



VSE CORPORATION GENERAL POLICY & PROCEDURE INDEX

VSE employees may access policies through the Document Control System on the VSE Intranet. This list highlights VSE's most frequently referenced policies, and is not intended to be an exhaustive list. Additional policies are available to all VSE employees. Please contact VSE's HES Manger or HR Representative for assistance.

CORPORATE POLICIES

CGPM-0510	Insider Threat Program
CGPM-0800	VSE Internal Transition Policy
CGPM-1000	Company Organization
CGPM-1001	Authority to Act as Agent for the Corporation
CGPM-1002	Corporate Compliance
CGPM-1100	Legal Communications
CGPM-1101	Safeguarding VSE Proprietary Data
CGPM-1200	SEC Disclosure Controls and Procedures
CGPM-1201	Insider Trading Policy
CGPM-1300	Code of Business Conduct and Ethics
CGPM-1303	Foreign Corrupt Practices Act (FCPA) and Anti-Bribery Policy
CGPM-1400	Cyber Security
CGPM-1900	Use of Corporation Network Technology Resources and Devices
CGPM-2300	Significant Incident Report
CGPM-2400	Organizational Conflict of Interest Reviews
CGPM-2700	International Trade
CGPM-4100	Risk Management and Governance Policy

CGPM-4220	Intercompany and In-House Billing Policies
CGPM-4265	Employee Travel, Local and Long Distance
GPM-1002	VSE Corporate Officers
GPM-1003	Group and Group Support Officers
GPM-1301	Corporate Self-Governance Program
GPM-1302	VSE Corporation - Internal Control Reviews
GPM-1400	FISMA Compliance
GPM-4110	Corporate Risk Management and Insurance
GPM-4260	Timekeeping
GPM-4275	Work Order Authorization
GPM-5005	Requirements for Establishment of New VSE Business Unit - Division, Subsidiary, or Special Business Unit
GPM-5009	Charitable Contributions
GPM-5555	Confidentiality and Proprietary Information Policy
GPM-5703	Inventions and Intellectual Property

HUMAN RESOURCES POLICIES

CGPM-5002	Equal Employment Opportunity Policies
CGPM-5007	Intercompany Transfer of Personnel
CGPM-5008	Background Checks for Employees Assigned to Sensitive Positions
CGPM-5010	Equal Opportunity and Employment Practices Policy
CGPM-5011	Drug-Free Workplace Policy
CGPM-5013	Equal Opportunity Policy Statement

CGPM-5105	Paid Time Off, Holidays & Leaves of Absence
CGPM-5202	Employment Records and Personnel File Retention
CGPM-5210	VSE PII, PHI, HIPAA Policy
CGPM-5400	Base Compensation and Incentive Pay
CGPM-5406	Retaliation Prevention Policy
CGPM-5504	Form I-9 and E-Verify Policy
CGPM-5700	Tuition Reimbursement Policy
CGPM-5705	Corporate Talent Development and Training Policy
GPM-31-AA	Separation Agreement (attachment to GPM-31-1)
GPM-5000	Conduct or Performance Improvement, Discipline, and Termination
GPM-5001	Separation From Employment
GPM-5003	Separation Agreement Severance Guidelines
GPM-5004	Deployment of VSE Corporation Personnel in Support of Military Operations
GPM-5601	Performance Evaluations
HR-6	Employee Salary/Classification Change
HR-10A	Application for Employment
HR-10D	Voluntary Information Form (Personal Information)
HR-11	Personnel Data Change Form
HR-12B	Advance Request for Tuition Reimbursement
HR-36	Release and Consent
HR-5000-1	Disciplinary Action Form and Guidance
HR-5700-1	Advance Request for Tuition Reimbursement

HEALTH, ENVIRONMENT & SAFETY POLICIES

CGPM-5403	Smoke-Free Workplace Policy
CGPM-5404	Injuries Received on the Job
CGPM-5405	Workplace Violence Prevention Policy
CGPM-9500	VSE Corporation Health, Environmental and Safety (HES) Program
GPM-3000	Facilities Department
HAZMAT-1	Request for Hazardous Material
HDBK-2610	VSE Government Property Control Procedures
HDBK-2620	VSE Government Property - Self Assessment Program and Process
HDBK-2630	VSE Government Property: Procedure for Processing Scrap
HDBK-2640	VSE Government Property Material Control Process and Procedures
HES200A3	Waste Identification Sheet (HES-200)
HES200A4	Lead Acid Battery Storage Area Inspection Checklist (HES-200)
HES400-F002	Issuance of Violation (HES-400)
HES401-F001	VSE Site Safety Incentive Program Score Sheet
HES-001	Health, Environmental, and Safety (HES) Program
HES-100	Accident Reporting and Investigation
HES-100F	Initial Accident/Injury Report (HES-100)
HES-101	Compliance Program for Hazard Communication
HES-102	Hearing Conservation Program
HES-103	Personal Protective Equipment (PPE) Program

HES-104	Respiratory Protection
HES-105	Bloodborne Pathogen Exposure Control Plan
HES-106	Medical Surveillance Program
HES-200	Regulated Waste Management Program
HES-201	Chemical Inventory Program
HES-300	Control of Hazardous Energy (Lockout/Tagout/Tryout)
HES-301	Confined Space Entry
HES-302-VARIOUS	Emergency Action Plan for All VSE Site Locations
HES-303	Fall Protection
HES-304	Forklift Safety Program
HES-305	Fire Prevention Plan
HES-310	Portable Ladder Safety Program
HES-400	Health, Environmental and Safety (HES) Discipline and Enforcement Program

CONTRACTS & PROCUREMENT

CGPM-2000	Contract Administration
CGPM-2010	Intercompany Work Order (IWO)
CGPM-2031	Service Contract Act and Davis Bacon Act Policy
CGPM-2100	Non-Disclosure Agreements
CGPM-2200	Teaming Agreements and Memorandums of Understanding
CGPM-2500	Small Business Utilization Program
CGPM-2600	Control of Government Property

CGPM-7000	Corporate Procurement
GPM-2900	Contract Closeout
PM-01- VSECORPROCMAN	VSE Corporation Procurement Manual
PUR-28C	Commercial Procurement Summary For All CPs Over \$10,000
PUR-33	Blanket Purchase Order/Progress Payment Control
PUR-53	VSE Standard Terms and Conditions
PUR-100	Representations and Certifications
PUR-100ASA	Certificate of Accounting System Adequacy
PUR-100CAS	CAS Representations & Certification
PUR-100COMM	Annual Offeror Commercial Representations and Certifications
PUR-100CTP	Combating Trafficking in Persons Certification
PUR-100SCA	Service Contract Act (SCA) Compliance-Certification