



FACILITY HANDBOOK

SITE: **Milford Proving Ground**

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APPROVAL DATE: **November 21, 2011**

SECTION: INTRODUCTION

EMERGENCY ACTION GUIDELINES

FOR ALL EMERGENCIES, CALL

On-site.....911#

Cell phone.....248-685-5911

FIRE/EVACUATION

Actions for a fire or evacuation emergency occurring in your office area:

- Contact Security from any General Motors telephone at **911# or (248) 685-5911**
- Be prepared to give the following information:
 - Building, floor and workstation number
 - Details of fire/conditions
 - Presence of persons with disabilities

SEVERE WEATHER/TAKE SHELTER EMERGENCY

If a take-shelter warning is issued via the Emergency Communication System and you are in the office areas:

- Proceed to the designated shelter area
- Wait for an “All Clear” signal announcement

MEDICAL EMERGENCIES

Actions for a medical emergency occurring in your office area:

- Contact Security from any General Motors telephone at **911# or (248) 685-5911**
- Be prepared to give the following information:
 - Building, floor and workstation number
 - Nature of medical emergency (injury or illness)

OTHER EMERGENCIES

Actions for an emergency occurring in your office area:

- Contact Security from any General Motors telephone at **911# or (248) 685-5911**
- Be prepared to give the following information:
 - Building, floor and workstation number
 - Nature of emergency (fire, injury, illness, hazmat, threat)

WELCOME!

The Milford Proving Ground's campus of almost 4,000-acres is located in Milford and Brighton Townships in the state of Michigan. The campus is bounded by Hickory Ridge Rd. on the east, by Pleasant Valley Rd. on the west, by Commerce Rd. on the north, and by Stobart Rd. on the south. On the Proving Ground site there are 130 buildings, with over 3 million sq. ft of floor space, capable of housing about 4,300 employees.

The site also includes four lakes and test road surfaces equivalent to over 138 miles of two-lane highway, providing a wide variety of road-testing possibilities that simulate most road conditions a customer might encounter in "real world" driving. This is in addition to the laboratory and component testing that is becoming an increasingly important part of product development and validation. The newest track, called the Milford Road Course, was completed in late 2003 and is specifically designed for testing vehicles under high performance conditions.

This Facility Handbook is provided by the Worldwide Facilities Group (WFG) whose goal is to provide a safe work environment designed to facilitate teamwork, promote efficiency, and enhance communication. It is designed to provide information about the Milford Proving Ground facilities, the surroundings, and the many services available at the site. This handbook also describes emergency procedures and defines employee business protocol. Its purpose is to assist you in becoming familiar with your surroundings as quickly as possible. To make it easier to find information, the handbook is divided into five sections, plus the index. The sections are:

- Introduction
- Safety and Security
- Site and Building Information
- Building and Office Services
- Business Protocol

Milford Proving Ground residents should also become familiar with the *Non-Manufacturing Facilities Emergency and Safety Procedures* flipchart. They should keep this flipchart at their workstations at all times, as it contains complete instructions for residents in the event of any medical, security or weather emergency.

If you become aware of items in this handbook that are incorrect or are in need of updating, contact your Facilities Management Representative (FM Rep) or complete the suggestion form located at the end of this handbook. The FM Rep is the link to WFG for all facilities-related issues.

THE FM REP FOR MILFORD PROVING GROUNDS CAMPUS CAN BE FOUND ON THE FOLLOWING WEB SITE :

http://cafmgm.com/fm_siteprofiles_fmr.cfm

The goal of the Worldwide Facilities Group (WFG) is to provide a safe work environment designed to facilitate teamwork, promote efficiency, and enhance communication.

SERVICE DIRECTORY

EMERGENCY TELEPHONE NUMBERS

Fire, Medical or Security Emergencies.....
On-site.....911#
Cell phone.....248-685-5911

NON EMERGENCY TELEPHONE NUMBERS

Security (non emergency).....
On-site.....5-5148
Cell phone.....248-685-5148

Medical Services (non emergency).....
On-site.....5-6296
Cell phone.....248-685-6296

SERVICES

MyFacility.gm.com (Building Maintenance & Housekeeping)

GM Mail Services.....(313) 667-9397

WEB LINKS

MyFacilities website(MyFacility.com)..... MyFacility.gm.com

Real Estate & Facilities <https://gmweb.gm.com/manufacturing/wfg/Pages/default.aspx>

SECTION: SAFETY AND SECURITY

AIR QUALITY

Environmental questions concerning air quality inside or outside the building should be referred through the MyFacility website MyFacility.gm.com. Examples of air quality concerns include:

- Any type of installation, construction or modification of a process, control equipment or process equipment, which may emit an air contaminant, must be evaluated by Environmental Services for air permit requirements.
- Other non-permitted, air contaminant sources may have requirements such as recordkeeping or controls.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Milford Proving Ground meets all Americans with Disabilities Act (ADA) requirements. Specific requests for accommodations should be made through the MyFacility website MyFacility.gm.com.

ASBESTOS AWARENESS

Asbestos may exist in certain areas of the site. If an employee has a concern regarding asbestos, they should immediately contact their supervisor or FM Representative.

Manufacturing of asbestos was banned in the United States in 1977. Building materials that may contain asbestos are insulation, floor and ceiling tiles, adhesives, plaster, caulking, shingles, siding, and cement. Asbestos becomes hazardous when it is crushed or pulverized and the fibers become airborne.

Any work performed by contractors must be reviewed to determine whether such work will involve or be performed in the vicinity of asbestos. Contact the site's asbestos competent person or security for further details and instructions.

BUILDING ACCESS

Security for the Milford Proving Ground is established at the perimeter of the site and access is controlled by a card access system using an Identification Badge. Authorized residents and non-residents will pass their Identification Badge through the card readers located at each entry/exit location. Once the card reader indicator light changes from red to green, the individual may enter/exit the facility. Individuals may also enter through the Main Lobby on normal business days between the hours of 7:00am and 7:00pm.

The Identification Badge (see *Identification Badges*) and/or Visitor Identification Pass (see *Visitors*) must be worn and visible at all times while on General Motors property.

- BLDG. 22 MAIN LOBBY HOURS 7:00AM – 5:00PM, MONDAY
THROUGH FRIDAY
- BLDG. 104 LOBBY HOURS 6:00AM – 8:00PM, MONDAY
THROUGH FRIDAY
- RESIDENT ENTRANCES 24/7

RESIDENTS

All residents of a building are granted 24/7 access.

NON-RESIDENTS AND VISITORS

All GM employees, contractors, and bundled service personnel who visit the [LOCATION] infrequently and are not residents of the facility are considered visitors. Non-residents and visitors must register at the Main Lobby (non-GM visitors must be escorted at all times). Non-residents and visitors will receive a Visitor Identification Pass, which must be prominently displayed at all times while in the building.

NON-RESIDENTS AND VISITORS

All GM employees, contractors, and bundled service personnel who visit the Milford Proving Ground infrequently and are not residents of the facility are considered visitors. Non-residents and visitors must register at the Main Lobby (non-GM visitors must be escorted at all times). Visitors will receive a Visitor Identification Pass, which must be worn and prominently displayed at all times while on the site.

At sign-in, each non-resident or visitor is provided a copy of the building safety protocol pamphlet (see *Visitor Safety Protocol Pamphlet* for more information) and/or requested to view a Safety Video upon entry.

Visits by relatives and friends of residents are not permitted during working hours. The only time that residents may take a relative or friend with them to their workplace is on Sundays or Holidays, with prior approval (form #PG 94069 (4/99), available from Security). Local procedures with regard to safety and security regulations must be observed at all times.

Refer to “Visitors” for additional information on visitor protocol.

CLEAN DESK POLICY

All residents are required to lock up sensitive work information, log off their computer, and in general, secure their work area before leaving at the end of each day. .

DRIVE ON VEHICLE PERMIT

Contractors that require vehicular access to the grounds must contact GM Plant Security to request a Drive On Vehicle Permit request form. Contractors are subject to all rules that apply to GM employees with regard to on site vehicle access. This includes but are not limited to driving posted speeds, driving while impaired and the use of alcohol or any illegal substance in the parking lot. Any misuse or abuse will result in removal of the permit at a minimum.

EMERGENCY

FOR ALL EMERGENCIES, CALL

On-site.....911#

Cell phone.....248-685-5911

FOR ALL NON-EMERGENCIES, CALL

On-site.....5-5148

Cell phone.....248-685-5148

Refer to the *Non-Manufacturing Facilities Emergency and Safety Procedures* flipchart for complete instructions in the event of any medical, security or weather emergency.

In the event of an emergency:

- Remain calm
- Call Security at **911# or (248) 685-5911**
- Provide Security with a clear, concise description of your location, including room number or workstation and nature of emergency
- Remain on the telephone until Security instructs you to hang up, unless personal safety is in danger

DO NOT DIAL 911 FOR EMERGENCIES. The Security Department can respond much quicker and can coordinate the response of outside agencies that may be required. From an outside line, such as a cell phone, call 248-685-5911.

A list of persons with disabilities is maintained at the Security Office. In the event of an emergency, assigned members of the Emergency Response Team for that building will assist with their evacuation. It is required that the supervisor of the individual who is granted disability status notify the Emergency Workgroup Coordinator so they can immediately advise the Security Office in order to maintain an accurate list of those requiring assistance during an evacuation or in the event of an emergency. All security emergencies, including any suspicious activities in the parking lots or building vicinity, must be immediately reported to Security at **911# or (248) 685-5911**.

For additional contact information and emergency protocol, refer to the “Emergency Action Guidelines” located in the front of this Facility Handbook.

EMERGENCY COMMUNICATIONS SYSTEM

All facilities within General Motors are equipped with an Emergency Communications System to alert residents in the event of a security or severe weather emergency. Additional emergency systems include:

- Automatic sprinkler protection system
- Smoke detectors
- Manual fire alarm pull stations and hand-held fire extinguishers positioned in common locations
- ADA compliant strobe lights mounted on walls

On-site Security monitors fire alarm and suppression systems on a 24 hour-a-day, 7 days-a-week basis and will follow an alarm with an announcement over the Emergency Communications System.

EMERGENCY COMMUNICATIONS SYSTEM TESTS

On-site Security tests the Emergency Communications System on a regular basis. Prior to testing, verbal instructions are announced through the Public Address system to notify residents of the system test. During a test, it is recommended that residents and non-residents become familiar with the sounds that could save their lives.

TORNADO WARNING SIGNAL

- Interior: Repeating horn blasts followed by appropriate verbal instructions.
- Exterior: Tone similar to a civil defense warning.

EVACUATION SIGNAL

- Short, repeating siren accompanied by white strobe lights and followed by appropriate verbal instructions.

EMERGENCY EXITS AND EVACUATION PLANS

Emergency exits are clearly posted on each floor of the facility and may be used for emergency and evacuation purposes.

Emergency and evacuation plans are also posted in each office area. Safety Protocol must be reviewed for non-residents and visitors at the beginning of each meeting to ensure the safety of all residents and visitors in the event of an emergency.

During an emergency evacuation:

- Do not carry personal items, except for purses, with you
- Remain calm and follow instructions from emergency work group coordinator
- Close all doors behind you
- During a fire evacuation, do not use elevators - use the stairwells or escalators

- Move quickly - do not run
- Proceed to mustering area (orange sign with building number, outside the building) for accountability

FIRE

If you discover a fire or other emergency situation:

- Immediately activate the nearest fire alarm pull station located throughout the facility
- If you are not near a fire alarm pull station, dial **911# or (248) 685-5911** from the nearest phone and be prepared to give the following information:
 - Building and floor number
 - Details of fire/conditions
 - Presence of persons with disabilities
 - Any persons in the area that may be injured
- Notify other personnel in the area of the emergency and evacuate if necessary

Stairways and escalators must be used for evacuation purposes. DO NOT USE ELEVATORS. If the evacuation route becomes impassable (from smoke, water, heat or flames), retreat to a safe area and contact Security at **911# or (248) 685-5911** from a nearby telephone.

REMEMBER:

- Do not carry personal items, except for purses, with you
- Remain calm and follow instructions
- Close all doors behind you
- Do not use the elevators
- Move quickly – Do Not Run

FIRE ALARMS

In the event of a fire emergency, an audible alarm will sound. Security personnel will follow the alarm with an announcement over the Public Address system. The message will contain instructions on the appropriate actions to be taken.

Security will check the building during a fire emergency. They will assist, facilitate and expedite the evacuation as necessary. After the evacuation has been completed and residents are safely outside and away from the building, Security personnel will remain in charge and are responsible for instructing residents on when it is safe to return to their designated workplaces.

FIRE PREVENTION

To ensure a safe environment, the following guidelines must be observed:

- Do not store excess combustibles (paper, cardboard boxes, etc.) in any office space.
- Do not block fire hoses, extinguishers, alarm devices or doorways.
- Do not prop open fire doors or doors leading to stairwells.

- Use only UL approved electrical devices. Inspect them frequently, checking for frayed wires or damage. Do not use automatic timers to turn devices on.
- If conditions pose a potential fire or life-safety risk, contact Security at 5-5148 or (248) 685-5148.
- Items with heating elements (including coffee makers, coffee warmers, floor/space heaters, etc.) are prohibited except in areas designated by Facilities.
- Items with flames, such as candles are also not permitted.

PERSONS WITH DISABILITIES (EMERGENCY ASSISTANCE)

A list of persons with disabilities is maintained at the Emergency Control Center (Security Dispatch). In the event of an emergency, assigned members of the Emergency Response Team for that building will assist with their evacuation. It is required that the supervisor of the individual who is granted disability status immediately notify the Emergency Workgroup Coordinator so they can immediately send the Employees With Special Needs form to the Security Fire Chief to be maintained at the ECC at Security Dispatch, in order to maintain an accurate list of those requiring assistance during an evacuation or in the event of an emergency.

SEVERE WEATHER

Security is equipped with a National Weather Service radio or satellite link and will make an announcement over the Emergency Communication System in the event that severe weather conditions should make it necessary for residents to move to designated shelter areas. A second announcement will be made over the Emergency Communication System advising residents when it is safe to return to their work areas.

Shelter and evacuation maps are posted throughout the facility.

ENVIRONMENTAL PRINCIPLES

We at General Motors Corporation, together and individually, take full responsibility to protect each other's health and the environment while performing our jobs. We manage resources to ensure compliance with the federal, state, and local environmental laws.

Employees may visit the following Environmental Services Group (ESG) website:
https://gmweb.gm.com/manufacturing/wfg_EE_Regions/MidMI1/default.aspx

This website provides the employee with the Corporation's environmental policies and the actions being taken to uphold this policy. Employees with questions regarding any environmental issues will find contact names and phone numbers within this website. Employees may also call the Environmental Services (ES) at 5-6032 or (248) 685-6032 with environmental questions including:

- Affect on air, water, and waste outside the facility
- Use of hazardous materials or accidents involving hazardous materials

- Public communications about environmental matters
- Handling of spent materials such as oils, solvents and residues
- Managing, storing, labeling, profiling and arranging for the shipment of waste materials for proper recycling, treatment, incineration and / or landfills

FIRE SAFETY REGULATIONS

GM employees and contractors must contact local GM Site Security prior to use of any tools that might pose a fire hazard in order to acquire proper approval, permits, safe work instructions and Hot Work Procedures. Any work related to torch, burning, grinding, welding, use of welding cylinders, spray painting, handling of any combustible debris will require approval in advance by GM Plant security.

In addition, contractors must provide their own Fire Extinguishers. Extinguishers must be in good working order, properly filled and initially inspected by GM Site Security. All extinguishers shall be checked daily by contractor. The contractor is not allowed to use the owner's equipment for their fire watch. Further instructions and procedures will be provided by local Site Security prior to any work proceeding.

GUNS, OTHER WEAPONS, AND DANGEROUS DEVICES

Guns or any other type of weapons or dangerous devices are prohibited in GM occupied space at all times. If you are aware of guns, weapons or dangerous devices on GM property or witness suspicious activities in the parking lots or building vicinity, immediately notify Security at **911# or (248) 685-5911**.

HAZARDOUS MATERIALS

Due to the business nature of the Milford Proving Ground, storage or use of hazardous materials by residents is prohibited unless specifically approved by the Hazardous Material Control Committee (HMCC).

Authorization must be obtained prior to hazardous materials being brought into the facility. To ensure compliance with OSHA regulations, residents must gain individual approval for the use of a hazardous material. This is the case even if the material is currently being used in another area of the complex.

To ensure compliance with environmental regulations, residents who need to bring chemical materials into the facility must coordinate their activities through the Health & Safety group. Residents should contact their local safety rep or visit the following website for current contact information:

https://gmweb.gm.com/manufacturing/wfg_EE_Regions/Pages/Default.aspx

Examples of chemical materials include, but are not limited to:

- Oils
- Acetone
- Spray Adhesives
- Sealers
- Two-part Epoxy Kits

Tracking the use of hazardous material is everyone's legal obligation. Reports must be generated periodically to account for the entire facility's chemical materials usage. Reports include hazardous materials entering the facility and hazardous materials exiting the facility - in product, air emission, water discharge and solid waste. Accumulation of this information is mandatory. State and federal regulatory agencies monitor it. Therefore, strict compliance is a basic prerequisite

SPILLS / RELEASES

To report spills or releases of hazardous materials or waste, go to a safe location and call Security immediately at **911# or (248) 685-5911**. Security will take all necessary action to ensure the condition is immediately controlled. Security will implement follow-up procedures as required by the Environmental Services Staff. Trained residents who work with these materials must be capable of containing and cleaning up minor spills in a safe and timely manner.

Refer to the *Non-Manufacturing Facilities Emergency and Safety Procedures* flipchart for complete instructions in the event of a hazardous material spill.

All chemicals/substances must have prior approval with the Hazardous Materials Activity Coordinator and be stored in containers according to the M.S.D.S..

HEALTH SERVICES

Medical facilities are located in Bldg 22 next to the Main Lobby.

HOURS: 10:30pm Sunday to 11:00pm Friday

This facility is staffed by a registered nurse during hours as above. Available services may include:

- CPR / defibrillation
- Emergency response when needed to assist Security's Emergency Response Team
- Treatment for at-work illness or injury
- Blood pressure screening
- Sick-leave return-to-work evaluations
- New-hire physical exams, surveillance exams & ISP exams
- Lactation room
- Weight scale
- Flu shots
- Sponsorship of wellness activities
- Literature on health issues (heart disease, smoking cessation, nutrition, etc.)
- Counseling and referral services for both occupational and non-occupational health problems

Serious accidents or illnesses involving residents or visitors must be immediately reported to Security at 911#. For minor first aid, contact Medical at 248-685-6296, or come directly to the Medical Facility.

Residents requiring Sharps containers for disposal of bio-hazardous materials must use appropriate designated containers which are located in buildings as needed, and in the Medical Department.

For more information, call 248-6855-6296. For off-hours medical service, call Security at 248-685-5148.

LACTATION ROOM

For information concerning the current availability of a lactation room for nursing mothers contact Medical at 5-6296.

WORK / LIFE AT GM

Work / Life and Work / Family at General Motors are sites designed to assist GM employees, regardless of gender, age, family status or location, in finding links to policies, programs, and tools designed to support the pursuit of a reasonable balance between personal and professional life.

Work / Life representatives are available Simply call, 24 hours a day, 7 days a week. Assistance is available in adult-self care areas such as:

- Marital concerns
- Overcoming grief and loss
- Crises intervention
- Substance Abuse
- Coping with severe stress

HOT WORK PROCEEDURES

GM employees and contractors must work with local GM Site Security / Fire Detail Officer to acquire the proper Hot Work Permit / Cutting and Welding Permit prior to any work taking place.

Only the Fire Detail Officer will determine if the nature of work will or will not require proper permits and provide all current work instructions and safety procedures.

The Fire Detail Officer will also specify the need for post completion observation of a Hot Work Hazardous area and the time period where such precautions are necessary.

Designated welding and cutting areas are to be inspected by the Fire Officer on each shift for any change in fire hazards. Site Security Department and/or other supervisory personnel in the area where welding and/or cutting is being done, should take note of the following:

- Permission has been granted
- Proper fire precautions have been and are being taken
- Equipment is being properly used

- Employee performing welding or cutting operations is using and wearing the prescribed safety equipment.

IDENTIFICATION BADGES

All GM, contract, and bundled service employees who are residents of Milford Proving Ground are issued Identification Badges, or can have their existing Corporate Identification Badges entered into the access system, to allow entry into all unrestricted areas of the facility.

Issuance of new Identification Badges, entry of existing cards into the access system, and replacement of lost or damaged Identification Badges are processed at the Main Lobby. Identification Badges must be coordinated and arranged by the Tenant Rep for the area to which the person requiring entry is assigned. To apply for an Identification Badge, individuals must complete a Credential Request Form online at:

<http://security.gm.com/sitebuilder/channelnet.aspx?cn=SiteBuilder&act=View&crt=SiteKey=649%26ModuleKey=79%26PageKey=14784>

Security must be notified immediately if an Identification Badge has been lost or stolen. To allow time for lost cards to be returned by mail, a temporary Identification Badge will be issued for one week before a replacement is made.

The Identification Badge must be worn and visible at all times while on General Motors property.

Refer to “Building Access” for additional information.

INCIDENT AND LOSS REPORTS

Accident reporting is an obligation of all residents whenever an accident occurs regardless of whether an injury is present. Accident and near-miss forms are to be completed, which document the incident. It is important that reports are completed by supervision as soon as possible after an incident occurs to insure that all facts are accurate and proper follow-up occurs. Residents should report all accidents and near-misses to supervision immediately. Forms may be obtained online at:

http://gmna1.gm.com/pgtl/safeoccu/procedur/download/Incident_Investigation_Report_6_07.xls

If you witness a serious accident or there is a medical emergency, immediately contact your supervisor and/or contact Security at **911# or (248) 685-5911**. The following information must be provided:

- **EXACT LOCATION**
 - Building #, test site, roadway
 - Area (e.g. Northwest Corner, 2nd Floor, mile marker.)
 - Cube number (e.g. 1P44)
- **NATURE OF INCIDENT**

- Type of accident
- Seriousness of accident

Copies of the report will be forwarded to appropriate GM contacts. When deemed necessary, incident reports will also be forwarded to a Security and/or Safety investigator for additional follow-up.

All losses due to theft or vandalism must be reported to the Security Office at the non-emergency telephone number 5-5148 or (248) 685-5148. An incident report will be filed and a Security investigator will be assigned.

Reports of losses that meet GM corporate criteria for “reportable losses” will be forwarded to the Internal Control Coordinator for the business unit that has sustained the loss.

LAPTOP SECURITY

Laptop computers allow GM units the flexibility to capture information and support GM business regardless of location. The assignment of a laptop, printer and software includes a special set of responsibilities to protect GM information and property. The laptop computer that is used could be individually assigned or a pool unit. In either case, a user ID and / or password cannot be shared with others. GM OnLine laptop computers are intended for use by GM OnLine users only. When a “pool” unit is returned, all data files must be deleted from the hard drive to prevent inadvertent access by a subsequent user.

For more information regarding laptop security, data security and services, refer to the IS&S website at:

http://iss.gm.com/tech/gcts/infosecurity/security_awareness/brochures.html#laptop

LOCK AND KEY CONTROL

The lock and key system for the Milford Proving Ground is controlled by Security, in cooperation with the FM Reps. Requests for door keys must be coordinated and approved by the Tenant Rep or Key Manager for the area where the door is located.

A Key Request Form can be obtained through the MyFacility website at MyFacility.gm.com.

When a resident is no longer housed at this facility, all keys are to be returned to Security through the resident’s supervisor.

Furniture key requests are obtained through the MyFacility website at MyFacility.gm.com.

LOST OR FOUND PROPERTY

All inquiries regarding lost or found property should be forwarded to Security. Security maintains an inventory of lost or found property and retains found property for a period of 90 days.

OCCUPATIONAL SAFETY

Residents must perform their work in a manner that will not endanger their personal safety or the safety of others. During the course of your work, should you become aware of a situation that you feel is unsafe, immediately report the condition to your supervisor. Safety concerns with building equipment or fixtures should also be immediately reported through the MyFacility website.

MyFacility.gm.com.

PHOTOGRAPHIC EQUIPMENT

Due to the competitive sensitivity of the activities conducted within the facility, the use of photographic equipment is specifically restricted in GM occupied space. This includes but is not limited to cameras (digital or film), video cameras, PDAs and cellular phones (with camera options).

Advance notice is required for photographic clearance and can be denied in the absence of legitimate documentation or identification. An approved Authorization for Video Equipment/Camera Form must be presented to the officer on-duty upon entry. This form can be obtained by calling 5-5148 or (248) 685-5148.

A GM representative must escort photographers at all times while on the premises.

PROPERTY REMOVAL

Property can be removed from the facility in one of the following ways:

- **NAO PROPERTY AUTHORIZATION PASS**

The NAO Property Authorization Pass (Identification Badge) is used to control frequent removal of assigned or personal items from company premises. The Identification Badge may be issued to cover authorized removal of company-owned property (e.g., laptop computers and related accessories) assigned to a resident, or personal property used at work but frequently taken off the premises. Also, the NAO Property Authorization Pass (Identification Badge) is to be used for authorized removal of prints, drawings (not marked CONFIDENTIAL or SECRET), and computer diskettes.

Material being removed will be inspected on a random basis at building exits. Material without proper documentation will be confiscated and receipted until a legitimate reason for removal can be confirmed.

To apply for this pass, complete and secure approval signatures on Form CG-184, General Motors Credential Request Form. This form is located at the following website:

<http://security.gm.com/SiteBuilder/Channels/46/images/cnmedia370.doc>

NOTE: Do **NOT** use a NAO Material Declaration Form, NAO Package Pass, or a NAO Property Authorization Pass for the movement of any property or equipment that requires a financial transaction. Removal of these types of material must be made through the shipping dock and requires a Shipper (e.g., sale of property; material returned to supplier for credit, repair, or replacement; transfer of assets or inventory; consigned materials).

■ **MATERIAL DECLARATION**

NAO Material Declaration (NAO-0057) is used to control material temporarily brought on GM property by a resident or supplier, which will later be removed. Promptly contact the on-duty officer at a staffed security entrance upon arrival with material that is to be removed at the time of departure.

■ **PACKAGE PASS**

Property controlled by the NAO Package Pass (NAO-0038), includes **infrequent removal** of hand carried property under departmental control, which includes but is not limited to the following examples:

- Office equipment
- Hand tools
- Training / presentation materials and equipment
- Samples received from suppliers
- Prints / drawings/bid packages (Use NAO Property Authorization Pass (ID Badge) for **frequent** removal)
- Contractor property
- Supplier property
- EDS property
- Employee personal property (e.g., tools, desk effects)

PLANT EQUIPMENT BUYOFF, G-COMPLY

Plant Safety Department has established Plant Equipment Buyoff procedures regarding any production related equipment that needs to be installed, moved, rearranged or rebuilt, to insure that it meets applicable health and safety standards and regulations before it is released for production purposes.

Contact the Site Safety Department to obtain the current version of GM Global Health & Safety' g-Comply utilized for Plant Equipment Buyoff.

SECURITY

Refer to the *Non-Manufacturing Facilities Emergency and Safety Procedures* flipchart for complete instructions in the event of any medical, security or weather emergency.

FOR ALL EMERGENCIES, CALL

On-site.....911#

Cell phone.....248-685-5911

FOR ALL NON-EMERGENCIES, CALL

On-site.....5-5148

Cell phone.....248-685-5148

CORPORATE SECURITY

General Motors Corporate Security is responsible for protecting employees and the property of GM. Primary functions of Corporate Security include:

- Protection against fire
- Handling emergency responses
- Preventing misappropriations and malicious destruction of property
- Permitting entrance of authorized persons and vehicles
- Protection of GM proprietary information
- Conducting investigations
- Assisting in the enforcement of rules and regulations
- Maintaining order
- Observing and reporting irregular conditions and unsafe practices
- Performing other security-related duties as management may require.

ON-SITE SECURITY

The Milford Proving Ground utilizes Securitas as its security provider. The Security organization includes security officers, fire officers, shift leaders, security chiefs, security specialists, a fire specialist, investigators, technical support personnel and a group division manager. Each staff member has considerable job-related training, including CPR and first aid and they are the first to respond to all medical and fire emergencies. A 24 hour-a-day control center coordinates the response of fire and EMS / medical personnel to any emergency situation that may arise.

Milford Proving Ground Security, driving marked fleet vehicles, patrols all Milford Proving Ground parking areas and can offer minor vehicle assistance. Residents who are working late or who are ill may also make arrangements for a ride to

their vehicle by calling Security: on-site phone 5-5148 or cell phone 248-685-5148.

TRAFFIC SAFETY

To ensure the health and safety of residents and visitors at the Milford Proving Ground, it is expected that each person adheres to the following guidelines:

- Be alert and yield to vehicle traffic
- Obey all signs and warnings
- Comply with site traffic rules and speed limits as follows unless posted otherwise:
 - Parking Areas - 10 mph
 - Roads in front of lobby areas - 10 mph
 - Main Roads - 40 mph
- Be cautious and courteous drivers
- Keep a watchful eye for pedestrians
- All vehicle occupants must wear seat belts

UTILITY SHUTDOWN REQUEST FORM

Any work that requires shutting down a plant utility requires completing and submitting a Utility Shutdown Request Form. This form can be requested through the Site Engineering Department. The facility engineer must receive this request form five days prior to the scheduled shutdown. If the request is approved, the requestor will receive a signed copy prior to the outage. All lockout/tagout procedures shall be adhered to and proper personal protective equipment shall be worn. If the request is denied, the requestor will be notified of the denial.

VISITORS

ACCESS TO FACILITY

All GM employees, contractors, and bundled service personnel who visit the Milford Proving Ground infrequently and are not residents of the facility are considered visitors. Non-residents and visitors must register at the Main Lobby. Non-GM visitors must be escorted at all times.

Visits by relatives and friends of residents are not permitted during working hours. The only time residents may take a relative or friend with them to their workplace is on Sundays or Holidays, with prior approval (form #PG 94069 11/94, available from Security). Local procedures with regard to safety and security regulations must be observed at all times.

Refer to "Building Access" for additional information on visitor access.

VISITOR PARKING

Designated parking areas have been identified outside the main lobby at building 22 and between buildings 94 & 104 for visitors in accordance with the Milford Proving Ground parking policy. These spaces are clearly marked and residents of the facility are **NOT** to park in the visitor parking lots at any time.

Specially designated parking areas are provided in all parking lots for persons with disabilities in compliance with the Americans with Disabilities Act (ADA). Appropriate credentials are required and must be visibly displayed at all times.

For more information see the “Parking” section.

VISITOR SAFETY INFORMATION CARD

When registering with Security and issuance of a visitor identification pass, visitors may be required to read and acknowledge receipt of a Visitor Safety Information Card. It is important that all visitors are familiar with this information.

The card contains the following building safety-related information:

- Emergency telephone number
- Visitor safety orientation
- Emergency evacuation routes
- Hazardous material control
- Building-wide, non-smoking policy

A person who make frequent visits may be required to present the safety protocol pamphlet each time they receive a visitor identification pass. Failure to do so may require another review of safety protocol and acknowledgement of receipt of another safety protocol pamphlet.

WORKPLACE VIOLENCE PREVENTION PROGRAM

General Motors is committed to protecting the health and safety of each resident by providing a work environment that is free from harassment, threats and acts of violence.

In support of this initiative and consistent with our health and safety policy, GM will not tolerate any threat, direct or implied, nor any physical conduct by a person which results in harm to people or property; or which harasses, disrupts, or interferes with another’s work performance; or which creates an intimidating, offensive or hostile environment.

GM management recognizes that responding to individuals or situations at risk of violence is a fundamental responsibility. If a concern is identified, management will assure a thorough and timely evaluation. Key resources that assist in this process include Senior Management, Security, Personnel, Medical, Employee Assistance Program (EAP), Legal, Communications, and Law Enforcement officials. Residents share in the responsibility for maintaining a safe work environment. Your responsibilities include communicating safety concerns and cooperating in efforts to resolve concerns.

Residents must also avoid making threatening statements or gestures, possessing weapons and dangerous devices, or possessing or selling drugs or alcohol while on company property. Violation of this policy will not be tolerated and will result in disciplinary action up to and including discharge.

Should you experience an incident in which you feel someone is threatening you with harm, you should first take the steps necessary to protect your safety and the safety of those around you. Do not try to confront a violent person except to do what is necessary to protect yourself.

Depending on the circumstances and the level of apparent risk, Security should be contacted at one of the numbers listed below:

EMERGENCY SITUATIONS	
	On-site.....911#
	Cell phone.....248-685-5911
NON-EMERGENCY SITUATIONS*	
	On-site.....5-5148
	Cell phone.....248-685-5148

- Non-Emergency situations may also be reported to the GM Awareline at 1-800-244-3460 .
- Visit the following website for more information: <http://security.gm.com>

Refer to the *Non-Manufacturing Facilities Emergency and Safety Procedures* flipchart for complete instructions if you are a victim or a witness to a workplace violence incident.

SECTION: SITE AND BUILDING INFORMATION

BUS SERVICE

EMPLOYEES ALTERNATIVE TRANSPORTATION

“Employees Alternative Transportation” is currently not available at Milford Proving Ground.

PUBLIC

“Public Bus Service” is currently not available at Milford Proving Ground.

DIRECTIONS

FROM DETROIT METROPOLITAN AIRPORT

(55 minutes approx. - 42 miles)
I-94 West to I-275
I-275 North to I-96 West
I-96 to Milford/New Hudson Exit 155
Milford Rd. North to GM Rd.
West General Motors Rd. to Proving Ground Entrance

FROM GM WARREN TECHNICAL CENTER

(50 minutes approx. - 40 miles)
Van Dyke South to I-696 West
I-696 to I-96 West
I-96 to Milford/New Hudson Exit 155
Milford Rd. North to GM Rd.
West General Motors Rd. to Proving Ground Entrance

FROM GM HEADQUARTERS AT THE RENAISSANCE CENTER

(50 minutes approx. - 41 miles)
Jefferson West to John Lodge
John Lodge (US-10) North to I-696 West
I-696 to I-96 West
I-96 to Milford/New Hudson Exit 155
Milford Rd. North to GM Rd.
West General Motors Rd. to Proving Ground Entrance

FROM THE WEST

I-96 (east) to Kensington Rd (north) to Stobart Rd (east) to Hickory Ridge Rd (north) to MPG Entrance (west).

FROM THE EAST

I-96 (west) to Milford Rd (north) to GM Rd (west) to MPG Entrance (continue west) or 59 (west) to Hickory Ridge Rd (south) to MPG Entrance (west).

FROM THE SOUTH

US-23 (north) to I-96 (east) to Kensington Rd (north) to Stobart Rd (east) to Hickory Ridge Rd (north) to MPG Entrance (west).

FROM THE NORTH

US-23 (south) to M-59 (east) to Hickory Ridge Rd (south) to MPG Entrance (west).

MAPS:

See the Maps in the Site and Building Information section.

FACILITIES MANAGEMENT REP

Residents in all General Motors facilities have a Facility Management Representative (FM Rep) assigned to their area. The FMR serves as the interface between the residents and GM Worldwide Facilities Group for all facilities-related issues.

Contact the following FMR for facilities-related issues at the Milford Proving Grounds: The FMR for your site may be found on the following web site:

http://cafmgm.com/fm_siteprofiles_fmr.cfm

FITNESS CENTER

A fitness center is currently not available at the Milford Proving Ground. Following is a list of some local fitness centers:

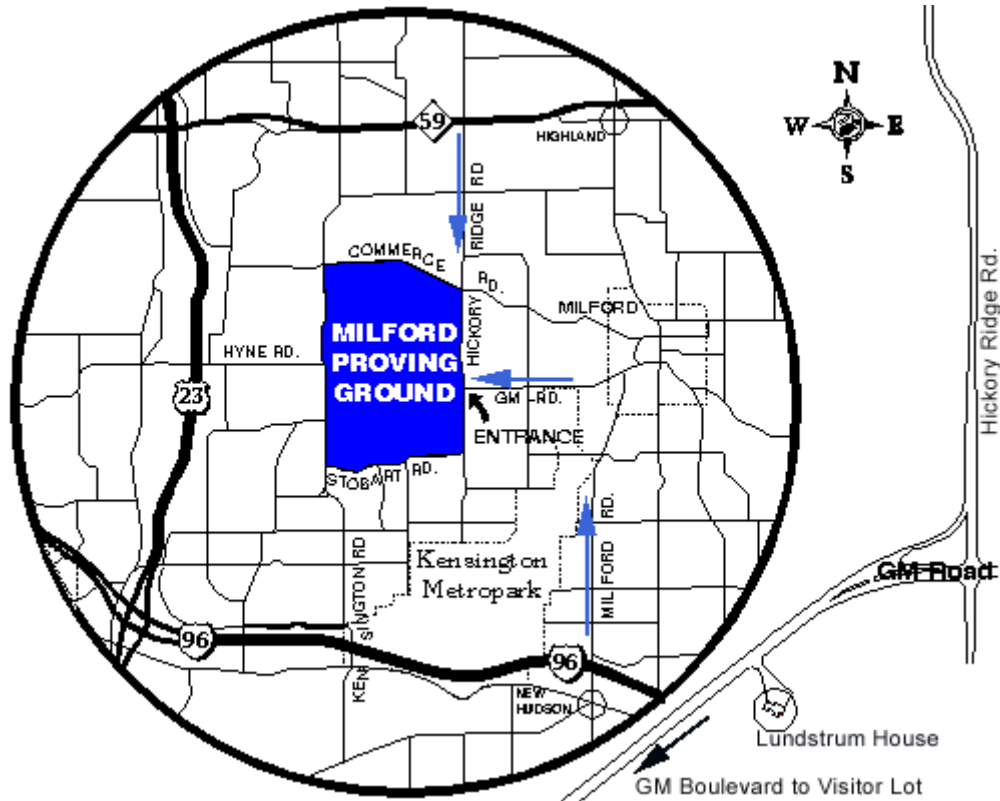
<u>Center</u>	<u>Location</u>	<u>Phone No.</u>
YMCA Huron Valley	300 YMCA Dr., Milford	248-685-3020
Anytime Fitness	141 S Miford Rd., Milford	248-685-8373
Powerhouse Gym	2258 S. Milford Rd., Highland	248-889-8884
Snap Fitness	2825 E Highland Rd., Highland	248-714-9686
Curves for Women	750 W Highland Rd., Highland	248-889-9400
Houston Fitness	2624 S Milford Rd., Highland	248-676-2882
Firm Refections Aerobics	1230 S Milford Rd., Highland	248-684-6744

A list of local fitness centers can be found on the following websites:

[HTTP://WWW.YELLOWPAGES.COM/MILFORD-MI/FITNESS](http://www.yellowpages.com/milford-mi/fitness)
[HTTP://WWW.YELLOWPAGES.COM/MILFORD-MI/FITNESS?G=MILFORD%2C+MI&Q=PHYSICAL+FITNESS](http://www.yellowpages.com/milford-mi/fitness?G=MILFORD%2C+MI&Q=PHYSICAL+FITNESS)

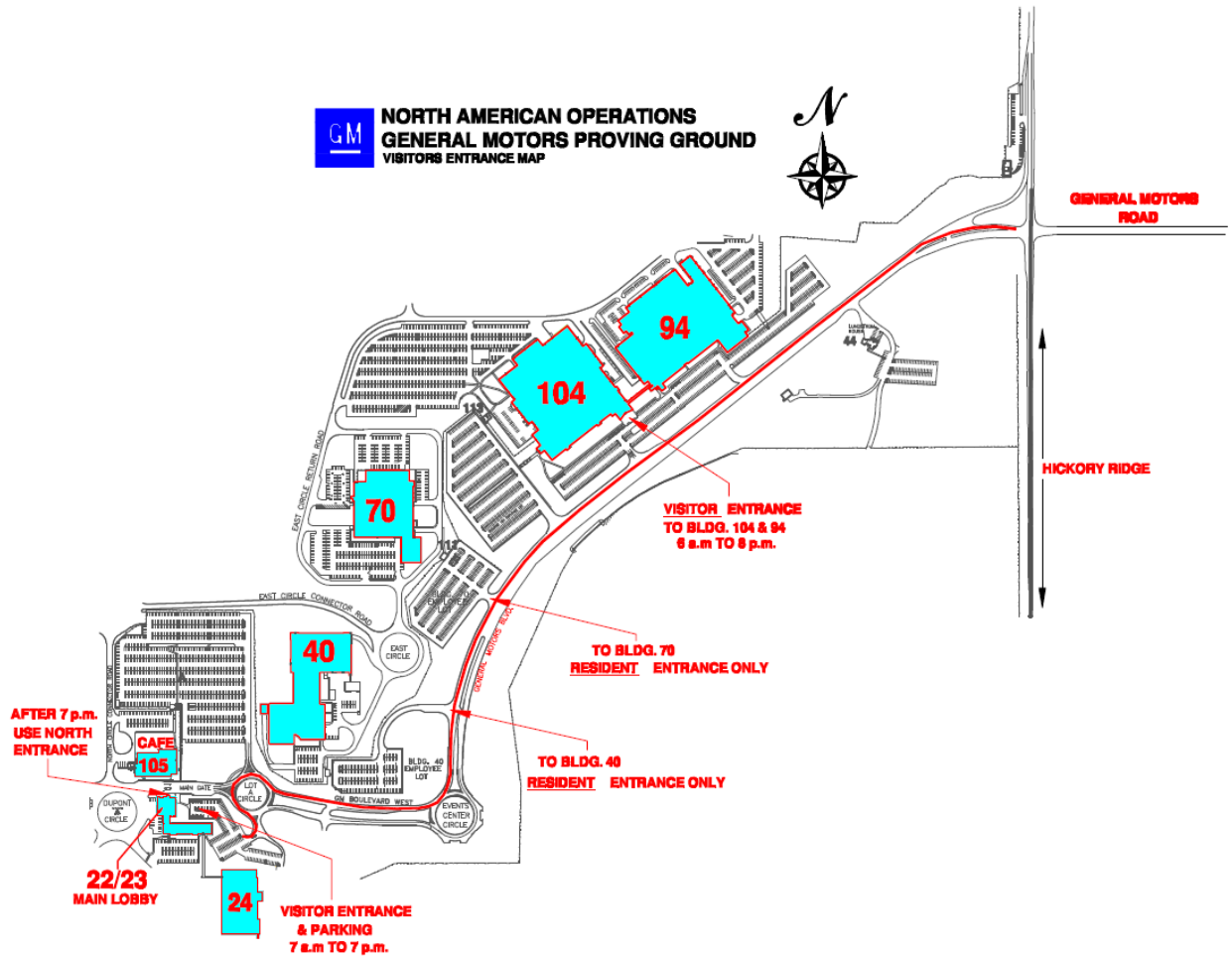
MAPS

ENTRANCE MAP

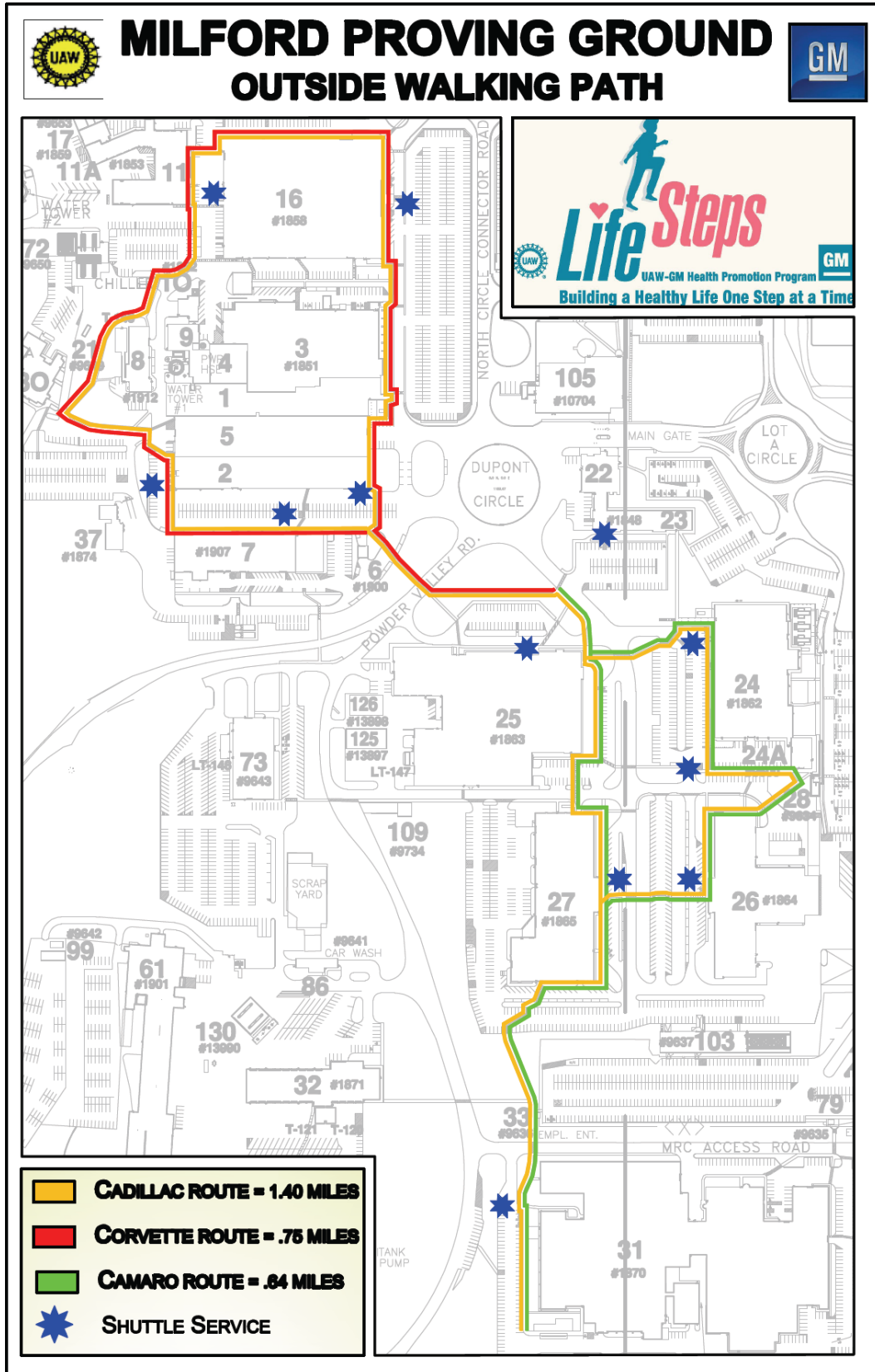


MILFORD PROVING GROUND ENTRANCE

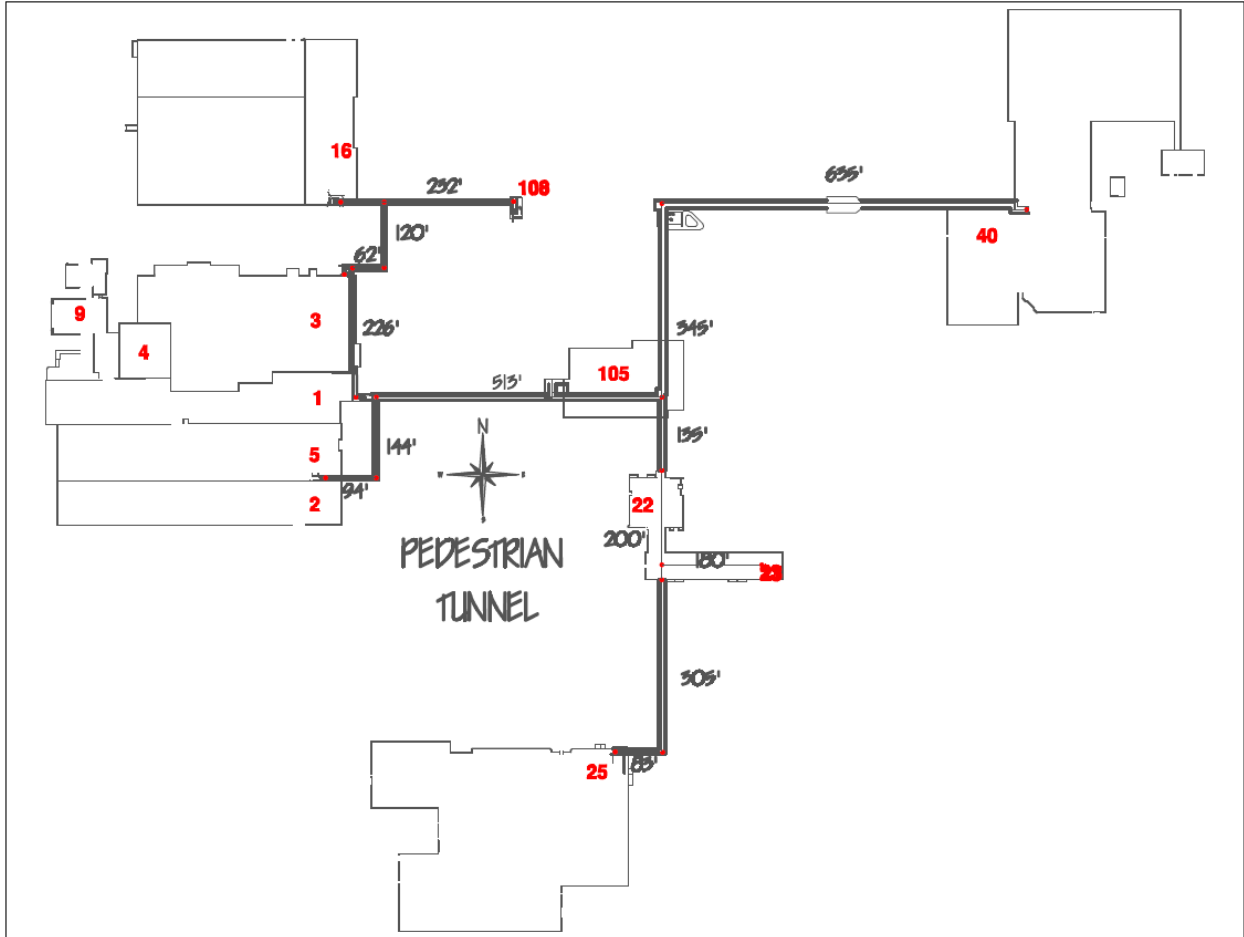
MPG ENTRANCE ROAD MAP WITH VISITOR PARKING LOTS



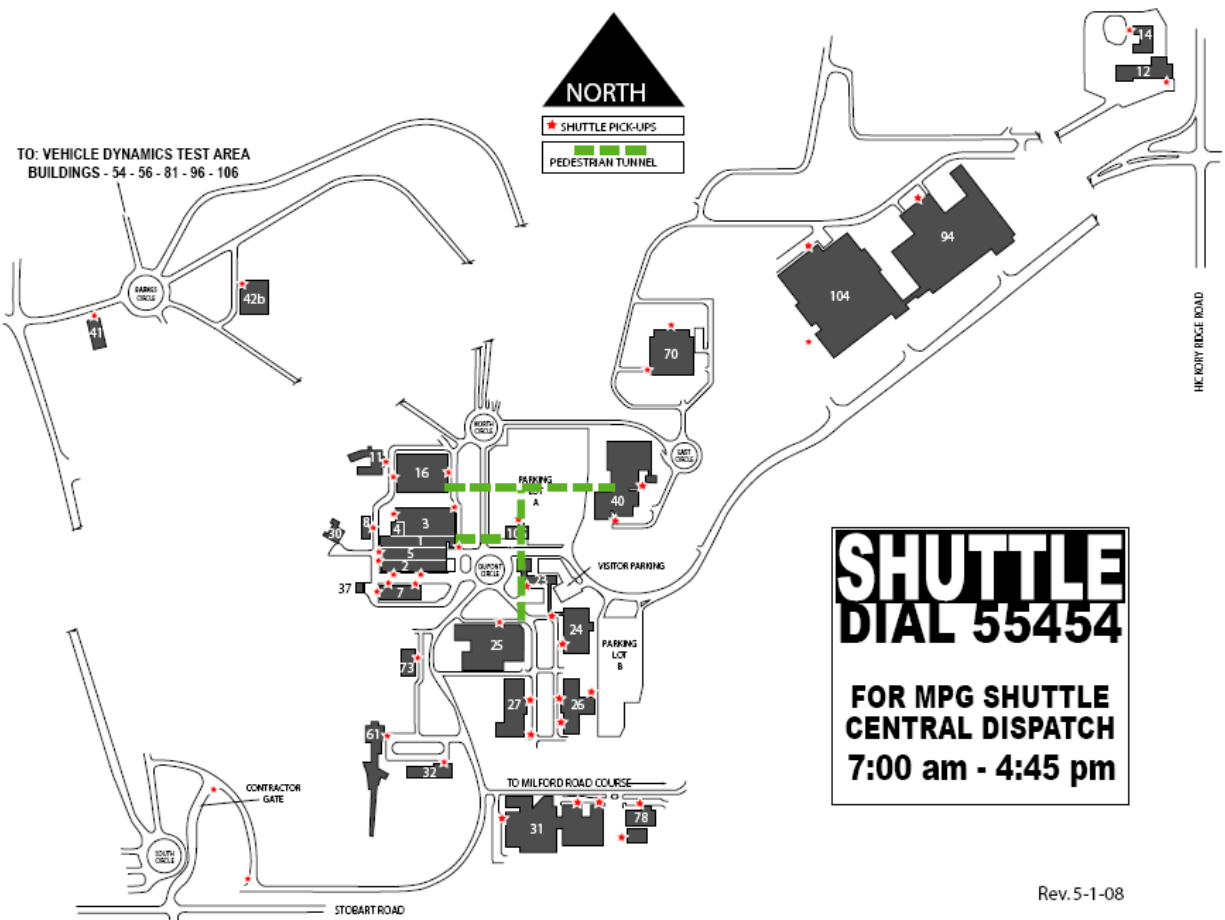
OUTSIDE WALKING PATH



PEDESTRIAN TUNNEL & DISTANCE



SHUTTLE MAP



PARKING

Abundant parking space for Milford Proving Ground residents are provided on a first-come, first-serve basis with the exception of:

- Designated handicapped spaces requiring a valid credentials
- Designated visitor parking

PARKING LOCATIONS

LOTS AND DECKS

[Add sites information, web links and locations on parking lots and decks]

PARKING FOR PERSONS WITH DISABILITIES

Specially designated parking areas are provided for persons with disabilities in compliance with the Americans with Disabilities Act (ADA).

VISITOR PARKING

See *Visitors* for complete information on visitor parking protocol.

All Milford Proving Ground residents are expected to abide by the parking protocol at this site. The parking lots are patrolled by Security and a 10-MPH speed limit is enforced.

SHUTTLE SERVICES

Shuttle service is available from 7:00am to 4:45pm, Monday through Friday, to provide transportation to most facilities on the Milford Proving Ground campus. Designated service stops and times are posted at main exits of most buildings near a convenient telephone.

For on-call shuttle service, call 5-5454 from any on-site telephone.

TOURS

Facility Tours are no longer provided at Milford Proving. Requests for tours from government officials or community groups should be directed to the GM Communications Office (see *Communications*).

SECTION: BUILDING AND OFFICE SERVICES

BULLETIN BOARDS / DISPLAYS

Bulletin boards are available within each department for routine departmental information. All displays should demonstrate a professional image and in no case should GM classified information be posted. The main corridors of the building are for GM regulatory notices, workplace safety postings, image and vehicle displays and awards only.

Other bulletin board space located in the area may be utilized by residents to post buy / sell / swap notices. A posting date should be shown in the lower right hand corner of the posting. Periodically, resident personal postings will be removed and discarded.

Temporary displays may be posted throughout the facility with prior approval from Communications.

For more information on displays, contact the GM Communications Office at (888) 436-6687

BUSINESS CARDS

Forms for ordering business cards can be found in MySocrates under MyServices, Workplace.

COMMUNICATIONS

For media inquiries, technical publicity release requests, General Motors newsletters and correspondence, videotape library and bulletins, and related communication activities, contact the GM Communications Office at (888) 436-6687.

COMPUTER/TECHNICAL SUPPORT

For computer-related issues, contact the EDS Help Desk at (888) 337-2400.

CONFERENCE ROOM SERVICES

There are a number of conference rooms located at the facility with seating capacity varying from 4 to 180. Most conference rooms are equipped with overhead projectors, screens, white boards and a safety procedure packet to review prior to each meeting. Additional equipment such as TVs, video players and data projectors may be available in larger rooms. Remember to check equipment availability when scheduling any conference room.

To schedule a conference room visit the MyFacility website MyFacility.gm.com.

SCHEDULING ETIQUETTE

- If a meeting will not be held, delete the reservation so others may use the room.
- Avoid reserving a conference room that is larger than your needs require.
- If a conference room has specialized equipment, reserve the room only if you plan to use the equipment.
- Try to reserve only conference rooms that are in close proximity to the team using the room.
- Avoid reserving rooms in other facilities.
- Avoid scheduling meetings more than (90) days in advance.

ROOM ETIQUETTE

As the host of any meeting, you are responsible for the condition of the room when you leave. Please observe the following conference room etiquette:

- Review Safety Protocol at the start of each meeting
- Do not overrun scheduled time
- Leave room clean and tidy
 - Remove waste
 - Push back chairs
 - Clean white board
 - Remove proprietary information
- Turn off room lights.

CONSTRUCTION PROTOCOL

During times of construction, residents and visitors are not permitted in construction areas without authorization and proper personal protection equipment. Construction barriers, such as cones and yellow tape, are assembled for the safety of residents and visitors.

COPY SERVICES

COPY MACHINES

Walk-up copiers and copy areas are centrally located throughout the facility. An Ikon Service Company representative is responsible for maintenance and support. To request assistance with a copier or to report a problem, call [the toll-free number posted on the copy machine].

HIGH-VOLUME COPIES

The Reprographics / Copy Center is available on site for high-volume copy services as well as printing services. The Reprographics / Copy Center is located in Bldg 23 at the south end, room 13.

HOURS: 7:30am – 4:00pm, Monday through Friday

For high-volume copy services and to arrange for printing services, contact the Reprographics / Copy Center at 5-5983 or (248) 685-5983.

DELIVERIES

Hand-carried items such as flowers or gifts may be delivered to the Main Lobby and must be picked-up by the recipient.

NOTE: All incoming packages are subject to inspection or x-ray.

Refer to *Shipping and Receiving* for additional information.

(FACILITIES HELP DESK) MYFACILITY WEBSITE

The MyFacility website is available 24 hours-a-day, 7 days-a-week and has been established to assist tenants with building-related services and issues. Go to the website MyFacility.gm.com to access the on-line request system for services such as:

- Audio/visual equipment requests
- Conference room scheduling
- Confidential material disposal and Recycling pickup

- Exterminator
- Furniture / workstation rearrangements
- Housekeeping, Maintenance and Sanitation: electrical, carpentry, plumbing, HVAC, elevator repair, lighting replacement / removal, locks, locked doors
- Moving people and equipment

FAX MACHINES

Fax machines are conveniently located throughout the facility. Fax machine supplies, visit the MyFacility website MyFacility.gm.com if supplies are not found in the Pull Station. Direct all service-related calls to the toll-free telephone number posted on the fax machine using the handset located on the fax machine.

FOOD SERVICES

ON-SITE FOOD SERVICES

The Aramark Company has been selected to provide on-site food services for the Milford Proving Ground. As part of this arrangement, the supplier is charged with the responsibility to coordinate all cafeteria food service requirements as well as all catering, vending areas and coffee stations throughout the facility.

COFFEE STATIONS

- Coffee stations are conveniently located throughout the facility and independently managed by coffee teams. It is the responsibility of residents to keep coffee stations clean and free of debris. Personal coffee makers are not permitted in workstations.
- To order coffee supplies, contact Aramark at 734-522-7870
- To report spills around coffee stations, open a service request at MyFacility.gm.com

CATERING

Catering services are provided by Aramark.
For catering needs, contact Aramark at 5-6485.

CAFETERIA

- Restaurant 105, the main cafeteria, is located in Bldg 105 and can be accessed from the interior parking lot north of the building as well as from the Pedestrian Tunnel that runs between Employee Lot A, Bldgs 1-5, Bldg 40 and Bldg 23. It is open Monday through Friday, except for GM holidays.

HOURS: Lunch

11:00am – 12:45pm

VENDING

Assorted vending machines are located throughout the facility; locations and services vary by site.

For issues or concerns regarding vending, open a service request at MyFacility.gm.com.

REFRIGERATORS

Refrigerators are located in common coffee and/or vending areas and are not permitted in workstations; locations vary by site. It is the responsibility of tenants to keep refrigerators clean and free of debris.

For issues or concerns regarding refrigerators, open a service request at MyFacility.gm.com.

ADDITIONAL AMENITIES

Microwave ovens and sinks are located in common coffee and/or vending areas; locations vary by site. It is the responsibility of residents to keep microwave ovens and sinks clean and free of debris. Microwave ovens are not permitted in workstations.

OFF-SITE FOOD SERVICES

Following is a list of some local restaurants:

Restaurant	Location	Phone No.
Americus Coney & Grill	167 S. Milford Rd., Milford	248-685-1508
Appleteaser	335 N. Main St., Milford	248-685-0989
Baker's of Milford	2055 S. Milford Rd, Milford	248-685-0505
Bangkokcity Thai Cuisine	427 N. Main St, Milford	248-685-5444
Benito's Pizza	238 West Summit Dr., Milford	248-685-2000
Coratti's ON Main	335 N. Main St., Milford	248-685-0989
Dimitri's Coney	620 Highland Ave., Milford	248-684-2410
Dukes Of Highland	1200 S. Milford Rd, Highland	248-887-8230
Grand China	949 E. Summit St, Milford	248-685-8100
Hector & Jimmy's	780 N. Milford Rd, Milford	248-685-8779
Highland House	2630 E. Highland Rd. (M-59), Highland	248-887-4161
Holden Party Store	2055 S. Milford Rd, Milford	248-685-1260
Jet's Pizza	525 N. Main St., Milford	248-676-9566
Jimmy John's Gourmet Sandwich	545 N. Main St. #102 Milford	248-685-7601
Klancy's of Milford	210 N. Main St, Milford	248-685-8751
Lei Ting	525 N. Main St #150, Milford	248-684-0321
Milford Family Restaurant	1725 S. Milford Rd, Milford	248-676-9403
Panda Kitchen	151 S. Milford Rd. Milford	248-676-8898
Perriez Milford House	113 E. Commerce St., Milford	248-684-1474
Rio Wraps	145 S. Main St., Milford	248-684-5599
Tim Hortons	177 S. Milford Rd., Milford	248-684-7632
Villa Coney Island Restaurant	160 S. Milford Rd., Milford	248-676-9403
Village Pizza & BBQ	134 W. Huron St., Milford	248-676-8846
Papa Romano's	134 W. Huron St., Milford	248-676-7272

For more local restaurants, visit the following web link:

[Milford Restaurants | Restaurants in Milford, MI - YP.COM](http://MilfordRestaurants|RestaurantsinMilford,MI-YP.COM)

HOUSEKEEPING / MAINTENANCE

Basic janitorial services will be provided Monday through Friday. Additional services such as removal of heavy trash or special cleaning above the basic building standard can be arranged by opening a service request through the MyFacility website MyFacility.gm.com

For maintenance-related services, visit the MyFacility website MyFacility.gm.com.

HVAC

HVAC is a computer-controlled system designed for regulating temperature controls to provide maximum comfort levels for residents. Standard comfort levels are maintained through the facility (temperature ranges vary by site).

For adjustments or malfunctions pertaining to the heating and cooling system, visit the MyFacility website MyFacility.gm.com

INFORMATION SECURITY

All General Motors policies pertaining to the security of information and property remain applicable at the Milford Proving Ground. For more information regarding information security, visit the following website:

<http://infosecurity.gm.com/tech/gcts/infosecurity/index.html>

LIGHTING

The lighting system is a computer-controlled system designed to provide maximum comfort levels for residents. Off-hours lighting is utilized throughout the facility these systems vary by site.

For replacement of burned-out lights or additional lighting requirements, visit the MyFacility website MyFacility.gm.com

MAIL SERVICES

The Mail Room services residents with mail delivery, outgoing mail pickup, shipment of mail via Federal Express and courtesy handling of outgoing business mail. To find out the day and time schedule for your building, call GM mail customer service at (313) 667-9397.

Incoming Federal Express and UPS is handled through Shipping and Receiving and delivered directly to workstations. All incoming mail to the facility must include the 9-digit GM common mail code.

ADDRESS: GM Employee
GM Milford Proving Ground
Mail Code 483-3XX-XXX
3300 GM Rd.
Milford, MI 48380-3726

To re-order envelopes call GM mail customer service at (313)667-9397
For more information visit the following website:
<http://www.mailandsupport.pb.com/cgi-bin/gmportalprod.dll/jsp/Login.do>

PERSONAL MAIL

Incoming personal mail should not be processed by the Mail Room. As a courtesy to residents, Mail Services at the Milford Proving Ground will accept outgoing personal mail. Residents may submit outgoing personal mail for processing by affixing proper postage, than placing it in the regular outgoing mail receptacle.

FEDERAL EXPRESS OR DHL

Expedited business mail may be sent using either Federal Express (domestic) or DHL (international). When specifying Fed Ex or DHL, provided shipping documents must be completed by the sender. Include the department's Fed Ex or DHL account number

For more information contact Shipping and Receiving office at 248-685-5676.

CSTS (CONSOLIDATED SHIPPING & TRACKING SYSTEM)

In order to ship material through the shipping dock, the Consolidated Shipping and Tracking System can be used. The Consolidated Shipping and Tracking System (CSTS) is a web-based system that is used for the purpose of requesting material movement through the shipping dock.

For more information, contact the CSTS Coordinator at 248-685-4202.

MEDITATION ROOM

A meditation room is currently not available at the Milford Proving Ground.

MOVE SERVICES

For move-related services, including people, boxes, phones and/or data lines, visit the MyFacility website. MyFacility.gm.com

PROPRIETARY WASTE REMOVAL

All GM information is the property of GM and must be protected by GM employees and / or contractors against unauthorized disclosure, modifications, compromise, or destruction. These protections are required whether or not the GM information has been classified as CONFIDENTIAL or SECRET in accordance with the Information Security Policy.

CONTROLLED DOCUMENT DISPOSAL PROGRAM

All other, non-product related, GM proprietary information is placed in the locked containers strategically located throughout the facility. Other recyclable waste should also be deposited in the containers (magazines, newspapers, hanging file folders). The contents of these containers are secured until the material is shredded and recycled. Containers are replaced when full.

To have bins emptied, visit the MyFacility website MyFacility.gm.com.

INFORMATION LIFECYCLE MANAGEMENT (ILM)

General Motors supports retention practices that are derived from legal requirements established by governmental bodies within the jurisdictions where GM units reside, and operational retention requirements established by GM units as the period of time that records must be retained to support their business processes. By following this Information Lifecycle Management (ILM) process, business units will:

- Sort and organize all records
- Identify and properly dispose of records that are unnecessary or past retention
- Determine which records will be at their workstations
- Identify, pack, and transfer records as needed for long term retention.
- Operate day-to-day using efficient and effective document management processes
- Be sure to be in compliance with corporate policy and retention requirements

For additional information, contact Information Lifecycle Management at the following website: <http://ilm.gm.com>

PHYSICAL RECORD RETENTION SERVICES

Corporate Retention Schedules dictate that specific inactive records be categorized and retained for a prescribed period. A service supplier provides bonded warehousing, preservation, and restricted access to documents that are to be retained. For details, contact the Global Physical Records PMO Group, at 313-667-9215 for support.

RESTROOMS

Restroom cleaning services and supplies throughout the facility are provided by Caravan Knight.

For concerns or requests for remedial attentions, visit the MyFacility website at MyFacility.gm.com

SHIPPING AND RECEIVING

All shipments and deliveries must be coordinated through Shipping and Receiving located at Bldg 26.

Hours are 7:00am to 3:30pm Monday through Friday

Deliveries must include a complete address (see Mail Services) and should be made during normal business hours. For information on hand-carried items such as flowers and/or gifts, refer to “Deliveries.”

For additional information on shipping and receiving or to arrange for after-hours deliveries, visit the MyFacility website at MyFacility.gm.com.

SPACE PLANNING

An interior architectural common systems approach has been established at the Milford Proving Grounds which defines a universal planning template, a standardized workstation kit of parts, and a space planning standard that will ensure a flexible work space capable of supporting the changing business needs of GM.

For space planning needs, visit the MyFacility website at MyFacility.gm.com.

SPECIAL EVENTS

For any event requiring special or larger facilities than those available on the resident's floor, for events requiring added security, or for any event outside the normal course of business that requires additional planning, coordination or resources, visit the MyFacility website at MyFacility.gm.com

STATIONERY PULL STATIONS AND ORDERING (OFFICE SUPPLIES)

Common pull stations, containing commonly used office products, are conveniently located throughout the facility for receiving and ordering supplies. Specific procedures for daily operations are available in each pull station area. Supplies from the Tier I and II catalog may be ordered as needed by any resident, at no additional charge. Other supplies may be ordered from the Tier III catalog, using an approved GM “A” card for payment. These special orders will be delivered to the resident at their GM Mail Code drop-off point. Delivery of office supplies is provided by an outside supplier.

For additional information and ordering, visit the MyFacility website at MyFacility.gm.com.

TELEPHONES

TELEPHONE DIRECTORY “GM PEOPLE FINDER” (TELEPHONE)

“GM PEOPLE FINDER” is the directory service for General Motors, it lists all GM salaried and executive employees in the United States, Canada, Mexico, and many other international locations. A link to “GM PEOPLE FINDER” is located on the Socrates Homepage. As changes occur, each employee is expected to maintain his / her individual phone number, mail code or location in this system. Follow local procedures for updating the “GM PEOPLE FINDER” database or call 313-556-5000 for directory assistance.

The GM White pages may be updated by going into Lotus Notes, clicking on the GM White pages icon, and editing your own information

<http://peoplefinder.gm.com/peoplefinder/index2.jsp>

TELEPHONE SERVICE

The telephone system at the Milford Proving Ground is administered through AT&T. Please use the following checklist prior to calling for service:

- Is the telephone connection plugged in and secure?
- Is the ringer (bell) turned on?
- Have telephone calls been “forwarded” to another number?

For telephone service requests or instruments for the hearing impaired are available, as well as hands-free telephone equipment by visit the MyFacility website at MyFacility.gm.com

VOICE MESSAGE EXPRESS (VME)

■ VME FEATURES

VME is a full-featured voice message system that provides a non-simultaneous exchange of information at the convenience of both the caller and the receiver. In a single call to VME, you can send messages to others, pick up messages sent to you by subscribers or outside callers, reply to messages and send a copy of a message to someone else.

Using the voice message system, you can send messages to the mailboxes of individual subscribers, or groups of subscribers, without calling them directly. VME can answer telephones automatically, take messages and store them for you to pick up at your convenience, no matter where you are. Your mailbox is [password] protected for privacy. To access VME or send messages to VME subscribers at the Milford Proving Ground call 4-3200 from on-site telephones; (248) 684-3200 or (800) 424-9354 from off-site

A VME message can be forwarded or sent to a voice mail user at another site by using the recipient’s 10-digit voice mail address; also known as networking. The 10-digit voice mail address includes a node ID and mailbox number. This 10-digit number may not necessarily be the same

as the person's telephone number. If necessary, call the recipient prior to networking a message to verify the person's voice mail address.

The VME NODE: at the Milford Proving Grounds is 248-6XX-XXXX

EXAMPLE:

The VME user is logged into a Atlanta Regional Office VME mailbox and wants to forward or send a message to someone at the General Motors Headquarters building at the Renaissance Center in Detroit (where VME node I.D. is the same as a telephone number prefix). When the VME system prompts for the destination number, dial the GM Renaissance Center user's telephone number with the area code: (313) 667-XXXX.VME NODE: [XXXXXXXX]

TELEPHONE AND VOICE MAIL MOVE / ADD / CHANGE

For telephone and voice mail move / add / change requests, visit the MyFacility website at MyFacility.gm.com.

TRAVEL PLANNING

Call American Express to make business travel arrangements.

- In the U.S. call 888/447.6593.
- In Canada call 866/854.2632.

For more information visit <http://eag.gm.com/wts/index.jsp> on the web.

SECTION: BUSINESS PROTOCOL

ATTIRE

Business casual is generally considered appropriate attire during the workweek. All residents are expected to exercise good judgment in terms of their attire when representing General Motors in all business situations.

While “business casual” is considered appropriate attire during the workweek, employees representing GM to external customers, suppliers and/or visitors should dress consistent with the norms/expectations of the meeting or event. Business casual does not include apparel such as athletic shoes, jeans, shorts, tank tops, sweatshirts, etc. Accordingly, residents not using appropriate judgment will receive counseling from their immediate leader. Residents who dress in a manner inconsistent with this policy may be required to leave the facility and return in appropriate attire.

This policy does not preclude the requirements for appropriate attire and/or protective clothing for a safe work environment.

SMOKING

General Motors Corporation recognizes an individual's right to decide personal smoking behavior. It is the policy of GM, however, to maintain a work environment that is as safe and healthy as possible for all residents and visitors by recognizing that smoke from tobacco has an adverse effect on the health of smokers and non-smokers alike. The following is GM's policy concerning smoking:

- A smoke-free environment is in place at the Milford Proving Ground
- Smoking is permitted only in designated areas.
- Use of designated containers for cigarette disposal is required.
- Tenants are prohibited from smoking outside the Main Lobby entrances as well as at certain other exterior posted areas.

The American Cancer Society indicates that many smokers would be interested in reducing or quitting smoking if opportunities were made available. GM will assist in finding and / or sponsoring cessation programs for employees who are interested in becoming non-smokers.

WORKSPACE

ETIQUETTE

Courtesy and mutual consideration for surrounding work areas is expected. Each resident must maintain his or her work area on a regular basis, including daily disposal of food or beverage items in the appropriate food waste containers. It is also expected that residents maintain a neat and orderly work area, turn off equipment, and secure the work area at the end of each day.

Being sensitive to an open office environment is greatly appreciated. Residents should govern language and voice levels in workstation areas when talking in person or by telephone. Sound that comes from tape recorders, radios, speakerphones and the like, must be contained within a workspace. If it is brought to a resident's attention that either voice levels or sound equipment are too loud, he or she should honor requests from neighbors.

In addition, the ability to gather informally in an open environment brings the potential for noise. Residents should be conscious of their proximity to workstations, the number of people gathering, the discussion's length of time, and the sound level. If requested, residents should move to an area less disturbing to their neighbors.

PERSONALIZATION

Personalization of workspace is encouraged, providing items are not offensive. Personal art, calendars, maps, pictures, or other such objects are acceptable, providing the items are in good taste and are confined to the inside work surfaces of work areas.

Small, personal electrical appliances are permitted within the policy guidelines. These include pencil sharpeners, clocks, radios, and recorders, provided that:

- Appliances are UL-approved
- Extension cords are not a part of the power connection
- Electrical connections utilize existing work space electrical outlets
- Work space safety requirements are not compromised
- Appliances do not interfere with local work activity or neighbors
- Appliances do not interfere with facility operations as determined by the Building Management

Other appliances such as refrigerators, microwaves, fans, humidifiers, personal vending equipment, televisions, etc., and all those with heating elements, including coffee makers, coffee warmers, floor/space heaters, etc., are not permitted. Any other items that might be considered Fire Hazards are also not permitted. This includes candles or other items with flames.

A reasonable number of personal plants or floral arrangements are permitted inside individual work areas, on work surfaces and on the floor. Personal plant maintenance is the responsibility of residents. The height of plants and floral arrangements must not protrude above the highest workstation wall.

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SECTION: DOCUMENT CHANGE CONTROL

FACILITY HANDBOOK SUGGESTION FORM

For improvements to the Milford Proving Ground Facility Handbook, please submit your suggestions by mail to your Facility Management Representative. Your input will be reviewed for future Handbook editions.

This form may also be used to clarify or correct information located within this handbook. In that case, please submit this form along with a copy of hand-written edits to pages requiring attention.

Thank you for your input.

PROPOSED CHANGE	PAGE NO.	REASON FOR CHANGE

SUBMIT BY MAIL TO: YOUR BUILDING'S FACILITY MANAGEMENT REP.

A complete listing of FM Rep assignments and telephone numbers will be found under Facilities Management Representatives in the Site and Building Information section.

(For WFG Facilities Management Use Only)

Reviewed: ___ / ___ / ___

By: _____

Comments:

DOCUMENT CHANGE CONTROL

This section to be filled out by FM Operator to document changes to site specific Handbook.

DATE	PERSON	DESCRIPTION OF CHANGE
6-28-02		Handbook converted from HTML to PDF. The existing version was totally revised at the time to comply with current common process/FM Quality requirements.
11-19-03	Patricia Foley	Style Guide v2.3 Update
10-19-04	Patricia Foley	Annual revision to comply with current common process/FM Quality requirements and to make any changes necessary in local policies or procedures.
10-31-05	Cheryl Depner	Annual revision to comply with current common process/FM Quality requirements and to make any changes necessary in local policies or procedures.
08-07-06	William Peavy	<p>"Style Guide" to "Model" Update</p> <p>Updated Emergency phone number on pgs i, iii, 3, 13, 15</p> <p>Updated links on pgs iii, 8 & 31</p> <p>Updated Lock and Key Control section on pg 10</p> <p>Added Facilities Management Rep section on pg 17</p> <p>Updated maps on pgs 18, 19 & 20</p> <p>Added Business Card section on pg 22</p> <p>Updated Copy Service building location on pg 23</p> <p>Updated web link & Mail Service location on pg 27</p> <p>Updated Index on pg 34</p>
01-18-08	William Peavy	<p>Updated Cover page Sheet</p> <p>Updated Work Life web link on pg iii</p> <p>Updated Emergency section on pg 3</p> <p>Updated Persons with Disabilities section on pg 5</p> <p>Updated Health Services hours on pg 7</p> <p>Removed MPG number's from Work/Life at GM on pg 8</p> <p>Added Incident Investigation Report Form Web Site pg 9</p> <p>Updated Safety Information Card on pg. 14</p> <p>Updated list of Fitness Centers section on pg 17</p> <p>Updated Shuttle Service schedule on pg 21</p> <p>Updated Tours section on pg 21</p> <p>Updated Cafeteria Hours on pg 25</p> <p>Updated list of Off-Site Restaurants on pg 26</p> <p>Updated Lighting section on pg 27</p> <p>Updated Mail Services section on pg 27</p> <p>Updated Federal Express or DHL section on pg 28</p>

DATE	PERSON	DESCRIPTION OF CHANGE
01-18-08	William Peavy	Updated Pool Vehicles Reservation on page 29 Updated Telephone Service provider on pg 31
06-04-09	William Peavy	Update Emergency phone numbers - page i,3,4,5,6,7 & 9 Updated manual to handbook model_050509 changes Remove work/life web link on page iii & 8 Added Asbestos Awareness section on page 1 Added Main Lobby hours on page 1 Added drive on Vehicle Permit section on page 2 Added Fire Safety regulations on page 7 Updated Spill Release phone number of page 7 Update Credential request form web link on page 9 Added hot Work Procedures on page 9 Remove bad web link under Photographic Equip. page 11 Added Plant Equipment Buyoff, G-Comply section pg. 13 Updated Traffic Safety section - speed limits page 13 Updated Visitor Parking section page 14 Added Utility Shut Down Request Form section page 15 Updated Bus Service section on page 18 Updated Fitness Center Section on page 19 Added Maps on page 19 & 20 Updated Shuttle map on page 22 Updated Shuttle Services time on page 23 Updated Conference room seating capacity on page 24 Updated Cafeteria hours on page 27 Update Off-Site Food Services list & web link page 27 Removed Pool Vehicle section on page 30 & in directory Altered ILM section on page 30 Changed record Retention section on page 31 Updated mail room location and web link on page 29 Update CSTS coordinator phone number on page 29 Updated Telephone Services help desk # on page 33 Updated Index
11-21-11	William Peavy	Update GM Mail Services phone # on page iii Updated MyFacility Services web link on page iii Changed WFG web site to RE&F web link on page iii Updated Air Quality on page 1 Updated Americans with Disabilities on page 1 Updated Lobby hours on page 2 Updated Health Services hours on page 8 Updated Lock & Key Control web link on page 11 Updated Occupational Safety on page 12 Updated Fitness Center locations & web links on pg. 19

		Updated Conference Room Services on page 26 Updated Copy services-high vol. copies location pg 27 Changed Cafeteria hours on page 28 Changed Mail Services location & number on page 30 Changed FedEx additional information # on page 31 Changed CSTS Coordinators phone number on page 31 Change restroom service provider name on page 32
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