

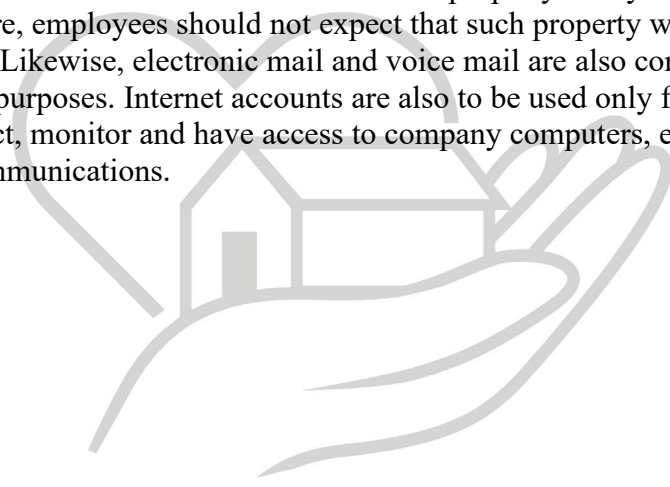


14.5 RESPONSIBILITY FOR PERSONAL ITEMS

Employees are responsible for their personal belongings, including but not limited to electronic devices (i.e. cell phones, smart watches, smart glasses, ear buds/headphones), jewelry and money brought to the work site.

LADD assumes no liability whatsoever for the damage, loss or theft caused by third parties to the personal property of staff members.

All storage facilities, offices and workspaces, including desks and lockers, are the property of LADD and we reserve the right to have access to these areas and to such property at any time, without advance notice to any employee. Therefore, employees should not expect that such property will be treated as private and personal to the employee. Likewise, electronic mail and voice mail are also company property and are to be used only for business purposes. Internet accounts are also to be used only for company business. We reserves the right to inspect, monitor and have access to company computers, electronic mail, voice mail messages and internet communications.



LADD

WE MAKE THE DIFFERENCE