Flash’s Security department. A recording device is any device capable of recording a picture or sounds, including without limitation cameras, tape recorders, digital recorders and certain cell phones, laptops and PDAs. A Recording Device Authorization Form may be obtained from any Security Station.
- All vehicles on IM Flash’s property are subject to random searches at any time. Cooperation with these guidelines is mandatory.
- All personal property must be properly marked. Any property that is not properly marked will be considered IM Flash’s property until the Contractor can prove ownership.
- Any directive from IM Flash’s Security personnel must be followed. Questions or concerns may be addressed with the IM Flash’s Security manager.
- Contractors must comply with IM Flash’s Contractor drug testing guidelines and procedures.
- Contractors must comply with IM Flash’s Contractor background check guidelines and procedures.
- The possession or use of any alcoholic beverage, controlled substance, firearms, ammunition and explosives is strictly forbidden while on IM Flash Property



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## IM Flash End User Assets Policy

### Guidelines Overview

This End User Guidelines for Securing IM FLASH's Assets applies to all assets owned or administered by IM FLASH. Although this document includes mention of other forms of information such as voice and paper, it does not directly address the security of assets in those forms. The general guidelines regarding Confidential Information can be found in the [Code of Business Conduct and Ethics](#).

Team members and/or vendors/contractors are expected to protect IM FLASH's assets and ensure efficient use. The Company's assets include, but are not limited to, property, inventory, equipment and supplies. They also include computer data and time, confidential information and the time and skills of team members and/or vendors/contractors during work hours. Theft, carelessness and waste have a direct impact on IM FLASH's profitability. Company assets must be used only for legitimate business purposes. The unauthorized use of any of IM FLASH's assets is prohibited.

Examples of assets include, but are not limited to, Calling Cards, Cell Phones, Corporate Charge Cards, Laptops, Pagers, Purchase Cards, Radios and SecurIDs.

### Solicitation

The orderly and efficient operation of IM Flash business requires certain restrictions on solicitation of team members and the distribution of materials or information on Company property.

Solicitation includes, but is not limited to, displaying signs or advertisements, distributing materials of a political or religious nature, requesting support of or contributions to specific charitable organizations, or advertising consumer products or outside businesses. Distribution of non-work related material to or by team members during work hours and in work areas is not permitted for any purpose. Distribution of non-work related material to or by vendors, contractors or outside third parties is not permitted for any purpose.

Any posting or dissemination of any material which violates the location or content restriction, or which is deemed, by management to be offensive or inappropriate, is subject to immediate removal and disposal and may subject the team member to discipline, up to and including discharge and any outside third party may be restricted from IM FLASH property.

### End User Guidelines for Securing IM FLASH's Assets

#### Assets Security - It's Your Responsibility

Because IM FLASH takes assets security seriously, you are expected to follow procedures to ensure the integrity and availability of our valuable assets. **Prior to receiving an IM FLASH asset, you will be required to sign an acknowledgement form that affirms your understanding of and your agreement to abide by this policy.**

To be effective, asset security must be a team effort involving the participation and support of all IM FLASH workers, including employees, contractors, consultants, temporary workers, and others. You are required to protect any asset that you are in possession of. You also must report any guidelines violation or inappropriate use of an asset, or other condition that might jeopardize IM FLASH's assets. Report any of these conditions as soon as possible [to your Supervisor](#).

**Note:** Throughout this document, you will see underlined words that, if you were reading this document online, would be links to related documents. If you are reading this document in hard copy format, you will find these links written out at the end of

this document. You can access the related documents by typing the web site URL (exactly as it is written) into your web browser's Address field. These links only work if you are logged into IM FLASH's intranet.

The procedures in these guidelines are intended to protect our assets, which allow us to perform business activities or to make decisions. These assets must be used only by people with authorized legitimate interests, only in the intended ways, and only when required.

### ***Personal Property on IM FLASH Sites***

All team members, visitors and their possessions (including IM FLASH property issued to individuals), and vehicles are subject to search while on Company premises. Team members may not bring personal equipment to work or depart IM FLASH's premises with any Company property without express authorization from their department manager. Authorization is obtained through the team member's department or area manager. More information regarding property procedures and requirements may be obtained by contacting Security or your department manager.

*Special Note: Any type of personal computer equipment may not be brought onto IM FLASH property. If a team member needs to bring personal computer equipment for use at work, the team member should check with his immediate manager to see if such equipment can be obtained by IM FLASH so that the team member can perform his job. Authorization to use personal computer equipment must be obtained from the team member's department manager and the Information Systems manager prior any such use.*

### ***IM Flash is not liable for any personal property.***

Please refer to IM FLASH's Team Member Guidebook for a full explanation regarding personal property. You are responsible for protecting assets in your possession against loss, damage and misuse.

- Protect assets wherever they are stored. Examples include corporate charge cards, laptops, pagers and SecurIDs. Always keep assets in a secure place.
- Secure portable assets from theft at all times.

### **Appropriate Use of Assets**

Use IM FLASH's assets for business purposes only, as described in IM FLASH's [Code of Business Conduct and Ethics](#). In addition, there are some activities that are never permitted:

- Do not test or attempt to compromise any security measures.
- Do not use shortcuts that bypass the security measures on any system.
- Do not perform pranks and practical jokes that compromise the security measures on any system.
- Do not attempt to bypass or conceal activity from authorized logging and audit systems.

IM FLASH may monitor, inspect, and search all IM FLASH assets, including your computer, at any time. This examination may take place with or without your consent, presence, or knowledge. **The Corporate Information Assurance Group and/or the Communications and Travel Services** Department coordinate all searches of this nature.



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## VEHICLE INFORMATION SHEET

As a condition for parking on site, please provide information on all vehicles you may drive and park on IMFT property. Security maintains a database of this information in order to locate vehicle owners in the event of problems with your vehicle that we may be able to assist with.

\_\_\_\_\_  
First Name                                  Last Name                                  Employee

\_\_\_\_\_  
Employee Number:                                  Username                                  Contractor

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

Vehicle #1:

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Year: \_\_\_\_\_

Category: Motorcycle  Pickup  Sedan  Van  SUV  Truck

Vehicle #2

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Year: \_\_\_\_\_

