

Mr. Kevin Emenaker
Executive Director
Administrative Services
Alvord Unified School District
9 KPC Parkway
Corona, California 92879
Kevin.Emenaker@alvordschools.org

**PROPOSAL TO CONDUCT AN ELECTROMAGNETIC
FIELD SURVEY AT ALVORD CONTINUATION HIGH SCHOOL,
RIVERSIDE, CALIFORNIA**

Dear Mr. Emenaker:

December 9, 2020

Ramboll US Consulting, Inc. (Ramboll) is pleased to submit this proposal to Alvord Unified School District (Alvord USD) to conduct an electromagnetic field (EMF) survey at Alvord Continuation High School (Alvord CHS) located at 3606 Pierce Street, Riverside, California. This proposal contains scope of work, estimated cost, and contract terms and conditions.

Ramboll
5 Park Plaza
Suite 500
Irvine, CA 92614
USA

SCOPE OF WORK

It is Ramboll's understanding that an Alvord USD employee conducted some EMF measurements using a TriField meter (Model 100XE) in certain areas of the Alvord CHS and became very concerned about the results. Based on Ramboll's review of photos provided by Alvord USD, it is likely that the employee did not use the meter properly.

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We propose that an industrial hygienist from Ramboll conduct an EMF survey using a properly calibrated TriField or similar monitor in similar areas in the Alvord CHS that were surveyed by this employee. Results will be compared with the Threshold Limit Value (TLV) for static magnetic fields established by the American Conference of Governmental Industrial Hygienists (ACGIH). TLV is the exposure level that nearly all adult workers may be repeatedly exposed to day after day without adverse health effects, which is the appropriate exposure threshold for Alvord USD employees. Ramboll will also prepare a letter report documenting the methodology, results, conclusions, and recommendations (if any).

ESTIMATED COSTS AND CONTRACT TERMS/CONDITIONS

The estimated cost to complete the above scope of work is \$2,500 including Ramboll staff time and expenses. Work will be performed on a time-and-materials basis in accordance with the terms and conditions in Attachment A. Ramboll's document retention policy is included in Attachment B.



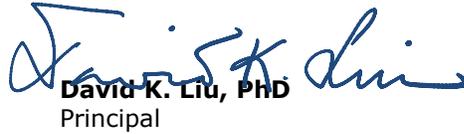
If the above terms are agreeable to you, please sign below to indicate your approval to proceed.¹

We appreciate the opportunity to assist the Alvord USD. Please feel free to contact Yi Tian if you have questions or need additional information.

Very truly yours,


Yi Tian, CIH, CSP, QEP
Senior Managing Consultant

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David K. Liu, PhD
Principal

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DLiu@ramboll.com

Attachments

PROJECT AUTHORIZATION:

Ramboll is authorized to conduct the scope of work as described in this proposal on a time-and-materials basis with an estimated cost of **\$2,500** in accordance with the terms and conditions in Attachment A and document retention policy in Attachment B.

Accepted and Approved by:

Signature _____

Name _____

Title/Company _____

Date _____

¹ If a Purchase Order (PO) is issued and there are terms and conditions on the PO that contradict that of Attachment A, the terms in Attachment A shall prevail.



**ATTACHMENT A
RAMBOLL'S TERMS AND CONDITIONS**

TERMS AND CONDITIONS FOR SINGLE PROJECT SERVICES AGREEMENT

Proposal by Ramboll US Consulting, Inc. (Ramboll)

These terms and conditions shall govern and be a part of the proposal issued by Ramboll to Client (the "Proposal") along with any exhibits attached thereto, which, when executed by the parties, shall constitute the sole and complete agreement between the parties with respect to the subject matter of the Proposal, excluding all standard business forms and other oral or written materials (the "Agreement").

Section 1. The Services

- 1.1 Scope of Services; Schedule:** Subject to the terms and conditions set forth in the Proposal and in the Agreement, Ramboll will perform the scope of services as explicitly set forth in the Proposal (the "Services"). There are no implied Services. The scope of Services or the proposed schedule set forth in the Proposal may not be altered by the Client in any way, unless and until a Ramboll representative has approved such alteration in writing. Ramboll will use reasonable commercial efforts to complete the Services within the time frame stated in the Proposal. Client represents and warrants that it has full right and authority to have the Services performed, and that it has obtained all necessary licenses and approvals for the Service to be performed.
- 1.2 Termination:** The Agreement may be terminated by either party: (a) upon thirty (30) days prior written notice to the other; or (b) effective immediately upon written notice to the other party if such other party declares itself insolvent, files an action in bankruptcy or becomes the subject of involuntary bankruptcy proceedings, or fails to perform any of its obligations hereunder or otherwise breaches the Agreement and does not remedy such failure or breach within fourteen (14) days after written notice thereof. Client shall pay Ramboll for all Services performed and expenses incurred prior to termination, plus reasonable termination charges such as charges for third party cancellation and for demobilization (including leaving the site in a safe condition and the site and project files in good order) plus, in the event of termination by Ramboll under subsection (b), damages under applicable law. Client's obligations under the Agreement shall survive termination of the Agreement and/or completion of the Services hereunder.
- 1.3 Additional Cost or Delay.** Ramboll and its affiliates shall not be responsible or liable for any additional cost to perform Services or other damages resulting from: (a) the lack or insufficiency of performance by any person or entity not selected by, engaged by, and responsible to Ramboll, (b) changes, delays or additional Services not necessitated by the acts or omissions of Ramboll, (c) delay in response to requests, applications or reviews by Client or third parties, or (d) damage to underground utilities or structures not accurately located on plans, maps or figures furnished to Ramboll.
- 1.4 Reporting Requirements:** Client may be required under federal, state, provincial or local statutes, laws, ordinances, codes, rules, orders or regulations ("Laws") to report the results of the Services to appropriate regulatory agencies. Ramboll is not responsible for advising Client about Client reporting obligations and Client agrees that Client shall be responsible for all reporting, except as specifically stated in Ramboll's Proposal as part of scope of work. To the extent Ramboll has an independent duty to report, it will endeavor to provide Client with advance notice.

- 1.5 Force Majeure:** Ramboll and its affiliates shall not be liable in any way because of any delay or failure in performance due to circumstances or causes beyond its control, which shall be deemed to include without limitation strike, lockout, embargo, epidemic, pandemic, or other outbreak of disease, quarantine restrictions, riot, war, act of terrorism, cyber-attack, flood, fire, act of God, act of the federal or state government, accident, failure or breakdown of components necessary to order completion, Client, subcontractor or supplier delay or non-performance, inability to obtain or shortages in labor, materials, protective gear, other supplies or manufacturing facilities, compliance with any Law, or circumstances or conditions which in the discretion of Ramboll may pose a material risk to the health or safety of the employees of Ramboll, its affiliates or subcontractors. In any such event, Ramboll is entitled to equitable compensation from Client for time expended and expenses incurred with respect to the project.
- 1.6 Scope Dependent Provisions:** Certain provisions dependent on the scope of Services are set forth in Exhibit A, attached hereto and incorporated herein.

Section 2. Fees and Charges

- 2.1 Fees:** Client shall pay for all Ramboll time spent in performing the Services, including travelling, at its then-standard rates for the type of Services (except to the extent otherwise stated in the Proposal). Estimates of fees, recommendations and opinions are made on the basis of experience and professional judgment; they are not guarantees. The Parties shall promptly agree to equitable adjustments in the budget and schedule if any of the following will result in increased fees or schedule delays in performing the Services: (a) Client requests changes to the scope or extent of Services, (b) Ramboll encounters site conditions that differ from those specified in the Proposal and are the basis for the scope of work or otherwise are unanticipated, (c) significant changes in relevant Laws, or (d) delays or disruptions for reasons beyond Ramboll's control.
- 2.2 Reimbursable Expenses:** Client shall reimburse Ramboll for all project-related expenses including, without limitation, the following: travel, priority mail, and overnight delivery, outside reproduction and courier services, which will be billed at cost, plus fifteen percent; the use of Ramboll or employee owned cars, trucks and vans will be charged at \$125.00 per day; the use of equipment and protective clothing will be billed in accordance with Ramboll standard practice; and the cost of project-related communications, to include in-house telephone, facsimile, postage, and reproduction, computers, data compilation, and Computer Aided Design and Drafting ("CADD") will be charged at six percent of total labor charges.
- 2.3 Taxes:** Client shall pay or reimburse Ramboll for (a) all sales taxes, use taxes, value added taxes, duties, levies, and similar taxes or impositions imposed by any taxing jurisdiction relating to the provision of the Services, and (b) to the extent that Services are performed in a country where Ramboll has no permanent establishment, all withholding taxes or similar impositions imposed by any taxing jurisdiction on the provision of the Services.
- 2.4 Invoicing:** Ramboll will invoice Client on a monthly basis using its standard invoice format. This format provides for a general description of work performed and a summary of professional fees, expenses, and other charges covered therein. For more detailed invoicing requests, Client shall pay for invoice preparation time by staff members.

- 2.5 Payment:** Client shall pay each invoice in cash within thirty (30) days after the invoice date. Client shall pay late charges at the rate of 1.5 percent per month or the maximum percentage allowed by Law, whichever is less, for any amounts not paid within thirty (30) days of the invoice date. Ramboll has the right to stop work for, withhold work product from, and/or terminate the Agreement or any Services hereunder in accordance with Section 1.2 herein, and/or terminate any other engagement with Client, if any invoice to Client remains unpaid for more than thirty (30) days past the invoice date. Client shall make timely payment without condition, setoff, retainage, or contingency, including without limitation the closing of a transaction or obtaining financing. If Ramboll determines that it is advisable/necessary to engage collection professionals and/or commence collection proceedings (including, without limitation, by commencing formal legal proceedings) to obtain payment on account of an unpaid invoice and Ramboll is the substantially prevailing party in such proceedings, Client also shall pay Ramboll's collection costs and costs associated with any such proceedings, including, without limitation, arbitrator fees, reasonable attorneys' fees and a reasonable fee for the services of Ramboll's internal resources and its out-of-pocket expenses.
- 2.6 Currency Conversion:** To the extent non-U.S. Ramboll affiliates provide Services, or costs are incurred in currencies other than US dollars, currencies will be converted into US dollars at the prevailing exchange rate(s) as at the end of the month during which Services have been provided or costs have been incurred.

Section 3. Third Parties

- 3.1 Subcontractors:** Except to the extent specifically agreed in writing by Ramboll, Client shall directly contract/retain all other contractors whose services are required in connection with a project (e.g., drillers, analytical laboratories, transporters). As a service to Client, Ramboll may advise with respect to selecting such other contractors and may assist Client in coordinating and monitoring their performance, but Ramboll is not responsible for such performance. Client shall release, indemnify, defend and hold harmless Ramboll and its affiliates and subcontractors and their respective directors, officers, employees and agents (collectively, the "Ramboll Indemnitees") from and against any and all allegations, claims, costs (including reasonable attorney and expert fees), damages, demands, expenses, fines, judgments, liabilities, liens, obligations, penalties, personal injury, property damage, suits and other losses of any nature whatsoever (collectively "Losses") relating in any way to work performed by any contractor retained/contracted by Client. When, notwithstanding the foregoing, Ramboll contracts/retains a subcontractor to perform a portion of the Services, all related expenses shall be billed to Client as they are incurred, at cost plus 15 percent.
- 3.2 No Third-Party Reliance/Use:** The Services including, without limitation, related communications and deliverables/work product, and the contents of such communications and deliverables/work product, are solely for Client's benefit and may not be relied upon by or disclosed to any third party without Ramboll's express written consent. In addition, Client shall not attribute any statement to Ramboll without Ramboll's express written consent. Ramboll shall be entitled to injunctive relief preventing/prohibiting any disclosure or attribution prohibited hereunder, and Client shall release, indemnify, defend and hold harmless the Ramboll Indemnitees from any and all Losses arising from or related to such unauthorized disclosure or attribution.

Section 4. Liabilities

4.1 Performance Standards:

- a. In performing the Services, Ramboll agrees to exercise professional judgment, made on the basis of the information available and to use the same degree of care and skill ordinarily exercised in similar circumstances by reputable consultants performing comparable services in the same geographic area as of the time the Services are rendered, and not according to earlier or later standards. Client acknowledges that scientific, medical, and health and safety knowledge and expertise is always evolving, and that Ramboll's work, conclusions and opinions cannot fully anticipate or take into account changes in knowledge or expertise that develop after the Services are performed. A difference of opinion on a question of professional judgment shall not excuse Client from paying when due for Services rendered.
- b. Ramboll makes no guarantee that the Services shall meet any particular specification or result except as specifically stated in the description of Services and then subject to all qualifications, assumptions, changes of condition and correctness of information given to Ramboll.
- c. Ramboll represents that: (i) it shall comply with all Laws which apply to Ramboll in the performance of the Agreement ; (ii) it shall obtain and maintain all permits or licenses which it is required to obtain in order for it to perform the Services; and (iii) to the best knowledge of Ramboll, without inquiry or investigation, the Services and work product provided by Ramboll will not violate or infringe any third party's patents, trade secrets, trademarks, or other proprietary rights.
- d. Other than the representations specifically set forth above in this section, RAMBOLL AND ITS AFFILIATES MAKE NO WARRANTIES OR REPRESENTATIONS OF ANY KIND, EXPRESS, IMPLIED OR STATUTORY, INCLUDING THOSE OF NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE, OR MERCHANTABILITY OF ANY PRODUCTS, OR AS TO ANY OTHER MATTER, and the representations set forth above shall supersede any oral or written warranties or representations made or implied by Ramboll or any of Ramboll's affiliates or their employees or representatives or in any of Ramboll's brochures, manuals, catalogs, literature or other materials.
- e. The Services and all deliverables are rendered based on the specific circumstances and conditions described in the Proposal and are intended for use by the Client only in connection with the purpose set forth in the Proposal. Ramboll disclaims all warranties relating to any other use and Client shall indemnify, defend and hold harmless the Ramboll Indemnities against any and all Loss relating to such other use.

- 4.2 Insurance:** Ramboll shall maintain the following insurance coverage while it performs the services: (a) statutory Workers Compensation and Employer's Liability Coverage; (b) General Liability for bodily injury and property damage of \$1,000,000 aggregate; (c) Automobile Liability with \$1,000,000 combined single limit; and (d) Professional Liability and Contractor's Pollution Liability with a combined single limit of \$1,000,000 per claim and in the aggregate. If Client desires additional insurance coverage types or amounts that Ramboll does not carry or special endorsements that Ramboll does not have in its policies, all premiums associated with obtaining those coverages or endorsements shall be promptly reimbursed by Client. Upon request, Ramboll will provide Client with a certificate of insurance.

4.3 Indemnities:

- a. Ramboll shall release, indemnify, defend and hold harmless Client and its affiliates and their directors, officers, employees and agents from and against any and all Losses arising out of or relating to the Agreement or the Services to the extent of such Losses that a court or other tribunal of competent jurisdiction finds and concludes, in a final and non-appealable order or judgment, directly resulted from Ramboll's material breach of the Agreement, gross negligence or intentional misconduct. Other than as set forth in the preceding sentence, Client shall be solely responsible for and shall release, indemnify, defend and hold harmless the Ramboll Indemnitees from and against any and all Losses the Ramboll Indemnitees suffer or incur as a result of, or are in any way related to, the Agreement or the Services or a Ramboll Indemnitee's presence on a site for the purpose of performing Services.
- b. An indemnified party hereunder ("Indemnitee") will give prompt notice of any indemnified claim to the indemnifying party ("Indemnitor"). The Indemnitee shall have the right to participate in the defense of any claim against it with counsel selected by it, subject to the Indemnitor's right to control the defense thereof. The fees and disbursements of such counsel shall be at the expense of such Indemnitee, provided, that if in the reasonable opinion of counsel to such Indemnitee, there exists a conflict of interest between the Indemnitor and such Indemnitee that cannot be waived, such Indemnitee shall have the right to control defense of the Claim against it, and the Indemnitor shall be liable for the fees and expenses of counsel to such Indemnitee in each jurisdiction for which such Indemnitee determines counsel is required.
- c. The Indemnitees and Indemnitor shall cooperate with each other in all reasonable respects in connection with the defense of any claim, including making available records relating to such claim and furnishing to the defending party, management employees of the non-defending party as may be reasonably necessary for the preparation of the defense of such claim. Such cooperation furnished by the Indemnitees shall be paid for on the basis provided for in the Agreement.

4.4 Limitation of Liability: Notwithstanding anything to the contrary set forth in the Agreement:

- a. Under no circumstances shall either party be liable to the other for any type of damages other than direct damages (including loss of profits, loss of opportunity, loss of business, loss of goodwill, or indirect, consequential, special, or punitive damages), even if such party has been advised of the possibility of such damages, or for damages caused by the other party's failure to perform its obligations under Law or contract; and
- b. In no event shall the aggregate liability of Ramboll and its affiliates in connection with the Agreement or the Services exceed the an amount equal to three (3) times the amount actually paid to Ramboll by Client for the Services, but in no event more than One Million Dollars (\$1,000,000), and Client specifically releases Ramboll and its affiliates for any and all Losses in excess of that amount. Ramboll and its affiliates shall have no liability in connection with the Services, whether in contract, in tort, in negligence, breach of statutory duty or otherwise unless it receives a claim in writing before the first anniversary of completion of the Services.

Section 5. Information

5.1 Confidentiality:

- a. The parties hereto each contemplate that, in connection with the Services and to facilitate performance of their respective obligations hereunder, it may be necessary to provide the other (the "Receiving Party") with information that disclosing party (the "Disclosing Party") considers to be confidential information. Information received from a Disclosing Party (or from one acting on its behalf) that the Disclosing Party identifies as confidential, or that, by its nature clearly should be treated as confidential hereunder (collectively "Confidential Information"), shall be maintained in confidence by the Receiving Party, which shall follow reasonable and prudent practices to maintain the Confidential Information in confidence. Confidential Information shall be used by the Receiving Party only for the purpose of and in connection with its performance hereunder; provided that Ramboll also may use any information received or generated in connection with the Services for the purpose of improving its products and services.
- b. Confidential Information does not include information that (i) was lawfully known to the Receiving Party before receipt from the Disclosing Party; (ii) is or becomes publicly available through no fault of the Receiving Party; (iii) is lawfully received by the Receiving Party from a third party without a duty of confidentiality; (iv) is independently developed by the Receiving Party without use of Confidential Information; or (v) that counsel for the Receiving Party determines is required to be disclosed by law (including, without limitation, in response to a subpoena), provided that the party intending to make such required disclosure, to the extent permissible and reasonably possible under the circumstances, shall endeavor promptly to notify the Disclosing Party of such intended disclosure in order to provide to the Disclosing Party an opportunity to seek a protective order or other remedy and/or take such other action it deems necessary.
- c. If Ramboll, its documents/records or its personnel are subpoenaed for production, for deposition or other testimony, or for other legal process related to the Services (except in connection with proceedings to resolve a dispute between Ramboll and Client related to the Services), Client shall promptly pay Ramboll at its then current standard billing rates for the efforts of its personnel in responding to such subpoena, and reimburse Ramboll for related out-of-pocket expenses.

5.2 Data Privacy:

- a. Each Party, as part of their contractual relationship and to perform their respective obligations under the Agreement, will obtain and use, for administrative purposes only, the following personal data about certain employees or other agents/representatives of the other Party or third parties engaged by the other Party ("Engaged Third Parties") who are working to fulfil the Agreement:
 - i. Name;
 - ii. Name of employer (i.e. one of the Parties or an Engaged Third Party);
 - iii. Title; and
 - iv. Contact information, such as e-mail or phone number.
- b. Each Party will collect and process such personal data as data controllers under, and otherwise in compliance with, applicable data protection Laws.

- c. Each Party further acknowledges and agrees that it has provided or will provide all of its employees, agents and/or Engaged Third Parties, as applicable, who are working to fulfil the Agreement, with a general notice about the other Party's collection and processing of their personal data. Such notice must comply with applicable data protection Laws (including, to the extent applicable, Article 13 and 14 of the Regulation (EU) 2016/679, the General Data Protection Regulation). Furthermore, each Party agrees to process such personal data in accordance with applicable data protection Laws. Furthermore, to the extent any such Law requires or provides for the parties to enter into a more detailed data protection agreement or similar agreements to more fully set forth, as contemplated by such Law, their respective data privacy obligations vis-à-vis services under the Agreement, or otherwise, the Parties each agree to act reasonably and in good faith in negotiating and executing such agreements.

- 5.3 Intellectual Property:** If Ramboll is required by the Agreement to deliver a particular final written product to Client (the "Deliverable"), then, subject to section 3.2, the Client shall own the Deliverable. To the extent there is any intellectual property included in the Deliverable, then, subject to section 3.2, Ramboll hereby grants to Client a perpetual, irrevocable, nonexclusive, royalty-free license to use such intellectual property solely as part of the Deliverable, and in connection with the Client project for which the Services were provided. Ramboll retains all other rights to its intellectual property. Client shall release, indemnify, defend and hold harmless the Ramboll Indemnitees from and against any and all Losses relating to Client's modification of or excerpts from the Deliverable or use of the Deliverable other than in connection with the project for which the Services were provided.

Section 6. Miscellaneous

- 6.1 Independent Contractor:** Ramboll is acting as an independent contractor and shall retain responsibility for and control over the means for performing the Services. Nothing in these Terms and Conditions shall be construed to make Ramboll or any of its officers, employees or agents, an employee or agent of Client.
- 6.2 Conflicts:** Client recognizes and agrees that Ramboll and its affiliates may assist other clients in matters that could be perceived as, or, in fact, may be adverse to the interests of Client, including, without limitation, matters that relate to the same site or geographical area, neighboring sites, the same acquisition opportunity or other issues in which Client may have an interest. In each of those situations, Ramboll will take reasonable measures to maintain separation between/among affected engagements, including, for example, by establishing a separate team for each client and implementing reasonable ethical screens between/among them.
- 6.3 Non-solicitation:** During the performance of the Services and for 12 months thereafter, Client will not solicit for employment, or hire as an employee or contractor, any personnel of Ramboll or its affiliates, without first obtaining the written consent of a corporate officer of Ramboll.
- 6.4 Assignments:** Neither party shall assign its rights and obligations under the Agreement or without the prior written consent of the other party, except in connection with a sale of substantially all of the assets of such party; provided that, Ramboll may subcontract its Services or assign or delegate Services to an affiliate without prior written consent of Client.

6.5 Severability: The Agreement shall be enforced to the fullest extent permitted by Law. If any provision of the Agreement is found to be invalid or unenforceable the provision shall be construed and applied in a way that comes as close as possible to expressing the intention of the parties with regard to the provisions and that saves the validity and enforceability of the provision.

6.6 Disputes:

- a. The Agreement shall be governed by the Laws of the state of New Jersey, without regard to its conflict of laws rules. Any dispute or controversy relating to the Agreement that is not resolved amicably shall be resolved by binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association, and judgment on a decision or award rendered by the arbitrator(s) may be entered in any court of competent subject matter jurisdiction sitting in the State of New Jersey. Unless otherwise agreed to by the Parties, (i) the arbitration proceedings shall be presided over by a single arbitrator, unless the amount in controversy exceeds \$500,000.00, in which case, the number of arbitrators shall be three, one appointed by each Party and the third appointed by mutual agreement of the other two and (ii) any and all depositions, oral argument, hearings, or similar personal appearances shall take place in the State of New Jersey, or, at Ramboll's election in its sole discretion, in the U.S. state in which the Services primarily are provided. Any decision or award by the arbitrator(s) shall be final and binding, and, except in the case of fraud or gross misconduct by the arbitrator(s), no decision or award rendered by the arbitrator(s) shall be appealable. Subject to Section 2.5 above, the arbitrator(s) shall have discretion to designate one of the Parties as the prevailing party and to require the other Party to reimburse such prevailing party for all or a portion of the costs and fees incurred in such arbitration, including arbitrators' fees, administrative fees, attorney's fees, and other reasonable out-of-pocket costs. The arbitration proceedings and arbitration award shall be maintained by the Parties and arbitrator(s) as strictly confidential, except as is otherwise required by Law, an order from a court or other tribunal of competent jurisdiction, or as is necessary to confirm, vacate, or enforce any arbitral award and for disclosure in confidence to the Parties' respective auditors, attorneys, insurers, tax advisors and similar professionals who themselves agree to maintain confidentially in accordance with this subparagraph.
- b. Neither Party shall be subjected to the foregoing arbitration requirement in the event of an alleged, actual, or threatened breach of an obligation under Sections 4.2, 6.1 or 6.2 above, or that otherwise is reasonably likely to result in irreparable harm to that Party absent immediate injunctive relief. In such event, the Party immediately may pursue by civil action in and obtain from any court of competent subject matter jurisdiction sitting in the State of New Jersey, or, at Ramboll's election in its sole discretion, in the U.S. state in which the subject products/services primarily are provided, injunctive and other equitable relief to remedy any such breach or threatened breach, which remedy(ies) shall not be exclusive, but, rather, shall be in addition to all other remedies and rights available at law, in equity, or otherwise. The prevailing party in any such civil action shall be awarded its costs and fees incurred in such civil action, including attorney's fees and other reasonable out-of-pocket costs.

- c. Ramboll also shall not be subjected to the foregoing arbitration requirement in an action strictly to collect unpaid invoices not exceeding \$50,000.00 and/or to foreclose upon or otherwise enforce any lien. In such event, Ramboll may pursue its fee claim in any court of competent subject matter jurisdiction sitting in the State of New Jersey, or, at Ramboll's election in its sole discretion, in the U.S. state in which the subject products/services primarily are provided.

6.7 Anti-Corruption & Sanctions:

- a. The Parties agree that, at all times in connection with and throughout the course of the Agreement, they will comply with and that they will take reasonable measures to ensure that their employees, subcontractors, agents or other third parties, subject to their control or determining influence, will comply with all applicable Laws of any applicable jurisdiction, including without limitation those relating to corruption and bribery. The Parties shall also comply with the standards provided in the conventions of the United Nations and OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions. If any of the Parties demonstrate non-compliance with the before mentioned Laws related to corruption and bribery, despite efforts to address these via constructive dialogue, or demonstrates non-compliance of grave character, both Parties hold the right to terminate the business relationship with immediate effect. Both Parties must inform each other without undue delay if they are charged by a court of law (e.g. under the US Foreign Corrupt Practices Act or UK Bribery Act) for bribery or corruption, in which case the non-charged Party may terminate the relationship immediately for convenience. If the charged Party is convicted for bribery or corruption by a court of law the non-charged Party may terminate the business relationship immediately for cause.
- b. Each party represents and warrants that neither that party, its directors, executive officers, agents, shareholders nor any person having a controlling interest in that party are (i) a person targeted by trade or financial sanctions under the Laws of the United Nations, the United States, the European Union and its Member States, the United Kingdom or any other jurisdiction that is applicable to the Services, including but not limited to persons designated on the U.S. Department of the Treasury, Office of Foreign Assets Control's List of Specially Designated Nationals and Other Blocked Persons and Consolidated Sanctions List, the U.S. State Department's Non-proliferation Sanctions Lists, the UN Financial Sanctions Lists, the EU's Consolidated List of Persons, Groups and Entities Subject to EU Financial Sanctions, and the UK HM Treasury Consolidated Lists of Financial Sanctions Targets; or (ii) directly or indirectly owned or controlled by such persons (together "Restricted Person"). Each party shall notify the other party in writing immediately if that party or any of its directors, executive officers, agents, shareholders or any person having a controlling interest in that party becomes a Restricted Person or if that party becomes directly or indirectly owned or controlled by one or more Restricted Persons.

EXHIBIT A

SCOPE DEPENDENT PROVISIONS

Each of the following provisions shall apply and be part of the Agreement to the extent it is relevant to the scope of Services being performed:

1. **Authority, Access and Site Information:** Client shall grant or obtain for Ramboll reasonable access, at Client's sole cost, to any sites (including adjacent sites) to be investigated as part of Ramboll's scope of work, free from interference by third parties. Client shall also specify and describe to Ramboll in writing (a) the boundary lines of the site(s), (b) the location of any underground materials or structures, including tanks, piping, water, telephone, electric, gas, sewer, and other utility lines, (c) all hazardous site conditions or hazardous materials, including providing copies of relevant Safety Data Sheets, and (d) all other information necessary or desirable to allow Ramboll to perform the Services. Ramboll shall have no liability relating to the foregoing matters except to the extent specifically included in Ramboll's scope of work; provided that, Client shall be responsible for any personal injury or property damage or other Loss caused by incomplete or inaccurate information provided by the Client or any other party.
2. **Management of Pre-existing Materials:**
 - a. Client recognizes that there may be pre-existing conditions, contamination, substances, wastes or materials, hazardous or otherwise ("Pre-existing Materials") at sites to be entered as part of the Services and acknowledges that Ramboll has neither created nor contributed to the existence of any Pre-existing Materials. Client also acknowledges that some investigative procedures may carry the risk of release or dispersal of Pre-existing Materials, even when exercising due care, and Client hereby waives any claim with respect thereto except to the extent of damages caused by Ramboll's gross negligence or willful misconduct.
 - b. Client and not Ramboll shall be responsible for complying with all Laws in connection with transportation, treatment, disposal and management of Pre-existing Materials. If Client and Ramboll execute a Proposal for assistance in meeting such obligations, (i) Client shall make the final selection of and take full responsibility for both the transporter and disposal facility, (ii) Ramboll shall not be deemed to be an operator, generator or party who arranges for transportation, treatment or disposal, and (iii) Client shall release, indemnify, defend and hold harmless the Ramboll Indemnitees from and against any and all Losses relating to a claim or allegation that Ramboll has any obligation or responsibility referred to in this Section.
 - c. To the extent that any term used above in this Section is defined in one or more applicable Laws, such term as used herein shall have the broadest definition stated herein or in any such Law.

3. **Environmental Professionals:** Ramboll employees may serve as Environmental Professionals under various state or Federal programs, which may include rendering opinions about site assessments or remediation programs or outcomes and/or which may have Ramboll employees assuming quasi-regulatory roles. In carrying out these functions for Client, the Environmental Professional will select the investigations, data collection activities, remediation or other services which, in the Environmental Professional's judgment are appropriate under applicable statutes and regulations, to establish a basis for the Environmental Professional's opinions. Client acknowledges that, under certain state or federal programs, the Environmental Professionals may have an independent duty to report site conditions or other information to a regulatory agency and Client agrees that the Environmental Professional may make such disclosures as are required by Law without violating any confidentiality obligations under the Agreement, provided that the Environmental Professional gives the Client notice before (or if circumstances do not reasonably allow concurrently with) notifying the regulatory agency. Client also acknowledges that a federal, state or local agency may review, comment and/or audit Ramboll's services and may require additional site activities, even though Ramboll and its Environmental Professionals have each performed its services in accordance with the standard of care set forth in this Section 11. Client agrees to compensate Ramboll for services performed in response to such an audit at Ramboll's billing rates then in effect.
4. **Laboratory Services:** Ramboll will conduct toxicology tests as prescribed in standard industry methodology, which includes test acceptability requirements. From time to time the quantity or quality of test organisms cannot be obtained. Ramboll will notify Client when this occurs and suggest delaying the testing until such organisms become available. Ramboll will conduct the tests at Client's request but Ramboll will not be responsible for any test failures that might occur under those circumstances.
5. **Engagement by Law Firms:** If the Agreement is being executed by a law firm on behalf of its client, the firm represents that the client has reviewed the Agreement and both the firm and the client are bound by all limitations on liability and other provisions of the Agreement; provided that, the client and not the firm will have the obligation to pay Ramboll's fees and costs.

October 2020



ATTACHMENT B
DOCUMENT HANDLING AND RETENTION POLICY

DOCUMENT HANDLING AND RETENTION POLICY: CLIENT DOCUMENTS

Scope

This policy governs the handling and retention of documents received or generated in connection with services provided to Ramboll US Consulting, Inc. (Ramboll)'s clients. References to documents of any type as used in this policy include written materials in any form or media, including electronic media. As a threshold matter, employees should consider whether it is appropriate to generate a specific document in the first place. If in any doubt regarding the generation of a particular document, please consult with the Principal-in-Charge on the matter and/or Ramboll's General Counsel.

Confidentiality; Client Requirements

As cited in the Global Ethics Manual, Ramboll is dedicated to maintaining the confidentiality of its clients' confidential, privileged or work product materials. At the beginning of an assignment, the Principal-in-Charge should consult with the client to determine the level of confidentiality for a client matter and any specific instructions, including whether there are any requirements for project-specific document handling and retention procedures, and then inform all staff who work on the project.

Segregation of Client Matters

Project records must be segregated by individual client matter to avoid commingling documents among client matters or among clients. Hard-copy documents should be maintained in appropriately labeled file folders or notebooks. Electronic files should be kept in discrete files distinct as to the client matter using either separate folders and subfolders, unique documents tags, or another file storage system capable of clearly differentiating the client and/or matter. All documents maintained in a file, including emails, notes, and other communications, should pertain to only one client matter. Where appropriate, separate locked file drawers should be used for extremely sensitive client files.

Contents of Active Files

All documents pertaining to an active matter, whether kept in a central hard copy file, on a server, by an individual employee at his or her work station, or in personal computer storage devices, should only contain materials necessary for completion of the matter. Periodically, at the discretion of the Principal-in-Charge for the relevant matter, documents may be discarded or deleted once they have served their useful purpose. Examples of documents that may be discarded or deleted include:

- Duplicates of originals that have not been annotated;
- Preliminary drafts of letters, memoranda, reports, worksheets and informal notes, except to the extent that they describe (e.g. in notes on the draft) significant steps or decisions in the preparation of the final report which are not included elsewhere in the project records; and
- Books, periodicals, manuals, training binders and other printed materials obtained from sources outside of Ramboll and retained primarily for reference purposes.

Permanent Files

At the completion of a matter when the project number is closed, the file should be reviewed and all documents (including emails and other electronic documents) deleted or destroyed except only the following, which will constitute Ramboll's permanent record of the matter:

- Final Engagement letter(s), change orders, contracts, subcontracts, invoices, records of payments, insurance certificates, and other documentation relating to the financial/contractual aspects of the matter.

Ramboll Document Handling and Retention Policy

- Documents, including emails, letters, reports, or memoranda, sent to someone outside of Ramboll or received from someone outside of Ramboll (including for instance, third party reports, EDR reports and prior Phase I/II reports) unless clearly immaterial.
- Final reports and data, records, references, information, analyses, and/or calculations supporting the conclusions in the reports.
- Records and documents required to be retained by contract or applicable law, in each case as determined by the Principal-in-Charge. Examples of laws that may cover record and document retention include, but are not limited to:
 - Records involved in toxic release inventory report preparation that are covered by 40 CFR 372.10 and must be maintained for 3 years;
 - Employee health and safety monitoring results that are covered by 29 CFR 1910.1020 and must be retained for up to 30 years;
 - Records associated with PCB cleanups that are covered by 40 CFR 761.125 and must be retained for 5 years;
 - Records related to voluntary cleanup sites in North Carolina that are covered by 15A NCAC 13C.0302 and must be retained for 6 years; and
 - Hazardous waste sampling and analytical data that is covered by EPA/530/R-02/003 and must be retained for 3 years.

The Principal-in-Charge on a matter is responsible for ensuring that staff understands the document retention requirements according to the contract or applicable law.

- Reliance letters.
- If desired, documents, articles, and other such materials in the public domain.

The permanent record of each matter may be reviewed from time to time and a decision made as to whether to retain it by the Principal-in-Charge.

The final disposition of documents may be covered by the contract with the client and the Principal-in-Charge should determine to what extent this is the case. Otherwise, upon completion of the matter, the client should be asked for instructions as to what documents should be sent to the client.

When electronic documents are to be deleted under this policy, the following general procedures should be followed, unless superseded by project-specific procedures. Emails should be deleted from the employee's personal folders and the "deleted items" folder. Electronic documents on personal computers and portable media should be placed in the computer's "recycle bin" and then deleted from the "recycle bin." Similar procedures should be followed for any documents stored on smartphones and tablets. Electronic documents on servers should be deleted.

- Under Ramboll's server backup policies, deleted emails and deleted server files will be retained on backup tape media for a period of up to one year. If a project will require more rapid deletion, the Project Manager and Principal-in-Charge should work with Ramboll's IT personnel to develop project-specific deletion plans.
- Hard-copy documents to be destroyed can typically be disposed in office recycling bins. Project Managers and Principals-in-Charge are responsible for notifying project staff if documents must be shredded before they are disposed. This may be required for confidential or otherwise sensitive documents, or may be required by certain clients.

In creating the permanent file, where possible hard-copy documents should be scanned, and only an electronic copy retained.

A folder with the project number and name should be established on the server used for long-term file retention in the office where the matter was opened and all related documents to be retained, including personal email files, should be placed in this folder.

When hard-copy documents are to be retained as part of the permanent record of a project, those files should be clearly labeled with the project name and number and filed in accordance with file retention policies for the office in which the matter was opened.

Working with an Attorney

When working on a project for or in conjunction with an attorney, Ramboll may handle privileged information or attorney work product as an agent for the attorney. The attorney/client privilege generally protects against forced disclosure of confidential communication between an attorney or his/her agent and a client for the primary purpose of securing legal assistance. The attorney work product doctrine generally protects documents prepared by or for an attorney in anticipation of litigation. Under certain circumstances, Ramboll's communications may qualify for attorney/client privilege, and work by Ramboll operating as an agent of an attorney may qualify for work product protection.

Privileged material or work product documents should be labeled as instructed by the client or as "PRIVILEGED AND CONFIDENTIAL – ATTORNEY-CLIENT COMMUNICATION" or "PRIVILEGED – ATTORNEY WORK PRODUCT." If a staff member is unsure whether material is privileged or work product, he or she should consult the Principal-in-Charge to determine the proper classification for the material. To the extent possible, privileged materials should be segregated from non-privileged material in the project file.

Both attorney/client privilege and work product provide protection only if they are claimed and are not waived. To avoid waiver, confidentiality should be maintained to ensure that the materials cannot be accessed or reviewed by unauthorized parties.

Special care should be taken when making a disclosure on a subject matter otherwise qualified for privilege or work product protections. Disclosures should be made only with the prior written approval of the client's attorney working on the matter.

Litigation

If any client document is requested to be produced to a third party through a subpoena or other request, the Principal-in-Charge should notify the Managing Principal of the office and the client immediately and prior to taking any action in response to the request. A decision will then be made as to how to respond in consultation with the General Counsel and in compliance with Ramboll's Policy on Public Disclosure.

If an employee believes or is informed that records are relevant to current litigation, potential litigation (that is, a dispute that could result in litigation), current government investigation, current audit or other similar event, the Principal-in-Charge must promptly inform the Managing Principal and preserve and not delete, dispose, destroy or change those records, including emails, until a determination is made by the Managing Principal in consultation with Ramboll General Counsel that those records are no longer needed. This exception usually referred to as a "litigation hold" or "legal hold," replaces any previously or subsequently established destruction schedule for those records.