

# memo

To: All Employees

From: Glen Perry, COO

Date: April 3, 2020

Re: COP Construction Core Values and COVID-19

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During this time of uncertainty and the challenges that we are all dealing with daily, it is even more important for us all to lean on our CORE VALUES based culture at COP Construction. Every one of you could probably add to the list under each CORE VALUE and I can't thank you all enough for all you are doing during these difficult times. Our toughness as individuals, as a country, and as a company are being tested and I am very proud of how we are responding to this challenge to date, at all levels. I saw a billboard in Utah that really said it all for me...To Beat COVID-19...Adapt / Innovate / Overcome!

## **SAFETY: LIVING IT BECAUSE FAMILIES COME FIRST**

- Protect our people by following all COP Construction, CDC and government guidelines to the best of our abilities as a company and as individuals.
- In addition to COVID-19 safety guidelines, stay alert and safe on our projects with our normal safety risks.

## **EXCELLENCE: DOING IT RIGHT AND DOING OUR BEST EVERY DAY**

- Commit to excellence even in the face of adversity.
- Continue to build quality work and maintain a viable company.
- Document, Document, Document, this need never changes in any situation.

## **INTEGRITY: DOING THE RIGHT THING**

- Be honest when you are feeling ill or experiencing any COVID-19 symptoms.
- Be honest if you have been in contact with others who may be experiencing symptoms.
- Have personal accountability and take ownership in protecting yourself and others.
- Be fair in all our dealings regarding COVID-19 impacts on our projects and company.

## **TEAMWORK: DOING OUR JOBS WITH EMPOWERMENT, TRUST, RESPECT AND UNSELFISHNESS**

- Trust each other...work together and look out for each other; COP's people are our greatest asset.
- Communicate clearly & often
- Say something if someone is not doing their part to maintain a safe work environment.

## **POSITIVE ATTITUDE: CAN DO, WILL DO AND HAVE FUN**

- Take one day at a time. Be as upbeat everyday as we can be and then do it again the next day.
- See the bigger picture of what qualities and best practices this experience is working into our company, our people and our country.

## **DEDICATION: COMMITMENT AND LOYALTY TO OUR PEOPLE, COMPANY, CUSTOMERS AND PARTNERS**

- Doing what we can to help each other, our families, our customers, our communities and our country.
- Never give up!