



A Division of
THE AGOS GROUP, LLC

June 5, 2000

Mr. John R. Stroh
District Manager
San Joaquin County Mosquito
and Vector Control District
7759 South Airport Way
Stockton, CA 95206

RE: EMPLOYEE PROTECTION LINE[®] ORGANIZATION CODE

Dear Mr. Stroh:

Thank you for sending in your Collective Risk Management Team[™] *Contact Information* sheets and Subscriber Agreement. San Joaquin County MVCD's Employee Protection Line[®] has been activated.

Your Employee Protection Line[®] organization code number is 10112.

This number enables access to San Joaquin County MVCD's personal report box. To make a report, simply dial (800) 576-LCOA, enter your organization code number (10112), then leave your report. You may begin using your Employee Protection Line[®] immediately.

Please refer to the Employee Protection Line[®] *User's Guide* for suggestions on how to disseminate information regarding the Employee Protection Line[®] to your employees. Also, remember to include the organization code shown above on all material that is given to your employees (i.e., the Employee Awareness poster, Employee Acknowledgement, announcement memos). Labor Consultants of America, LLC is required to act on all reports in accordance with the procedures found in the Employee Protection Line[®] *User's Guide*.

Enclosed please find an executed copy of the Employee Protection Line[®] Subscriber Agreement for your files. Should you have any questions about The WATCH[®] Employee Protection Line[®] please call our toll free number (800) 205-LCOA. Thank you for your subscription.

Sincerely,

Traci L. Byrom
Employee Protection Line[®] Manager

Enclosure

321 S. Boston Ave.

Suite 900

Tulsa, OK 74103

Phone: 918.582.5262

Fax: 918.582.5261

Nationwide: 800.205.5262

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EMPLOYEE ACKNOWLEDGMENT FORM

Reporting Wrongdoing on the Employee Protection Line®

To help you report workplace wrongdoing easily and without fear, your organization has several outlets available. Your organization has also arranged with an independent third party to provide a valuable benefit for you—the Employee Protection Line®. The Employee Protection Line® allows you to report wrongdoing without giving your name or identifying yourself in any way. You may use the toll-free Employee Protection Line® 24 hours a day, seven days a week. Your call will not be traced.

It is important, when leaving a message on the Employee Protection Line®, that you provide enough information so that appropriate action can be taken. Tell what has happened, including dates, times and the full names of witnesses. Your report will be kept as confidential as possible and will be treated with the seriousness it deserves.

Do not use the Employee Protection Line® for pranks, jokes, or untrue claims.

If you experience difficulties with the system, if you need help with the system, or if you do not have access to a touch tone phone, call (800) 576-5262 and follow the verbal instructions.

Instructions for Using the Employee Protection Line®

1. Prepare what you want to say.
2. Have your organization's Employee Protection Line® organization code close at hand. Your organization's Employee Protection Line® organization code is 10112.
3. Using a touch-tone phone, dial (800) 576-5262 and listen to the first message.
4. You will be instructed to enter your organization's Employee Protection Line® organization code. Enter your organization code when prompted.
5. Listen carefully to the second message; at the tone, speak slowly and clearly.
6. You will be required to give your organization's name (and location, if applicable), but you may leave a message without giving your name or identifying yourself in any way.
7. You will have five minutes to speak. If you need more time, call back.
8. Your message will be recorded for accuracy, but the tape will remain in the custody of the third party. A written transcript of your report will be sent to a team of neutral employees in your organization that have been chosen and trained to receive these reports. The third party will not knowingly send your report to anyone named in the report.

Acknowledgment

The undersigned acknowledges that he or she has read (or has been read) and understands the information regarding the Employee Protection Line®, including how to use the Employee Protection Line®. The undersigned agrees to report sexual or racial harassment, discrimination, or any other form of workplace wrongdoing.

(Print Name)

(Signature)

(Date)

(Witness)