




## **ADA-ES Code of Conduct Changes from August 2007 to July 2008**




1. Logo changed to 
2. References to ADA-ES, Inc. changed to ADA as appropriate.
3. Page 1 – The Vice President of Emissions Control Systems title was added to the list of Executive Team members.
4. Page 5 – Equal Employment Opportunity language strengthened.



## ADA-ES Employee Handbook Changes from August 2007 to July 2008



1. Logo changed to 
2. References to ADA-ES, Inc. changed to “ADA” except for the retirement plan reference which remains the same to reflect the actual legal document.
3. Page ii – Core Values. Safety added as a core value.
4. Page 6 – Supporting Community Fundraisers. This is a new section to the Handbook.
5. Page 8 – Time Charging Policy, II. Procedures, #4. Modified travel time description for clarification.
6. Page 13 – Reinstatement of Former Employees, second bullet. Clarification added for reinstatement occurring more than 6 months after termination date.
7. Page 14 – Expense Reports. Clarification language was added as follows: “To be eligible for reimbursement, approved expenses must be submitted within 90-days of the day in which the expense was made.” Also modified travel time description for clarification.
8. Page 22 – Insurance Benefits. Added “Domestic partner coverage is secured comparable to spousal coverage whenever possible.”
9. Page 23 – Profits Sharing Plan. Language updated to clarify that this program may be offered but is not currently in place.
10. Page 23 – Bonus Program. This is a new section to the Handbook.
11. Page 24 – Tuition Reimbursement. Added language clarifying reimbursement requirements.
12. Page 28 – Workers Compensation. Language updated to clarify that lists of approved medical providers will be provided by human resources at the time of necessity.
13. Page 31 – Family Leave of Absence. Opening paragraph updated to incorporate new FMLA law around qualified exigency provision for the active duty family member of the employee. Also, first bullet updated to incorporate new FMLA 126 workweeks leave provision to care for covered service members.
14. Page 36, Appendix – Covered Service Member and Domestic Partner definition added. The Executive Team description was expanded to include our new Vice President of Emissions Control Systems.