

EMPLOYMENT ACCEPTANCE FORM

SANDIA NATIONAL LABORATORIES

Albuquerque, NM

Livermore, CA

I accept Sandia Corporation's job offer and conditions of employment (per conditions on back). I understand the offer letter and conditions of employment constitute the entire employment offer made by Sandia Corporation ("Sandia").

My hiring manager and I have agreed upon a tentative start date of **Monday, 5/2/2016**. I understand that I will not be allowed to start on this date until I receive Reporting Instructions from a Sandia staffing representative indicating the conditions of employment as stated in the offer letter have been met.

An electronic copy of the **Employee Handbook** is available on the Pre-Employment Instructions website: http://www.sandia.gov/preemployment_instructions/. I have read the Employee Handbook and agree to comply with handbook and to uphold the high standards of Sandia.

I understand that my employment relationship with Sandia is "at will." This means that I have the right to terminate my employment at any time and for any reason. Likewise, Sandia has the right to terminate my employment with or without cause, at any time, with or without notice, with or without any specific procedures, and for any reason. I understand that the Employee Handbook, the offer letter, this form, and any representations by Sandia do not create an employment contract and do not alter this employment at will relationship. I understand that no Sandia Officer, Manager or Supervisor is authorized to offer me any oral contract of employment. I acknowledge that my employment at will relationship can be changed only by the President of Sandia. To be effective, such change must be in writing, must mention the "at will relationship" specifically, and must be signed by the President.

I understand that my first day of Sandia employment represents the first day I am eligible for any Sandia benefit plans. I understand that Sandia has vacation policies that allow for vacation advance subject to manager approval and business needs. I also understand that under certain circumstances, I may be obligated to repay relocation expenses reimbursed by Sandia. I understand that if I leave Sandia with a negative vacation balance, and/or if I resign within 12 months, I am authorizing Sandia to collect the negative vacation balance and/or relocation expenses from my final paycheck, subject to applicable law.

Teresa Lopez
NAME (PLEASE PRINT)

Teresa Lopez
SIGNATURE

3/30/16
DATE

Conditions of Employment at Sandia Corporation

Return of the Employment Acceptance Form	Employment is conditional upon the return of this signed <i>Employment Acceptance Form</i> stating your acceptance of the job offer and conditions of employment and that you have read and accepted the principles set forth in the Employee Handbook.
Return of the Affirmative Action Form	Employment is conditional upon the return of the signed Affirmative Action Form. As an employer Sandia is subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974. Providing this information is voluntary and you do have the option not to self-identify.
Return of the Sandia Counterintelligence Questionnaire Form	Employment is conditional upon the return of the completed/signed <i>Sandia Counterintelligence Questionnaire Form</i> which will allow Sandia to conduct a Counterintelligence investigation.
Return of the Commitment to Pursue a DOE Security Clearance Form	In order to work at Sandia, you must be able, in most cases, to obtain a Department of Energy (DOE) security clearance. If applicable, you will be required to sign and return the <i>Commitment to Pursue a DOE Security Clearance</i> form or the <i>Commitment to Pursue United States Citizenship and a DOE Security Clearance</i> form.
Clearance Questions	For further information specific to your circumstance or for assistance in initiating this process, please call NM Personnel Security at (505) 844-7729 or CA Personnel Security at (925) 294-2061.
Eligibility to Work in the U.S.	As a result of the Immigration Reform And Control Act of 1986, Sandia is required to verify your eligibility to work legally in the US, see a complete list of acceptable documentation, Form I-9 Employment Eligibility Verification.pdf . If circumstances beyond your control prevent you from presenting the necessary documentation at sign in, you will have three working days from the day you begin work to supply them. If you do not provide this documentation, your employment will terminate.
Proof of U.S. Citizenship	If you are a U.S. citizen, you will be required to provide evidence of U.S. citizenship or your employment with Sandia may be terminated, (see list of acceptable documentation).pdf .
Drug Testing	To assure Sandia's compliance with the Federal Drug-Free Workplace Act of 1988, a post-acceptance and pre-employment urine test for presence of controlled or illegal substances will be conducted on all job candidates. Your employment is conditional upon the successful completion of drug testing as determined exclusively by Sandia.
Employment Medical Evaluation	To assure Sandia's compliance with the Workplace Act of 1988, a medical examination or review is conducted after providing your signed Employment Acceptance Form to the Staffing organization. It is designed to allow Sandia's Medical Department to assist in placing employees in suitable jobs that will not present a health hazard or safety risk to themselves or others.
Official Transcripts	If you have not already provided official transcripts for all conferred degrees, please contact your educational institution(s) to request that an official transcript be mailed directly to your Staffing Representative. Official transcripts are required two weeks before sign-in. If you are a recent graduate whose transcript will not reflect that the degree has been conferred, completion of all academic requirements must still be confirmed, followed by receipt of an official transcript after the official transcript reflects the degree conferred.
Relocation	To qualify for relocation, your one-way commuting distance from the former residence to the new work location must be at least 50 miles greater than the one-way commuting distance from the former residence to the former work location. Sandia will reimburse moving and travel expenses according to Sandia's relocation policy. Employees resigning within 12 months after being placed on Sandia's payroll must repay all expenses paid by Sandia.
Additional Information	Soon after reporting to work, you will be required to: <ul style="list-style-type: none"> • Sign an <i>Affidavit of Radiation Exposure</i>. Most of our employees are never exposed to radiation, and those who may be exposed are carefully protected and monitored. Because some of our work involves nuclear research and travel to nuclear facilities, we must obtain a complete exposure history from you. • Sign (if applicable) a <i>Certificate of Existing Physical Impairment</i> pursuant to the New Mexico Workers' Compensation Act.



**SANDIA CORPORATION
EMPLOYEE PROPRIETARY INFORMATION AND INNOVATION AGREEMENT**

Employee Teresa Lopez
Print Full Name

THIS AGREEMENT made between me, the above named person, and Sandia Corporation, a Delaware Corporation, hereinafter referred to as "Sandia" or "the Corporation," WITNESSETH:

Sandia Corporation has developed and uses technical and non-technical information vital to the success of the Corporation's business. Generally, Sandia employees become acquainted with this information and, depending on job assignments and responsibilities, may contribute to it either through inventions, discoveries, improvements, computer programs, mask works, (collectively called "Innovations"), or through studies, analyses, proposals, business plans or otherwise. Therefore, it is necessary for Sandia to protect certain of this technical and non-technical information generated by its employees by holding it as proprietary and confidential, or by obtaining statutory protection (patents, trademarks, mask works, copyrights) or common law protection (trade secrets) or both.

In consideration of and as part of the terms of my employment or regular employment by Sandia and the salary or wages paid me during such employment, it is hereby agreed:

1. PROPRIETARY INFORMATION

I shall not, except as authorized by the Corporation, at any time during or after my employment directly or indirectly disclose to any other person or entity any proprietary or sensitive information of the Corporation or of others (collectively called "Proprietary Information"), which has come into the Corporation's or my possession in the course of my employment with the Corporation; nor shall I use any such Proprietary Information for my personal use or advantage or make it available to others. Proprietary Information includes existing and contemplated technical information such as, for example, compositions, formulas, products, processes, methods, systems, designs, specifications, mask works, testing or evaluation procedures, machines, manufacturing procedures, production techniques, research and development activities, inventions, discoveries and improvements and also existing and contemplated business, marketing and financial information such as, for example, business plans and methods, marketing information, cost estimates, forecasts, financial data, bid and proposal information, customer identification, and sources of supply.

All information, both technical and non-technical, regarding the Corporation's businesses in whatever form, including but not limited to text drawings, mask works or computer software programs, is presumed to be proprietary and confidential until it becomes public information lawfully and without breach of confidential obligation.

2. INNOVATIONS

I agree to disclose promptly and fully to the Corporation all Innovations and/or Work for Hire (works of authorship prepared by me within the scope of my employment), whether or not patentable, copyrightable or registrable, including but not limited to products, processes, methods, systems, designs, techniques, mask works, computer programs, facilities, equipment, and devices that have been or may be conceived, made or authored by me solely or jointly with others during the period of my employment with the Corporation: (a) which are along the lines of or relate to the business, work, or investigations of the Corporation or of any company with which it is affiliated; (b) which result from or arise out of any work that I may do for or on behalf of the Corporation; (c) which result from or arise out of any Proprietary information that may have been disclosed or otherwise made available to me as a result of duties assigned me by the Corporation; or (d) that are otherwise made through the use of the Corporation's time facilities or materials. All such Innovations and Work for Hire shall be the sole and exclusive property of Sandia and I hereby assign to the Corporation all of my rights, title and interest therein.

3. EXECUTION OF DOCUMENTS

I also agree to execute assignments to the Corporation or its assigns, nominees, or successors of all my right, title, or interest in and to: (a) any and all Innovations described in paragraph 2 above; (b) any and all patent, trademark, copyright and mask works registration applications therefor; (c) all priority rights acquired under the International Convention for Protection of Industrial Property by filing of such applications; and (d) all patents, trademark, copyright and mask works registrations that may be granted therefor throughout the world. I further agree during and after my employment to sign all lawful papers and otherwise assist without charge and in every lawful way the Corporation and its assigns, nominees or successors at its or their request to obtain and sustain such patents, trademark, copyright and mask works registrations for its benefit in any and all countries.

4. NOTICE OF RIGHTS UNDER STATE STATUTES

No provision in this Agreement is intended to require assignment of any of my rights in an invention that I have developed entirely on my own time without using the Corporation's equipment, supplies, facilities, or proprietary information except for those inventions that either: (1) relate at the time of conception or reduction to practice of the invention to the Corporation's business, or actual or demonstrably anticipated research or development of the Corporation; or (2) result from any work performed by me for the Corporation.

5. RECORDS AND DOCUMENTS

All records documents, and other writings including text, drawings, computer software programs, mask works or works of authorship relating to or containing Proprietary Information as defined above, and which are prepared or created by me or which may come into my possession during my employment, are deemed to be the property of the Corporation. Upon termination of my employment, I agree to leave all such records, documents, and writings and all copies thereof with the Corporation.

6. LEGALLY BINDING AGREEMENT

This Agreement shall be binding upon me, my heirs, administrators, assigns, executors, or other legal representatives and shall be binding upon and inure to the benefit of Sandia, its assigns, nominees or successors; however, neither this Agreement nor any provision thereof shall be construed to be an employment agreement. I agree that either during or after my employment the Corporation may advise others of the existence of this Agreement and the provisions of all or any part thereof.

7. PRIOR INVENTIONS

Listed and briefly described on the reverse side are all inventions not previously assigned to my former employers and which I conceived and made prior to my employment with Sandia. Such listed inventions are not included under this Agreement. I agree to notify the Corporation promptly in writing if their actual or projected use comes to my attention. I also agree that I will not disclose to or use on behalf of Sandia any proprietary or confidential information of any third party without authorized therefrom.

EMPLOYEE:

Signature of Employee: [Signature]

Date: 3/30/16


SANDIA COUNTERINTELLIGENCE QUESTIONNAIRE

Name of New Hire: Lopez Teresa Kathleen
Last (Family) First (Given) Middle

	Yes	No
1. Have you ever attended a non-US university or academic institution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Have you ever met with anyone you know or suspect to be a representative of a non-US intelligence agency or security service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Have you ever accepted a gift or payment from someone you know or suspect to be a representative of a non-US intelligence agency or security service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Have you ever been employed by a non-US government?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Have you ever or do you currently hold citizenship with any non-US country?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answer "Yes" to any of the questions above, please provide additional information on page 2 of this questionnaire. If you need additional space, please photocopy page 2 and attach for submission.

All information provided in this questionnaire is true and accurate to the best of my knowledge.


Signature of Applicant

3/30/16
Date

NON-US UNIVERSITIES AND ACADEMIC INSTITUTIONS

List all non-US universities or academic institutions you have attended.

Name of Institution: Palermo University (Universidad de Palermo)
Field of study: Business Years attended: 2009 to 2009

Name of Institution: _____

Field of study: _____ Years attended: _____ to _____

KNOWN OR SUSPECTED REPRESENTATIVES OF NON-US INTELLIGENCE OR SECURITY SERVICE

List *all* individuals you have met with that you know or suspect are representatives of a non-US intelligence or security service.

Name: _____ Relationship to you: _____
Last (Family) First (Given) Middle

Name: _____ Relationship to you: _____
Last (Family) First (Given) Middle

PAYMENTS ACCEPTED FROM NON-US INTELLIGENCE OR SECURITY SERVICE REPRESENTATIVE

List *all* occasions when you have accepted a gift or payment from someone you know or suspect is a representative of a non-US intelligence or security service.

Amount: _____ Reason: _____

Name of Representative : _____
Last (Family) First (Given) Middle

Amount: _____ Reason: _____

Name of Representative : _____
Last (Family) First (Given) Middle

EMPLOYMENT BY NON-US GOVERNMENT

List *all* non-US government agencies that you have been employed by.

Non-US Country _____ Agency Name: _____

Job Description: _____

Name of Immediate Supervisor: _____
Last (Family) First (Given) Middle

Name of Second Level Supervisor: _____
Last (Family) First (Given) Middle

Non-US Country _____ Agency Name: _____

Job Description: _____

Name of Immediate Supervisor: _____
Last (Family) First (Given) Middle

Name of Second Level Supervisor: _____
Last (Family) First (Given) Middle

NON-US COUNTRY CITIZENSHIP

List all non-US country citizenship you have held.

Country _____ Date _____