



RESPECT  
INTEGRITY  
COMMUNICATION  
EXCELLENCE  
CHANGE  
ENVIRONMENT  
INNOVATION  
DIVERSITY  
OPEN MARKETS  
CUSTOMERS  
TOGETHER  
CREATIVITY



new hire  
**NETWORK**



welcome to  
**ENRON**



# AGENDA

## **AGENDA**

- I** Welcome Video
- II** Documentation
- III** Vision & Values
- IV** "Throw Out Your Net"
- V** Benefits Presentation
- VI** Legal Presentation
- VII** Backstage Tour





# FREQUENTLY USED ACRONYMS

<b>1Q</b>	First Quarter	<b>HP</b>	Horse Power
<b>2Q</b>	Second Quarter	<b>HPL</b>	Houston Pipe Line
<b>3AC</b>	Three Allen Center	<b>IPO</b>	Initial Public Offering
<b>3Q</b>	Third Quarter	<b>ISP's</b>	Internet Service Provider
<b>4Q</b>	Fourth Quarter	<b>LDC</b>	Local Distribution Company
<b>A/A</b>	Associate/Analyst	<b>LNG</b>	Liquefied Natural Gas
<b>AZX</b>	Azurix	<b>LPG</b>	Liquefied Petroleum Gas
<b>BAR</b>	Business Analysis & Reporting	<b>LRC</b>	Louisiana Resource Company
<b>bcf</b>	Billion Cubic Feet	<b>M&amp;A</b>	Mergers & Acquisitions
<b>btu</b>	British Thermal Units	<b>MM</b>	Million
<b>DPR</b>	Daily Position Report	<b>MTD</b>	Month To Date
<b>DWDM</b>	Dense Wave Distribution Model	<b>MWH</b>	Mega Watt/Hour
<b>E&amp;P</b>	Exploration & Production	<b>NASDAQ</b>	National Association of Securities Dealers Automated Quotation
<b>EB</b>	Enron Building	<b>NBPL</b>	Northern Border Pipeline
<b>ECI</b>	Enron Communications Inc.	<b>NEPCO</b>	National Energy Producton Co.
<b>EE&amp;CC</b>	Enron Engineering & Construction Co.	<b>NNG</b>	Northern Natural Gas Co.
<b>EEDC</b>	Enron Economic Development Corp.	<b>NPV</b>	Net Present Value
<b>EEIS</b>	Enron Energy Information Services	<b>NYMEX</b>	New York Mercantile Exchange
<b>EES</b>	Enron Energy Services	<b>NYSE</b>	New York Stock Exchange
<b>EFS</b>	Enron Field Services	<b>O&amp;M</b>	Operations & Management
<b>EGEP</b>	Enron Global Exploration & Production	<b>OTC</b>	Over The Counter/Office of the Chairman
<b>EIN</b>	Enron Intelligence Network	<b>PAC</b>	Political Action Committee
<b>ENA</b>	Enron North America	<b>P&amp;L</b>	Profit And Loss
<b>ENE</b>	Enron Corp	<b>PGE</b>	Portland General Electric
<b>EOTT</b>	Enron Oil Transportation & Trading	<b>POP</b>	Point Of Presence
<b>EPSC</b>	Enron Property & Services Corp	<b>PR</b>	Public Relations
<b>ET&amp;S</b>	Enron Transportation & Storage	<b>PRC</b>	Performance Review Committee
<b>FERC</b>	Federal Energy Regulatory Commission	<b>QTD</b>	Quarter To Date
<b>FGT</b>	Florida Gas Transmission	<b>RAC</b>	Risk Assessment & Control
<b>FP&amp;L</b>	Florida Power & Light	<b>RC</b>	Responsibility Code
<b>GCO</b>	Gulf Coast Operations	<b>RICE</b>	Respect, Integrity, Communication, Excellence
<b>GPG</b>	Gas Pipeline Group	<b>TW</b>	TransWestern Pipeline Co.
<b>HEOF</b>	Houston Economic Opportunity Fund	<b>VaR</b>	Value At Risk
<b>HR</b>	Human Resources	<b>YTD</b>	Year To Date



# FREQUENTLY USED NUMBERS

**Enron Operator**

(713)853-6161

**Enron Voice Directory**

(713)853-0661

**Voice Mail Access**

(713)345-7000

**Incoming toll-free**

(800)97-ENRON

**After Hours Service:**

Air Conditioning

(713)853-6200

Company# \_\_\_\_\_

Cost Center# \_\_\_\_\_

Responsibility

Code# \_\_\_\_\_

Lights

(713)853-4396

Location# \_\_\_\_\_

**Copy Center**

(713)853-6943

**"Two Places At One Time"****Concierge**

(713)853-5998

**Credit Union**

(713)853-6242

**Benefits Help Line**

(713)853-7979

**Facilities Help Desk**

(713)853-6300

**Security**

713-853-6200

Plaza Security Reception

(713)853-5444

**Image Center**

(713)853-5776

**Loading Dock**

(713)853-6722

**Mail Center**

(713)853-6295

**Travel Agency in the Park**

(713)650-1333

**Wellness Info Line**

(713)853-5300 (choose option below)

- #1 Wellness Activity Info
- #2 Employee Assistance Program (or call (800)345-1391)
- #3 Energizer Lunch Menu Catering Services (or call (713)853-5679)
- #4 Juice Bar (or call (713)853-5545)
- #5 "The Doctor's Office" Information Line
- #6 Health Center Information Line
- #7 "The Body Shop" Information Line
- #8 Massage Therapy
- #9 Emergency Line

**How To Call:**

- Omaha 87 + 4 digit extension
- International 9 + 011+number
- Portland 834 + 4 digit extension
- Calgary 820 + 4 digit extension
- London 830 + 4 digit extension
- Monterry 838 + 4 digit extension
- São Paulo 868910 + 4 digit extension

**Additional Numbers:**


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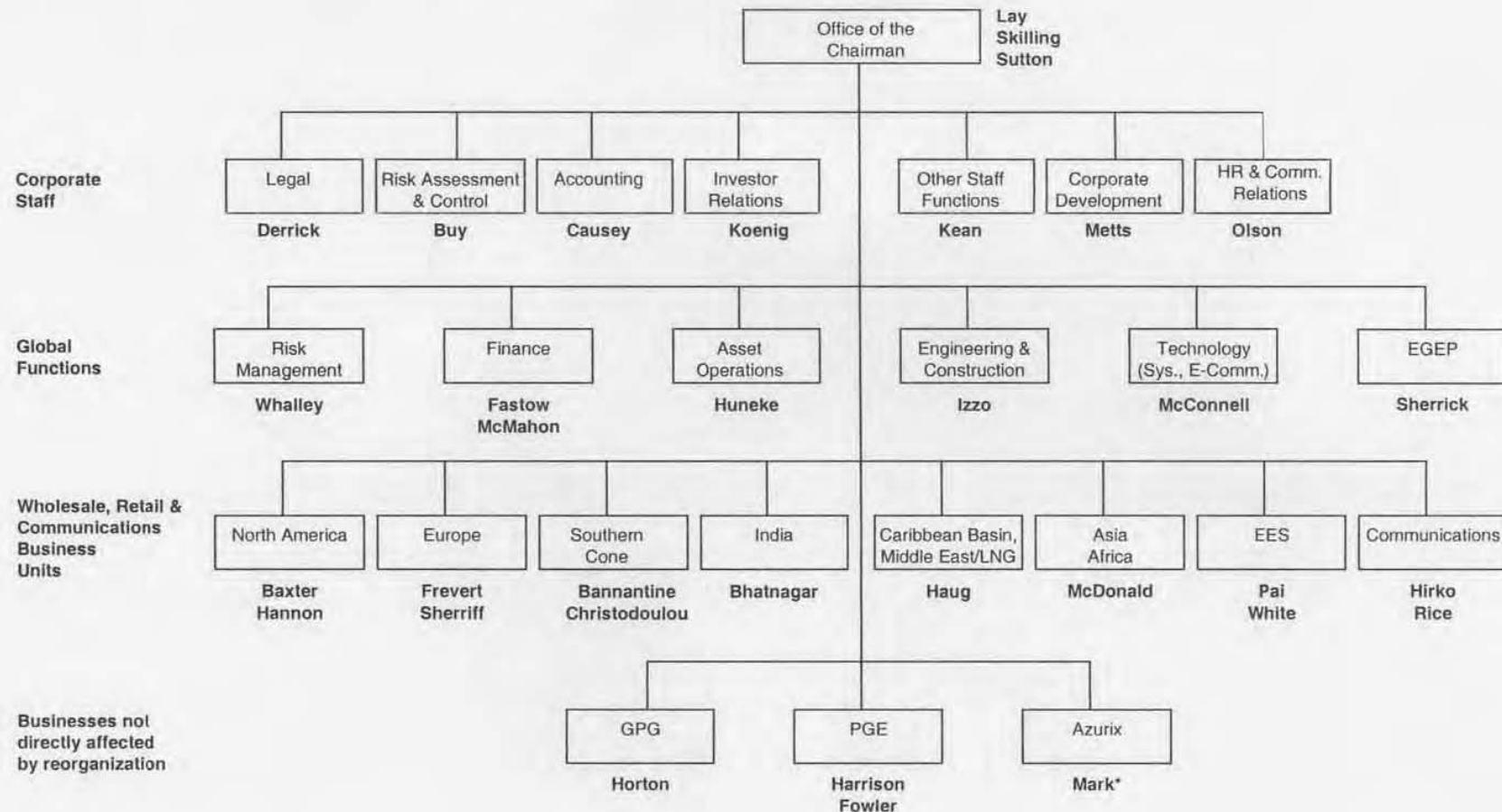


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# ENRON CORPORATE ORGANIZATION AND EXECUTIVE COMMITTEE MEMBERS



\*Ad hoc member



## Interoffice Memorandum

To: All Employees  
From: Cindy Olson *Cindy Olson*  
Subject: 2000 Holiday Schedule

Department: HR and Community Relations

Date: October 1, 1999

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Enron Corp. will observe the following 11 days as holidays in 2000:

New Year's Day Observance	Monday	January 3
President's Day	Monday	February 21
Memorial Day	Monday	May 29
Floater	Monday	July 3
Independence Day	Tuesday	July 4
Labor Day	Monday	September 4
Thanksgiving Day	Thursday	November 23
Floater	Friday	November 24
Christmas Day	Monday	December 25
Floater	Tuesday	December 26
Discretionary Holiday*		

**NOTE:** Although most official holidays are common throughout Enron, employees of EOTT Energy, Enron Methanol, Enron Wind Corp. and Portland General Electric have varying differences in the observed holiday schedules; these have been communicated separately to the employees of each company. Bargaining unit employees should refer to the terms and conditions regarding Company holiday schedules in accordance with their Labor Agreement.

Please contact your Company's Human Resources Department if you need more information.

*\*Enron provides a discretionary holiday for employees. We recognize that our diverse workforce may need this additional day for personal reasons or to observe significant holidays not currently covered in the holiday schedule above. Enron employees may use the discretionary holiday at any time during the year with approval from their supervisor. Please refer to Enron's Policy on "Work Hours, Holidays and Vacations" (Human Resource Policy #12) for eligibility requirements for the discretionary holiday and the effect of alternate work schedules and continuous staffing on Holidays.*

Respect

Integrity

Communication

Excellence



## 12 - WORK HOURS / HOLIDAYS / VACATION

Effective Dates  
Issued: 08/17/87  
Revised: 01/01/98

**Policy:** To establish Company work hours, identify observed holidays and define holiday pay practices, and define paid vacation for eligible employees.

**Purposes:** The purposes of this Policy are to: (1) provide guidelines to supervisors for establishing and administering procedures regarding Company work hours; (2) identify observed holidays; and (3) define paid vacation for eligible employees.

**Scope:** The vacation and holiday provisions in this Policy applies to all regular full-time Enron employees in the United States, unless otherwise covered by a written contract of employment, labor-management agreement or a separate Human Resource management policy adopted by Enron division or operating companies. *NOTE: Temporary employees are not eligible for vacation or holiday pay. Regular part-time employees receive 40 hours per year of paid vacation per year.*

The work hours provisions in this Policy applies to all full-time employees in Houston and Omaha; it does not apply to field operations. Operating units in field locations may set different work hours and lunch schedules based on work requirements and prevailing industry standards.

### **Work Hours:**

Employees are expected to begin work promptly at their regularly scheduled starting time and manage their work time productively.

Each full-time employee is expected to work a minimum of 8 hours per day and 40 hours per week. Each part-time employee is expected to work the number of hours scheduled. Nonexempt employees are to receive pay for overtime hours worked consistent with Company policy and law. Supervisors should ensure that overtime is approved in advance and properly reported for nonexempt workers.

Normal business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, and every unit must schedule employees to ensure office and telephone coverage meets all business needs. Lunch breaks are one hour in length. Shorter lunch breaks may be established, in consultation with Human Resources, provided they are consistent with law and communicated appropriately to affected employees and their business clients.

### **Flexible Work Hours (Flex Hours):**

Employees wishing to work flexible hours should talk with their supervisor.

Business needs and staffing capabilities determine whether flexible work hours should be adopted by particular employees or departments. Use of flex hours is encouraged when mutually beneficial to the employee and Company.

For departments that work 8-hours-per-day, 5-days-per-week or the schedule with 8-9 hour days, 1-8 hour day and alternating Mondays OR Fridays away from work; flexible work schedules typically allow employees to begin work from 7:00 a.m. to 9:00 a.m. and end work from 4:00 p.m. to 6:00 p.m., ensuring 8 or 9-hour workdays.

For departments that work the 10-hours-per-day, 4-days-per-week schedule (and ensure 5-day coverage), employees may start work as early as 6:00 a.m. and end work as late as 7:00 p.m.

Employees wishing to work flex hours different from those listed in the preceding two paragraphs should discuss their needs and possible arrangements with their supervisor.



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Considerations as to whether requested flex hours can be arranged include the following, among others. The employee must clearly understand and conform to expectations for flex-time scheduling. Employee problems must not be foreseeable with regard to attendance, punctuality with regard to starting time and lunch breaks, full productivity during hours scheduled, completing work as assigned, attending necessary meetings and activities, business travel, vacation scheduling, the impact of peak workload or overtime periods, appropriate conduct, effective customer service, etc.

The immediate supervisor, with the agreement of the reviewing supervisor, may approve requests for the standard flex hours as noted above. If the employee asks to work flex hours different from those set forth above, the supervisor should discuss the request with the reviewing supervisor, other superiors, and key clients as appropriate. Human Resources should be consulted regarding non-standard flex hours to ensure compliance with applicable employment law and wage and hour requirements. Human Resources should also help develop effective flex-hour arrangements. Unit management may approve flex hours that are reasonable in light of the above.

Immediate supervisors may end flexible work hours, temporarily or permanently, at any time when business circumstances warrant. Appropriate notice is to be given to the affected employee(s).

#### Holidays:

Enron observes the following national holidays each year:

- New Years Day
- Presidents' Day
- Labor Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Christmas Day

Employees who, because of business necessity, work rotating shifts or where continuous staffing is required do not observe holidays unless they fall on a regularly scheduled day off.

For employees who work the 8-hours-per-day, 5-days-per-week schedule, the Company may designate three additional holidays annually and may elect annually to provide a discretionary holiday for employees to use during the year.

Employees who work the schedule with 4-10 hours days do not observe a discretionary holiday. If a holiday falls on an employee's normally scheduled day away from work then the preceding day or following day, in the case of Fridays or Mondays respectively, are the days away from work that will be taken.

For employees who work the schedule with 8-9 hour days, 1-8 hour day and will alternate Mondays OR Fridays away from work; the Company may designate three additional holidays annually. If a holiday falls on an employee's normally scheduled day away from work then the preceding day or following day, in the case of Fridays or Mondays respectively, are the days away from work that will be taken. Employees who have elected this schedule **DO NOT** receive a "discretionary holiday".

Observance of the discretionary holiday in the field locations is at the approval of the operating company's management.

Each year, Human Resources determines and communicates to all employees the full holiday schedule. Corporate Human Resources establishes a single holiday schedule based on industry practices or plant staffing requirements.

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Before the end of each calendar year, the Company announces the following year's holiday schedule. Holiday schedules are also posted on the Local Area Networks (LAN's) and at Enron's Intranet site.

The Company normally observes holidays falling on a Saturday on the preceding day; holidays falling on Sundays are normally observed the following day.

Employees not working shifts may use the discretionary holiday at any time during the year by making arrangements with the supervisor; the employee's time sheet must identify the discretionary holiday when taken. The discretionary holiday must be used during the year or it will be lost; it cannot be carried over to the following year as vacation time might be. For shift workers, the discretionary holiday will be observed as determined by the operating company's management.

**Holiday Pay:**

Exempt employees receive their regular salary whether they work on the holiday or not.

Nonexempt employees who do not work on a holiday are paid an amount equal to that which the employee would have received had it been a regular work day. Nonexempt employees required to work on a holiday are paid overtime in accordance with the pay practices in effect at their work location.

Temporary and part-time employees are not eligible for holiday pay. Those who work holidays are paid at their regular rate of pay for each hour worked.

**Vacation Eligibility:**

All regular full-time employees are eligible for vacation based on continuous service. Regular part-time employees receive 40 hours per year of paid vacation per year. Temporary employees are not eligible for vacation.

**Vacation Allowance:**

Vacation allowance is based on an employee's continuous service according to the following schedule. Employees must be on the payroll and actively at work as of the ***first business day of the calendar month*** to accrue vacation for that month. If the first day of the month falls on a holiday or weekend, causing the employee to have a hire date other than the first, the vacation accrual date will be dated the first of the month so that the employee will accrue vacation for the month. (For example, an employee with a hire date of January 5, 1998 will have a vacation accrual date of January 1, 1998. The intent of this change is only to affect the vacation accrual date as explained; it is not to affect any other term, condition, privilege, or benefit of employment.)

**Length of Continuous Service**

**Vacation Allowed**

*From hire date to the end of the calendar year in which the employee was hired*

*Prorated accrual of 10 hours per month for each full calendar month completed*

*For an employee hired in a prior calendar year who has less than 10 years of service*

*3 weeks (120 hours) per year*

*For an employee with at least 10 but less than 20 years of service*

*4 weeks (160 hours) per year*

*For an employee with at least 20 years of service*

*5 weeks (200 hours) per year*

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Vacation may be taken any time in the calendar year in which the employee will complete required service for 3 weeks, 4 weeks, or 5 weeks of vacation, per the schedule above, except for the hire year.

During the calendar year in which the employee is hired, he or she will accrue 10 hours of vacation per full calendar month. Employees who actively start work on any date other than the *first business day of the month* will not accrue vacation for that month.

Vacation hours should not be taken before they have accrued.

Example A: A recently hired employee asks to take 24 hours of vacation. However the employee was hired on June 16, has worked through August 31, and thereby has accrued 20 vacation hours (at 10 hours per month on July 31 and August 31). The request for *up to* 20 vacation hours may be approved. However, the request for *more than* 20 hours may be denied because the employee has accrued only 20 hours of vacation. Management must approve the extra four hours of vacation. Under normal circumstances vacation hours should not be taken before they have accrued.

Example B: An employee hired on December 1 will accrue 10 hours vacation effective December 31. They may use this 10 hours of vacation anytime during the month. The following January 1, the employee will be eligible for 3 weeks or 120 hours of vacation.

Example C: An employee hired on February 1, 1974 will be eligible for 5 weeks of vacation on January 1, 1994—the start of the calendar year in which the employee reaches 20 years of service.

#### Re-hired Employees:

Employees who are re-hired and who qualify to have their service bridged will receive a full vacation allowance based on their credited service date once they complete the initial year of their re-hire. A re-hired employees service is bridged provided that the length of unemployment from the Company is not more than the employee's previous years of continuous full-time service with the Company. Refer to Corporate Benefits' Procedure for Bridging of Service.

In the first year of re-employment the amount of vacation allowance granted will be prorated based on the date of re-hire.

Example A: An employee who is allowed 4 weeks (160 hours) per year is re-hired on July 1 will receive 2 weeks (80 hours) of vacation in the year they are re-hired. The following year they will qualify for the full allowance of 4 weeks (160 hours).

Example B: If this same employee were to be re-hired on September 1 they would receive 53 hours of vacation allowance in the year they are re-hired. The following year they will qualify for the full allowance of 4 weeks (160 hours).

#### Vacation Vesting at Year End:

To become vested for vacation in the new year, an employee must work one complete day in the new calendar year.

#### Vacation Scheduling and Approval:

- *Supervisors* - The supervisor will develop a vacation schedule that ensures all essential operations are maintained effectively. An employee's preference for scheduling vacation should be adopted when possible. The supervisor must verify that unit staffing needs are met before approving an employee's vacation request. Requests to use vacation, particularly on the same day as requested, may be denied by the supervisor if the request conflicts with unavoidable business needs. A vacation request may be denied if it would exceed the number of unused vacation hours the employee has accrued.

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- *Employees* - Except for unforeseen emergencies, employees are expected to request vacation in advance.

Vacation continues to accrue for an employee taking unpaid family and medical leave as though the employee had remained on the job during the period of the approved leave provided that the employee must first return to active employment at the end of the approved leave period. Otherwise, exceptions to accrual of vacation during unpaid leaves of absence will be approved if required by law and determined on a case-by-case review by Human Resources and the Law Department.

Employees who are off duty during an entire calendar year will not receive vacation pay for that year. The employee must return to work to get vacation for the current year. If an employee is off duty because of illness or injury immediately before scheduled vacation, vacation may be rescheduled in the same calendar year if practical or be carried over and taken in the following year following the vacation carry-over procedures below.

If an employee is injured or becomes ill while on vacation, only time spent in a hospital will not be counted as vacation time.

Employees ending military leaves of absence (other than for brief periods such as reserve duty in summer, weather or civil emergencies), should consult the Approved Time Off and Leaves of Absence Policy regarding military leaves.

#### **Vacation Carry-Over:**

Employees may carry over up to 40 vacation hours to the next calendar year without supervisory approval. It is recommended that anyone carrying over vacation hours inform their supervisor of the vacation carry over so the continuity of operations can be maintained.

An Enron supervisor may request that an employee carry over all or part of vacation if necessary for continued operations.

#### **State Law Exceptions:**

Because some states limit vacation forfeiture, in no case may any employee carry over more than 200 hours of accumulated, unused vacation at the end of any year; in all states accumulated vacation hours over 200 hours will be forfeited.

Human Resources and Law Department will monitor state laws and advise managers when such exceptions apply.

#### **Granting Pay for Vacation:**

Vacation pay is provided at the employee's normal pay rate. Pay for unused vacation is not allowed, except for unused, accrued vacation at employment termination.

#### **Interpretation and Exceptions:**

Questions regarding interpretation should be referred to Human Resources. Requests for an exception should be submitted in writing by the reviewing supervisor to the appropriate Human Resources Department. The Vice President, Human Resources must approve all exceptions.

This Policy does not constitute or imply a contract between the Company and its employees. This Policy creates no Company obligation nor any individual obligation, right, privilege, term, or condition of employment not otherwise established by law. The Company has voluntarily adopted this Policy for its sole and exclusive use and may amend or withdraw it at any time without prior notice.

## **Enron Building Conference Room List**

Monthly update located on the intranet at:

<http://home.enron.com:84/epco/eb-conf.htm>

## **Three Allen Center Conference Room List**

Monthly update located on the intranet at:

<http://home.enron.com:84/epco/3ac-conf.htm>

## CONFERENCE ROOM REPRESENTATIVES

Enron Building

December, 1999

CONFERENCE ROOM/FLOOR	CONFERENCE ROOM/EXT.	RESERVATION REPRESENTATIVE	REP'S EXT.
4C2 (SMALL)	39081	Tara Soyak	36679
5C2 TRAINING ROOM	None	Facilities Help Desk	36300
6C4	57090	Kathy Bass / Erica Dupre	39308/57884
644		Kathy Bass / Erica Dupre	39308/57884
746 (EXEC. ONLY)	30746	Linda Walker	35106
791 (VIDEO CONF) *	31910	Demonica Lipscomb/R.J. Miller	31501 /58044
8C2 (SMALL)	57610	Bianca Collier	39043
9C2(SMALL)	57733	Margaret McPike/Barbara Knowlton	39178/33546
9C3(SMALL)	57860	Margaret McPike/Barbara Knowlton	39178/33546
10C1 (LARGE)	39087	Leslie Dever	31947
10C2 (SMALL)	39088	Linda Walker	35106
12C1 (LARGE)	39105	Marsha Titter	37380
12C2 (SMALL)	34717	Marsha Titter	37380
13C1 (SMALL)	39102	Jackie Birch/Remica Sampson	36221/57661
13C2 (SMALL)	39101	Jackie Birch/Remica Sampson	36221/57661
15C1 (LARGE)	39211	Stacey Dempsey	30945
15C2 (SMALL)	39085	Stacey Dempsey	30945
16C1 (SMALL)	39107	Ginger Sinclair	39567
16C2 (LARGE)	39108	Ginger Sinclair	39567
17C1 (SMALL)	39079	Sally Cantu	35382
18C1 (SMALL)	39086	Shirley Kaiser	34709
18C2 (SMALL)	None	Betty Evans	34869
20C1 (SMALL)	39109	Joanne Garner	33237
20C2 (MEGA)	39110	Joanne Garner	33237
21C1 (SMALL-6 CHAIRS) ECI USE ONLY	31824	Terri Blanchard	36528
21C2 (LARGE - 8 CHAIRS) ECI USE ONLY	31823	Terri Blanchard	36528
22C1 (SMALL)	37426	Under Construction - Avail. 3/1/2000	
22C2		Under Construction - Avail. 3/1/2000	
23C1 (SMALL)	39112	Shannon Adlong	36048
23C2 (LARGE)	39113	Shannon Adlong	36048
25C1	30486	Xochil Moreno	37925
2537	36919	Xochil Moreno	37925
29C3 (SMALL)	33135	Shirley Crenshaw	35290

29C4 (SMALL)	36336	Shirley Crenshaw	35290
30C1 (LARGE) (VIDEO CONF) *	39631	Demonica Lipscomb/R.J. Miller	31501/58044
30C2 (SMALL) (VIDEO CONF) *	37455	Demonica Lipscomb/R.J. Miller	31501/58044
3125	33219	Felicia Doan	35709
3125A	33334	Felicia Doan	35709
3125B	33586	Felicia Doan	35709
3127 (SMALL)	58106	Felicia Doan	35709
32C1 (LARGE) (VIDEO CONF)*	39090	Demonica Lipscomb/R.J. Miller	31501/58044
32C2 (LARGE)	39554	Barbara Johnson	33974
35C2 (SMALL)	36609	Lillian Carroll	37271
36C1 (ECT-HR Use Only)	39428	36th Floor Receptionist	34882
37C1 (SMALL)	39067	Barbara Johnson	33974
40C2 (LARGE)	39092	Rachel Sparks	31714
42C1	None	Facilities Help Desk	36300
42C2 (SMALL)	39068	Lisa Costello	31819
43C1 (LARGE)	39099	Theresa Conner-Smith/Jessica Nunez	39642/31918
43C2 (SMALL)	39100	Theresa Conner-Smith/Jessica Nunez	39642/31918
44C1 (MEGA)	31782	Under Construction	
44C2 (SMALL)	39116	Under Construction	
45C1 (MEGA- Unavail. until 1/31/00)	39243	Dortha Gray	35903
46C1 (LARGE - VIDEO CONF)*	39095	Demonica Lipscomb/R.J. Miller	31501/58044
47C1 (SMALL - 6 chairs) Under Construction	39089	Denise LaGesse	36704
47C2 (MEGA)	39117	Facilities Help Desk	36300
48C1 (SMALL)	39093	Zulema Ibarra	37857
48C2 (LARGE)	39094	Zulema Ibarra	37857
49C1 (MEGA)	31856	Facilities Help Desk	36300
49C2 (VIDEO CONF) **	37693	Audrey Robertson/Ricky Winters	35849/35754
49C3 (LARGE - 14 chairs)	37525	Facilities Help Desk	36300
49C4 (LARGE - 14 chairs)	37529	Facilities Help Desk	36300
50 BOARD ROOM ***	35898	Suzanne Danz	36440
50M EXEC. DINING	35897	Suzanne Danz	36440
50M03	31916	Suzanne Danz	36440

**CONTACT FACILITIES AT EXT. 36300 FOR AUDIOVISUAL EQUIPMENT.**

\* Rodney Keys - Ext.39631

\*\* Celestine Hollan - Ext. 33863 (Technical Only Contact)

\*\*\* Audio Visual Technician Required - Ext. 36300 (Facilities Help Desk).

## Enron Services

### Introduction

Enron Property & Services Corp. is charged with providing Enron employees with the services necessary to conduct their business activities. The information contained in this section is designed to provide our customers and clients with a quick reference for obtaining information about those services. Information regarding Graphics Services also is included.

Most of the services offered are available between the hours of 8:00 AM and 5:00 PM. However, schedules have been set up to best reflect your needs for each service. All telephone numbers listed are in the 713 area code.

### Level 3 Service Center

To facilitate access to the more heavily utilized services, Enron has established a multi-purpose Service Center on Level 3 of the Enron Building. Services offered at this location include:

- Travel Services/Ticket pick-up
- Parking Administration
- Health Center
- Shipping and Receiving/ Mail Center
- The Doctor's Office
- Graphic Services
- ID Badges
- Forms Management

### Air Conditioning & Lighting

Hours: General building lighting is turned on during the hours of 7:00 AM-7:00 PM Mon-Fri and 8:00 AM-2:00 PM Saturday.

General building air conditioning operates between the hours of 7:00 AM-6:00 PM Mon-Fri and 8:00 AM-2:00 PM Saturday.

*To activate after-hours air conditioning:*

- Have your company/Cost Center Number ready. (\$20/hour; 2-hour minimum)
- Call Security at 3-5360.
- Give your Location ID number. (Floor number and 01 if on the north or east sides of the Enron Building or 02 if the south or west sides.)

*To activate after-ours lighting:*

- Have your Location ID number ready.
- Dial Extension 3-4396.
- Follow the recorded instructions.
- Press the pound sign (#) on your telephone at the completion of your transaction.
- Lights will stay on for about two hours.

### American Express Corporate Credit Cards

Employees who travel on company business or are expected to entertain clients may wish to consider an American Express Corporate Credit Card. Cards are available for employees with management approval. Enron Property & Services Corp. serves as Enron's corporate contact with American Express and may assist with information about the program. Contract/temporary workers are not eligible.



## Audio Visual Services

Provides rental of slide and overhead projectors, TV/Data monitors, projectors, VHS Tape decks, etc.

Audio Visual Services 3-6300

## Building/Facility Services

Facility Services provides assistance to Enron employees and contractors in the Enron Building and at Three Allen Center.

Building Security, Emergency 3-6200

Building Security, Routine Information 3-5360  
(Use this number for routine questions regarding building security and Enron-installed/maintained/monitored security systems.)

Facilities Help Desk: 3-6300  
Hours: 7:30 AM-6:00 PM

Building Services  
Alex 3-7758  
Reggie Wilson 3-1758

Operators at the Facilities Help Desk are available during business hours to take calls on problems or needs relative to the physical office environment in either the Enron Building or Enron-leased space in Three Allen Center. Requests, which should be placed through the Facilities Help Desk, include:

- General Building Maintenance
- Audio Visuals (easels, projectors, LCD panels, TVs, etc.)
- Hot/Cold temperature
- Janitorial
- Recycling
- Furniture needs
- Pest control
- Locks and Keys
- Floor Kitchens: Maintenance, Coffee, Condiments
- Elevator/Escalator
- Mega Conference Rooms (reservations)
- Hanging of pictures, marker boards, maps
- Plant Maintenance requests

## The Body Shop

Hours:	Monday – Wednesday	5:00am – 10:00pm
	Thursday	5:30am – 10:00pm
	Friday	5:30am-8:00pm
	Saturday	9:00am-1:00pm

### *Membership Information*

Enron's fitness center, the Body Shop, is located on Level B1 of the Enron Building, and is a members-only facility. Included in membership is use of a variety of exercise equipment, free weights, stationary bikes, treadmills, Stairmasters, Precor elliptical trainers and massage therapy service. Classes of all levels, which are an added benefit of membership, include aerobics, yoga, stretching and abdominal/back.

The Body Shop also offers computerized fitness testing, which includes flexibility, percentage of body fat, upper body and abdominal strength, endurance and cardiovascular evaluation.

### *Fees:*

Enron Employees	\$15/month
Contractor	\$28/month
Spouse, dependants	\$10/month each

Contact the Body Shop reception desk for membership forms, fee schedules or other information.

The Fuel Station offers a variety of quick meal options after your daily workout: smoothies, power bars, fruit juices, etc.

Massage Therapy service 3-3047

## Catering Services

Hours 7:00 AM-4:30 PM

A broad menu selection and extensive services are offered. Whether you need sandwiches, waited dinner, coffee services or hors d'oeuvres for hundreds, Catering Services can meet your needs. Payment for catering orders may be by cash, credit card (American Express, Visa or MasterCard) or charged to your Cost Center. Enron employees also may charge catering orders to their ID badges. Services and menus are described in further detail in our Catering Menu. Call for a copy of these brochures or for more information. Catering Services also offers discounts for your business. Our catering director is available to help customize your discount to help your budget.

The Catering office is located on the 2<sup>nd</sup> level of the Enron Building just inside the Enron Express Gift Shop.

Catering 3-5679

## Copy Center

Hours: 7:30 AM-5 PM

Reproduction services for documents are provided through the Copy Center located on level B2 of the Enron Building. You may take documents for reproduction to the Copy Center or request pick-up and/or return delivery in either the Enron Building or Three Allen Center.

Completed job tickets are required for reproduction services with the appropriate company number and Cost Center, and must accompany each job.

The Copy Center offers an extensive range of services from the smallest to the largest jobs. Special needs, such as various kinds of binding, custom punching, covers and tabs, may be handled by the Copy Center. Representatives of the center are available to discuss requirements and assist with applications.

Copy Center Supervisor	3-1748
Copy Center Service Dept.	3-6943
Pick-up service	3-6943
Job ticket form orders, Form Management	3-5776

## **Corporate Security**

Corporate Security provides advisory and informational support in the protection of people and company assets, including information and physical plants. CS is the source of the weekly International Bulletin, which is sent to subscribers and available on the Intranet. The organization may provide tailored information to travelers on demand. Protecting trade secrets -- whether in documentary, electronic or voice -- is another CS priority.

CS may provide due diligence background investigation on new hires, future partners and key facilitators internationally and domestically, as well as guide business units in the collection of competitive intelligence.

On request, CS also provides support in international crisis management, "kidnap avoidance," "hostage situation" survival, and international evacuations.

Corporate Security	3-3203
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## **Corporate Travel**

Enron's preferred travel agency provides airline, hotel and car rental information and reservations for Enron domestic and international travelers. Airline tickets may be picked up at the ticket window on Level 3 of the Enron Building.

Corporate Travel Services	3-6457
Air, hotel and rental car information/reservations	713-650-8080
Ticket pick-up, passport and Visa information	3-4801
Customer Service manager	3-3804

## Energizer

The Energizer Cafeteria is located on the second floor of the Enron Building. It is most easily accessed by the escalators on the Plaza Level.

Hours:

Breakfast            6:30 AM-9 AM  
Lunch                11:15 AM-1:30 PM

The menu changes daily and features a variety of specials and traditional favorites. Daily offerings include entrees, rotisserie chicken, vegetable plates, pasta, burgers and fries, pizza, soup, salad bar, made-to-order sandwiches and desserts. Be sure to look for daily wellness specials and Dr. Dean Omish menu items on Wellness Wednesdays.

Customers may pay for their meals with cash, check or credit card (American Express, Visa or MasterCard). Enron employees by charging the cost on their employee identification badge. Charges appear as a monthly payroll deduction. There is no cost to employees for this service. You may arrange for ID Badge charge privileges by calling Louis Allen with Security at 3-6923.

Energizer                3-5675  
Automated Menu Line    3-5300 (Press 3, then 1)

## Express

Hours:                    Monday – Thursday                    7:00 am – 7:00 pm  
                                  Friday                                        7:00am – 6:00pm

From early in the morning until early evening, you can pick up breakfast, lunch, snacks and dinner, as well as other essentials such as Enron Logo merchandise. Express also can make dinner a breeze for you with meals for the family. In addition to sundries, greeting cards, floral arrangements and balloon bouquets, Express also offers personalized gift baskets, flowers, seasonal gifts and bulk candy for your office/department.

From chicken cordon bleu, quesadillas and pasta bars, to pastries for Saturday morning, Express offers gourmet delights.

Express                    3-3330

## Forms Management

Forms Management provides for analysis, design, printing, storage and distribution of all printed and electronic forms, business cards and stationery for all Enron companies worldwide.

Forms Management        3-5776

## Graphic Services

Graphic Services provides creative slides and overheads, brochure design and production, and photography services to all Enron companies worldwide.

Slides and overheads        3-1724  
Design and brochures        3-1554  
Photography                    3-1926

## Keys and Locks

Keys are provided through Enron Property & Services Corp. Charges for additional keys are billed to the appropriate company and Cost Center number. When ordering additional keys, allow up to two days for delivery.

Occupants of the building are not allowed to alter any lock or install a new or additional lock on any doors, filing cabinets, desk drawers or other furniture. Contact the Facilities Help Desk if additional keys or lock modifications are required.

Keys and locks                      3-6300

## Loading Dock

Hours:            6:00 AM-6:00 PM weekdays  
                    Closed Saturday and Sunday

Loading-dock facilities are located off the street level on the west side of the building. The dock is open and staffed during weekday hours.

All building occupants, vendors, suppliers, etc. who desire to bring large packages or deliveries (objects not easily carried) into or out of the building must do so through the Loading Dock and use the freight elevators.

All deliveries are subject to physical search prior to entering the building.

Loading-dock                      3-6300

## Mail Services

### *Incoming Mail*

All incoming mail, parcels, air couriers, etc. received in the Enron Building are sorted and delivered by the Mail Center, located on Level 3. Mail is delivered to and picked up at designated mail drops three times daily as follows:

9:00 AM, 1:00 PM and 3 PM

### *Outgoing Mail*

Outgoing mail consists of interoffice/intercompany mail and outgoing business mail. Personal mail with postage affixed also will be picked up at each mail drop. Outgoing business mail postage is charged back to the appropriate company and Cost Center using bar-coded postage charge-back cards. These cards must accompany mail for processing in the Mail Center. The cards will be returned next day in the scheduled mail run. For a postage card, call the Mail Center for assistance.

### *Special Mailing*

In the event of a large mailing or the need from some other special services related to mail handling, call the Mail Center for assistance.

Special mailing                      3-6125

### *Shipping and Receiving*

The Enron Mail Center handles shipping and receiving. All incoming express and ground freight is logged in upon receipt and delivered to the mail drop indicated in Enron's computerized look up system. The morning express items are logged in upon receipt and delivered beginning at 10:00 AM and 11:00 AM. Express mail and freight that arrives after noon is delivered in the Enron Building and Three Allen Center throughout the afternoon.

All outgoing packages are processed throughout the day as they are received from the mail runs. Pick-ups are charged back to the appropriate company and Cost Center number. Shipping and receiving also may pack and wrap business packages for shipping, with costs charged back to the company and Cost Center number.

Shipping pick-up 3-6125

Personal packages are handled at the front window of the Enron Building Mail Center on Level 3 of the Enron Building between 11:00 AM and 1:00 PM. Personal packages should be wrapped in accordance with US Postal Service requirements. Personal checks to cover the cost of the shipment should be made payable to the Enron Property Services Corp. No cash is accepted.

Shipping and Receiving 3-6295

## Office Relocation/Churn

"Churn" refers to the coordination of office relocation within the Enron facilities managed by Enron Property & Services Corp. Arrangements are made with the service groups involved in office contents, and providing telephone and data connections.

Office Relocation/Churn 3-3018

## Property Management

Property management administers third-party contracts for the Enron Building in Houston and Two Pacific Place in Omaha. They assist with such functions as

- Housekeeping
- Landscaping
- Trash removal
- Elevator maintenance
- Escalators
- Fire alarms
- Life safety systems
- Window washing
- Air Conditioning
- Mechanical back-ups
- Restrooms
- Plumbing
- Lighting
- Electrical devices

Property Management 3-6300

## Real Estate Services

Real Estate Services provides in-house real estate brokerage and advisory services for Enron business units in domestic and international locations. This network of real estate professionals allows us to manage all types of real estate projects worldwide. Services include:

- Office leasing for new and existing locations
- Property valuation
- Coordination of Enron legal review
- Real estate payment coordination
- Property due diligence
- Marketing and disposition of surplus property
- Coordination of environmental, title and survey consultants
- Lease management of all office lease contracts

Real Estate Services 3-5412

## **Records Services, Storage and Retrieval**

Records Services provides written guidelines and procedures for the Enron Corp. Records Management Program. This program covers the retention, protection, maintenance and retrieval of records. Record retention policies are established to comply with regulatory requirements of local, state and federal agencies. Requests may be made for file systems, file room layout/design and relocation.

Records Services provides inactive records storage service for paper, computer tapes, microfilm or microfiche.

Records Services	3-3128
Records Storage	3-5371 or 3-3455

## **Recycling**

Enron's Recycling Council sponsors an aggressive recycling program. Each workplace has been provided with a blue receptacle for collection of white paper. Aluminum cans also are collected and recycled. Building occupants are responsible for emptying their blue receptacle into the large white barrels located in the kitchen area of each floor.

Other items also are recycled. Generated income supports a variety of environmental awareness projects, such as recycling programs in local elementary schools.

Recycling	3-5417
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## **ENRON EMPLOYEE REFERRAL INCENTIVE PROGRAM**

*Enron Corp., EEL, ENA, ECI, EES, GPG, EECC, EOGI, Enron South America, Enron Caribbean/Middle East, Asia/Africa, India*

### **Purpose**

**To provide incentives for current domestic employees of Enron Corp. and its subsidiaries referring applicants who are hired for regular full-time U.S. payroll-based positions within Enron.**

### **General Guidelines**

The following awards, less withholding taxes, will be paid to employees for referring individuals hired into regular full-time positions by any of the Enron companies listed above:

- \$2,000 for Exempt positions
- \$1,000 for Non-exempt positions

Employees of any U.S. payroll-based Enron operating company may recommend qualified acquaintances for any **specific** approved open regular full-time position in above mentioned groups. Referrals are considered employee specific, meaning no more than one employee may refer the same individual for employment. Advertising through ads, the internet or other mediums is prohibited.

Awards will be earned only for referrals of individuals who become U.S. payroll-based regular full-time employees and remain on the payroll for 60 days. Referrals must be new hires. Retirees, employees from other Enron operating companies, contract/temporary employees hired for full-time positions, rehires or persons returning from leave of absence do not qualify.

**NOTE: At times, special incentives may be offered for referrals to specific positions announced within the intranet job posting system.**

Members of an employee's family may be referred, however they may not be hired if employment would:

- Create a supervisor/subordinate relationship with a family member;
- Create a conflict of interest.

### **Eligibility**

All U.S. payroll-based regular full-time and part-time employees of any Enron operating company are eligible to participate with the following exceptions:

- Employees at V.P. level and above, Human Resources staff, or recruiters for any area are not eligible to receive referral awards.
- Positions normally filled through campus recruiting programs and associate/analyst programs are also excluded from the referral program.
- Supervising employees cannot refer individuals to be hired in their own department.

### **Referral Procedures**

The Employee Referral form must be completed with the individual's resume attached. This information must be received by Human Resources before the individual is considered for hire. If a referral is not hired within 6 months, the referral is considered closed under this program. Complete and detach referral form below or access the form via the network in Word, FILE/New/Corporate Library/Refrform.

### **Payment**

Awards will be paid to the referring employee upon new employee's completion of 60 days of employment. The participating employee and the referred employee must both be active employees on the date any awards become due and payable.

### **Interpretation**

Any questions regarding the interpretation or the administration of this program should be referred to Human Resources. This program does not constitute or imply a contract by any participating group and its employees. Other than expressly provided above, this program creates no company obligation nor any individual obligation, right, privilege, term or condition of employment not otherwise established by law. This program was adopted by the above mentioned Enron groups for their sole and exclusive use, and may be amended or terminated at their sole discretion at any time without prior notice.



**ENRON EMPLOYEE REFERRAL INCENTIVE PROGRAM  
REFERRAL FORM**

Note: Please attach referral's resume to this form before forwarding to the HR Department

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Social Security # \_\_\_\_\_  
 (Required): \_\_\_\_\_  
 Company: \_\_\_\_\_ Dept No.: \_\_\_\_\_  
 Office Phone No.: \_\_\_\_\_ Location: \_\_\_\_\_

**Referral Information:**

Referral Name: \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Current Employer \_\_\_\_\_ (Required): \_\_\_\_\_  
 Work Phone #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Home Phone #: \_\_\_\_\_  
 City, State: \_\_\_\_\_

**Relationship:**

- Previous Co-Worker
- College-mate
- Family Member
- Neighbor
- Friend
- Other

Recruiter:	Hiring Company:
Referring for which position:	Job Requisition #:

Attach resume to this form and submit via e:mail to Enron Employee Referrals or send to Employee Referrals, EB3625.  
 All resumes submitted electronically must be in Word compatible format.

***To be Completed by Human Resources***

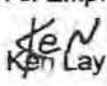


Date Resume submitted to H.R. \_\_\_\_\_ Interviewed: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Previously Employed by Enron: Yes \_\_\_\_\_ No \_\_\_\_\_ Date Interviewed: \_\_\_\_\_  
 Recruiter's Signature: \_\_\_\_\_ Hired: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Exempt \_\_\_\_\_ Non Exempt \_\_\_\_\_  
 Hiring Dept No.: \_\_\_\_\_  
 Hiring Supervisor: \_\_\_\_\_  
 Hire Date: \_\_\_\_\_  
 Date Payment Due: \_\_\_\_\_

Payment Amount: \_\_\_\_\_  
 Charge to: \_\_\_\_\_

**All referrals are subject to the terms & conditions of the Enron Referral Policy dated 10/6/99.**



## Interoffice Memorandum

To: All Employees  
From:  Ken Lay,  Jeff Skilling and  Joe Sutton  
Subject: Equal Employment Opportunity

Department: Office of the Chairman

Date: September 1, 1999

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We want to reaffirm that Enron is an equal opportunity employer.

To achieve Enron's Vision of becoming the world's leading energy company, we need to obtain, retain and manage the most talented people. We value diversity as a strength, and expect all employees to demonstrate Enron's Values of *respect, integrity, communication* and *excellence* in all aspects of their work. Such principles guide us to ensure that each worker and organization can be as productive, inventive and competitive as possible in a world of changes. Every employee is expected and encouraged to contribute fully to Enron's success.

At Enron, we take affirmative action to recruit, employ, upgrade and retain women, minorities, individuals with disabilities, and Veterans. Our efforts are inclusive in nature, based on sound and ethical business practices, and individual qualifications and merit. It is unfair to treat employees in an exclusive manner contrary to sound management principles. Treatment is unfair when it is unsafe, involves bias, favoritism, discrimination, harassment or segregation, or violates Company policy or law.

Enron expects and encourages every worker to report unfair treatment concerns to his/her supervisor, reviewing supervisor, Human Resources or the Fair Employment and Labor Practices Department for prompt evaluation and resolution. Retaliation will not be permitted and confidentiality will be maintained to the maximum extent possible.

All workers should understand that Enron chooses to do business with federal, state and municipal agencies. These aspects of our business involve implementing Affirmative Action Plans (AAPs) each year to ensure equal employment opportunities (EEO) and full compliance with related regulations. Enron's AAPs seek to identify, prevent and remedy unlawful discrimination against any job applicant or employee for any reason, including race, color, religion, sex, pregnancy, sexual orientation, national origin, age, disability, marital status, veteran status or status as an alien eligible to work in the United States.

We have designated Cindy Olson as Enron's EEO Officer. As Executive Vice President of Human Resources and Community Relations, Cindy has the responsibility, authority and full support of Enron Corp. to ensure that we achieve all results expected in our EEO/AAP and Diversity programs.

Supervisors and employees have key roles to meet Enron's EEO/AAP commitments. Employee conduct and supervisory actions are expected to be inclusive and equitable in all aspects of work including recruitment, hire, promotion, work assignment, wage and salary administration, benefits, job performance evaluation, upgrading, company-sponsored training, social and recreational opportunities, disciplinary action, and implementing workforce reductions, layoffs or recall. Enron promotes fair labor practices and fully respects the terms of applicable collective bargaining agreements. Line Management is responsible for ensuring that their business practices continue to support our Vision and Values, policies, commitment to Diversity, and regulatory EEO/AAP requirements.

A copy of Enron's Equal Employment Opportunity Policy is printed on the back of this letter for your reference. Please be familiar with Enron's commitment and your related accountabilities. Please direct related questions you may have to your supervisor, Human Resource Representative or Enron's Fair Employment & Labor Practices department at 713.853.5883.

Your supportive and respectful work relationships add up to a mutually productive and rewarding work environment. In turn, such personal and organizational success adds up to Enron's success.

\\common\rc0071\susan1999-eeo.doc

Respect

Integrity

Communication

Excellence



## 1 - EQUAL EMPLOYMENT OPPORTUNITY

Effective Dates  
Issued: 09/23/88  
Revised: 09/01/99

**Policy:** Enron believes that employee diversity is a strength and provides Equal Employment Opportunity (EEO) for all employees and job applicants. Discrimination, harassment, or segregation due to race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, veteran status, or status as an alien authorized to work in the United States is inconsistent with sound management and is therefore unacceptable. Additionally, Enron maintains Affirmative Action Plans to promote EEO for qualified minorities, women, individuals with disabilities, and veterans in compliance with government requirements.

**Purpose:** The purpose of this Policy is to promote equal employment opportunity by ensuring that employment decisions are based on sound business principles and the qualifications of individuals for selection and effective job performance.

**Scope:** This Policy applies to all Enron employees in the United States and on international assignment from the United States in a capacity covered by U.S. employment law, unless otherwise covered by a written contract of employment. This Policy also applies to third-party workers, independent contractors, and to the treatment of external job applicants.

### **Responsibilities and Expectations:**

**Employees:** Employees are expected to foster a working environment of mutual respect, teamwork and cooperation, and exemplify Enron's values of respect, integrity, communication and excellence in all work relationships.

**Management:** Supervisors and managers at all levels, are expected to ensure that work relationships are free from discrimination, harassment or segregation; promote diversity and equal opportunity in all aspects of employment including (but not limited to) recruitment, hiring, transfer, promotion, training, pay, benefits, leaves of absence, performance appraisals, layoffs, disciplinary actions, discharges, reasonable accommodations regarding religion or disability; participation in Company-sponsored social and recreational programs; and give all employees an opportunity to fully apply their job-related capabilities. Every supervisor and manager is accountable for meeting related performance and compliance responsibilities.

**Operating Companies:** The Chief Executive Officer of each operating company is responsible for setting expectations and monitoring progress to ensure AAP objectives and EEO compliance.

**Human Resources:** Human Resources is responsible for interpreting and administering this Policy to achieve its purpose through sound and nondiscriminatory employment practices, written Affirmative Action Plans, through appropriate employee training, periodic audits, investigation and equitable resolution of fair treatment complaints, and regular or special reports to management.

**Chairman, CEO and EEO, and Officers:** The Chairman and Chief Executive Officer have overall responsibility to ensure Equal Employment Opportunity. The Executive Vice President of Human Resources and public relations is the designated the Company EEO Officer with authority, support and responsibility to direct EEO, AAP and Diversity Programs.

### **Interpretations and Exceptions:**

**No exceptions to this EEO Policy are allowed regarding Company employment.**

Questions about this Policy should be directed to Human Resources. Any request to deny Company employment to a U.S. citizen because a foreign law may bar the assignment of otherwise qualified employees should be directed to the operating company's head of Human Resources for review with legal counsel and approval.

This Policy does not constitute or imply a contract between the Company and its employees or employment applicants. This Policy creates no Company obligation nor any individual obligation, right, privilege, term, or condition of employment not otherwise established by law. The Company has voluntarily adopted this Policy for its sole and exclusive use and may amend or withdraw it at any time without prior notice.



## Interoffice Memorandum

To: All Employees

From: Ken Lay and Jeff Skilling

Department: Office of the Chairman

Subject: Harassment Prevention

Date: January 12, 1998

Now is the time when we make resolutions for the new year. At Enron, one of our resolutions is to affirm our commitment to productive and mutually rewarding work relationships that are free from harassment.

Harassment of all types, including sexual harassment, is prohibited and preventable. Understanding what harassment is and showing respect for one another are the keys to prevention.

Sexual harassment in particular warrants our attention. Although sexual harassment is clearly against the law and Company policy, it is frequently misunderstood. Most of us know that the most blatant form of sexual harassment involves those with authority or influence granting some benefit of employment in exchange for sexual favors. However, another type of sexual harassment is all too common in the general workforce. This kind of harassment has to do with an offensive work environment made so by sexual comments, materials or actions. At Enron we want to take care to prevent both kinds and their harm to effective work relationships.

Sexual harassment can happen to women and men, and has a wide range of effects from temporary discomfort to severe intimidation. Sexual harassment in an organization causes an unproductive work environment. It causes workers to avoid those who harass, including coworkers, contractors and clients; disrupts communication; damages teamwork; harms reputations; contributes to mistakes and waste; and creates mistrust, worry and fear. Sexual and other types of harassment also cause higher absenteeism, time-consuming investigations, lawsuits, adverse publicity and turnover of good employees who fear retaliation or feel helpless. These conditions are not only socially unacceptable, they are threats to our competitive advantage.

Every employee at Enron must help prevent harassment. Each of us should know what it is, that it conflicts with our Vision and Values, and why it can *never* be ignored or acceptable.

Employees and other workers at Enron, who believe harassment may be happening, should report it to their supervisor or Human Resources. Each concern will be addressed fully and as confidentially as possible. Retaliation will not be permitted. Additional steps we ask all employees to take include:

- Treat others with courtesy and respect in all work relationships, on and off the job.
- Eliminate bias and take care not to engage in behavior that is sexist, racist or demeans anyone's religion.
- Refrain completely from doing or saying anything of a sexual nature to those with whom we work, even among those with whom we are familiar; such actions plant seeds of mistrust that can become difficulties later.
- Entertain employees or clients only at establishments that do *not* feature adult entertainment, and remember that expenses for such activities are *never* reimbursable by the Company.
- Maintain Company-related memberships or schedule recreational and business activities only at establishments that do not segregate membership or access on the basis of race, sex, religion or disability.
- And if you are a team leader, team advisor or supervisor, involve Human Resources immediately when you know of complaints or indications of harassment, so that the circumstances are checked thoroughly, confidentially, and followed by prompt and appropriate action.

For more information, please refer to Human Resource policy #3 on Harassment Prevention, speak with your supervisor, or contact Human Resources.

Our efforts to promote fair treatment depend upon preventing harassment. Each success contributes directly to a motivated, productive and safe workforce that contributes directly to Enron's Vision.

## Interoffice Memorandum

To: All Employees and Contractors  
From: Stephen B. Woods  
Enron Property & Services Corp.

Date: November 11, 1999  
Subject: Security Procedures

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Welcome to Enron. The following procedures have been developed to ensure the safety of our employees, contractors and guests.

1. Entry to the Enron Building is on the Plaza level via the north side (Andrews Street).
2. Access cards or visitors passes must be used at any of the Plaza level card readers before entry is allowed.
3. The south Plaza doors (Ruthven Street side) are closed for both entry and normal exit from the building.
4. The primary access entry point for disabled individuals is at the Andrews Street entrance located on the northwest side of the Enron Building.
5. Everyone, *including employees*, must have an access card or visitor's pass to enter the elevator lobbies. If you forget your access card, you must obtain a temporary card from the Round Security Kiosk. This card should be returned to the Round Security Kiosk at the end of the day.
6. All **visitors** must have a visitors pass to enter the elevator lobbies. Visitors are required to check in at the Plaza reception desk. Plaza reception personnel will call to obtain clearance for each visitor prior to allowing the visitor to enter the elevator lobbies. If you are expecting a visitor we strongly suggest that you notify Security at ext. 35444, prior to your visitor's arrival to expedite processing through the security area.
7. All **contractors/vendors** without valid access card must check in at the Round Security Kiosk. The Enron employee expecting the contractor/vendor will be contacted, and the contractor/vendor will be issued a temporary access card. The contractor/vendor should return the access card to the Round Security Kiosk before leaving the building.
8. Deliveries
  - All incoming deliveries must be left at the Round Security Kiosk (near the escalator to skywalk), and all will be subject to inspection. No packages or items of any kind will be accepted at the reception desk.
  - All outgoing packages to be picked up by the sender's pre-designated courier must be left at the Round Security Kiosk.
9. It is an Enron policy that weapons, firearms, and contraband are prohibited at all domestic Enron locations including the building. Further, as a condition to entering the Enron Building, all persons consent to inspection of carried items.
10. All unattended cars parked at the curb on the streets immediately surrounding the Enron Building will be subject to immediate ticketing and towing if not parked in accordance with the city ordinances.
11. The loading dock is available Monday to Friday from 6:00 am until 11:00 pm and Saturdays from 7:00 am until 7:00 pm. If you or your suppliers use this facility often, please contact Marcia Broom at 713-853-5362 for details regarding procedures and arrangements.

If you should have any questions or concerns, call Marcia Broom at ext. 35362.



## Casual Dress

Monday through Thursday dress will be relaxed business attire, provided your departmental supervisor approves. Examples of appropriate relaxed business attire are: men - short sleeve shirt with a collar, dress slacks, no suit jacket or tie; women - short sleeve dress, no suit jacket or scarf, flat dress shoes, shortsuits and pantsuits.

We will continue our practice of "Casual Fridays". Examples of inappropriate casual attire are: shorts, jogging suits, jeans with holes, strapless sandals/thongs, T-shirts (unless displaying the company logo), tank tops, mini skirts/dresses and low cut/backless apparel.

The relaxed business attire and Casual Friday policies have been implemented to allow us a comfortable environment during the summer months, but it is important to maintain a professional environment at the same time. Therefore, please continue to use good judgment concerning the clothes you wear to work.

INTEROFFICE  
MEMORANDUM



To: All Employees

From: Ken Lay *Ken Lay*

Department: Office of the Chairman

Subject: Conduct of Business Affairs

Date: January 30, 1998

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As officers and employees of Enron Corp., its subsidiaries, and its affiliated companies ("Enron" or collectively the "Company"), we are responsible for conducting the business affairs of the Company in accordance with all applicable laws and in a moral and honest manner.

To make certain that we understand what is expected of us, Enron has adopted certain policies, with the approval of the Board of Directors, all of which are set forth in the enclosed booklet revised January 1998. These are commonsense rules of conduct with which the great majority of Enron employees routinely conform. However, I ask that you read them carefully and completely and that, as you do, you reflect on your past actions to make certain that you have complied with the policies. It is absolutely essential that you fully comply with these policies in the future. If you have any questions, talk them over with your supervisor, manager, or Enron legal counsel.

Enclosed with this memorandum and booklet is a Certificate of Compliance (revised 1/98) to be signed by you as a statement of your personal agreement, since you last so certified, to comply with the policies stated herein during the term of your employment with the Company. **Please carefully review this booklet, then sign and return the Certificate of Compliance to Elaine V. Overturf, Deputy Corporate Secretary and Director, Stockholder Relations, Enron Corp., 1400 Smith Street, Suite 4839D, Houston, Texas 77002-7369.**

This memorandum and booklet are also available to all employees on the EnroNet.

For your convenience, I have briefly stated below each of the Policies in the booklet. Please retain this booklet for future reference.

### Securities Trades by Company Personnel

If a director, officer, or any employee of the Company has material non-public information relating to Enron Corp., Enron Oil & Gas Company, Northern Border Partners, L.P., EOTT Energy Partners, L.P., or any other Enron Corp. subsidiary or affiliated company with publicly-traded securities, it is our policy that neither that person nor any related person may buy or sell securities of Enron Corp., Enron Oil & Gas Company, Northern Border Partners, L.P., EOTT Energy Partners, L.P., or any other Enron Corp. subsidiary or affiliated company with publicly-traded securities, or engage in any other action to take advantage of, or pass on to others, that information. This policy also applies to material non-public information relating to any other company, including our customers or suppliers, obtained in the course of employment.

### Business Ethics

Employees of the Company are charged with conducting their business affairs in accordance with the highest ethical standards. An employee shall not conduct himself or herself in a manner which directly or indirectly would be detrimental to the best interests of the Company or in a manner which would bring to the employee financial gain separately derived as a direct consequence of his or her employment with the Company.

### Information Security

The Company's confidential or proprietary information could be very helpful to suppliers and the Company's competitors, to the detriment of the Company. To help protect the Company's interests, business units have established and implemented computer and electronic security measures to ensure that employees have the means to communicate domestically and internationally in a secure fashion. Employees should follow the guidelines described in this policy.

### Safety

Employees of the Company have a responsibility to comply with all applicable laws and regulations regarding the safe design, construction, maintenance, and operation of Company facilities.

### Confidentiality, Ownership, and Protection of Information

Employees will maintain the confidentiality of the Company's sensitive or proprietary information and will not use such information for their personal benefit.



### Use of Communication Services and Equipment

All employees of the Company are expected to comply fully with the general policy of the Company with respect to its communication services and equipment and to operate and maintain the Company's communication services and equipment in a manner that is in full compliance with the law.

### Internet Security

The Internet Security Policy defines roles, responsibilities, and policies for the Company's employees, agents, and contractors using the Company's communications facilities to access third party electronic media and services such as the Internet.

### Governmental Affairs and Political Contributions

The Company's official position or policy concerning all governmental, political, and public matters in which the Company has an interest and which may affect its progress and well-being will be determined and announced by the Executive Committee of Enron Corp.'s Board of Directors or the Chairman of the Board and Chief Executive Officer. No alteration of or deviation from such official policies will be made without the approval of the Chairman of the Board and Chief Executive Officer of Enron Corp.

### Consulting Fees, Commissions, and Other Payments

Agreements with consultants, agents, or representatives must be in writing and must state the services to be performed, the fee basis, and the amounts to be paid and other material terms and conditions, and the form and content must be approved by the Company's legal counsel and with respect to foreign consultants, agents, or representatives by the Company's Vice Chairman, Mr. Jack Urquhart. Payments must bear a reasonable relationship to the value of the services rendered, must be completely documented and recorded, and must not violate the provisions of the Foreign Corrupt Practices Act.

### Compliance with the Foreign Corrupt Practices Act

The United States Foreign Corrupt Practices Act (the "Act") applies to the Company in its worldwide operations as well as individually to all Company employees who are United States citizens, nationals, or residents with respect to their worldwide activities. The Act prohibits the corrupt offer, payment or gift of money or anything of value to a foreign governmental official or employee or to any foreign political candidate or party for the purpose of influencing any act or decision of a governmental body in order to obtain or retain business or to direct business to any person.

### Compliance with Antitrust Laws

All employees of the Company are expected to comply fully with all applicable Federal, State, and foreign antitrust laws. Whenever any doubt exists as to the legality of any action or arrangement, such transaction must be submitted to the Company's legal counsel for prior approval and continuing review. Both the spirit and the letter of antitrust laws are to be followed to avoid creating any unlawful restraints on competition.

### Compliance with Environmental Laws

We at the Company are committed to protecting our environment, not only because it is legally required, but also because we believe it is the responsible way to conduct our business. The Company expects all employees to comply fully with all applicable environmental laws and regulations.

### Investments and Outside Business Interests of Officers and Employees

The primary consideration of the employment of every full-time (regular as well as temporary) officer and employee should be the fact that the Company is entitled to expect of every such person complete loyalty to the best interest of the Company and the maximum application of skill, talent, education, etc., to the discharge of job responsibilities, without any reservations whatever.

### Responsibility for Reporting

Employees, upon observing or learning of any violations of any of these policies, should report the same by writing a letter, describing with as much detail as possible, the suspected violation, and sending the letter to:

Enron Compliance Officer  
CONFIDENTIAL - Conduct of Business Affairs  
P. O. Box 1188  
Houston, Texas 77251-1188

Employees may also report the same by telephoning the Confidential Phone Mail Box of the Office of the Chairman of the Company at (713) 853-7294, or sending a ccMail addressed to the Office of the Chairman.

We want to be proud of Enron and to know that it enjoys a reputation for fairness and honesty and that it is respected. Gaining such respect is one aim of our advertising and public relations activities, but no matter how effective they may be, Enron's reputation finally depends on its people, on you and me. Let's keep that reputation high.