

Policy Receipt Acknowledgment



(To be signed by all employees acknowledging their responsibility to become familiar and comply with all applicable policies and standards, and receipt of the policies and standards listed below.)

The Williams Companies, Inc. and its respective affiliates ("Williams") have adopted certain policies and standards for their employees. The intent of the policies and standards is to provide behavioral and operational guidance to employees.

The policies and standards identified below are essential to know upon your arrival to Williams. Additional enterprise policies and standards can be found on the Williams intranet (MyWilliams>Policies & Compliance). **It is your responsibility as a new employee to be familiar and comply with all enterprise policies and standards and any policies applicable to the specific Operating or Functional Area or department in which you are assigned. You should consult with your leader about any OA/FA or department specific policies.**

Please place a check mark or "X" in the box identifying you understand, and will comply with, each policy and/or standard:

- Acceptable Use Policy & Acceptable Use Standards
- Access Control Policy
- Code of Business Conduct / Core Values & Beliefs
- Conflict of Interest Standard
- Data Classification and Protection Standards and Procedures
- Distracted Driving Policy (*Note: Only field-based employees in the Access Operating Area are exempt from this policy until a phase-in approach can be defined and implemented*)
- Drug and Alcohol Policy and its applicable plans: Drug and Alcohol Testing Program, Pipeline and Hazardous Materials Safety Administration (PHMSA), and Federal Motor Carrier Safety Administration (FMCSA)
- Federal Energy Regulatory Commission (FERC) Training
- HIPAA Privacy Notice (*located at the end of the Benefits section*)
- Password Policy
- Personal Information Privacy Policy
- Prohibiting Workplace Discrimination and Harassment Policy
- Social Networking Standard
- Workplace Violence Risk Reduction and Response Policy

In addition, every employee is required to comply with Williams' travel and expense reimbursement policies. Please consult with your leader to understand which policy or policies apply to you.

I hereby acknowledge that I have received, or will be provided access to, Williams' policies and standards, including, but not limited to, the policies and standards listed above. I will read and familiarize myself with the contents of each policy and standard, and I understand my responsibility to comply with all Williams policies and standards. I further understand that Williams has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures and benefits contained in the policies and standards at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify a policy or standard. I also understand that any delay or failure by Williams to enforce any rule, regulation, or procedure contained in a policy or standard will not constitute a waiver of Williams' right to do so in the future. I understand that no policy or standard, nor any other communication by a management representative or any other employee, whether oral or written, is intended to in any way create a contract of employment. As with all positions at Williams, my position is "at-will," and Williams and I can terminate the employment relationship at any time, with or without cause or notice.

Signature

Date

Print Name