

## **THE PAE BASICS**

1. The Credo is the principle belief of our company. It must be known, owned, and energized by all.
2. Our Motto is “Professionals Providing Solutions.” More than simply performing a service, our professionals strive with empathy to understand our customers’ objectives and anticipate their needs, and take initiative in providing our customers with responsive solutions.
3. Our Logo is “Together...A Partnership in Excellence.” We work together with our customers, in a professional, cooperative, and pro-active manner, to achieve our mutually shared objectives.
4. The Quality Policy is the foundation of PAE performance excellence. These five elements must be used in every project to ensure full customer satisfaction, retention, and loyalty.
5. PAE’s Employee Promise is the basis for our PAE work environment. Each professional is responsible for creating a work environment of teamwork, respect, and dignity, so that the requirements of our customers and the needs of each other are met. PAE’s Employee Promise will be honored by all professionals.
6. PAE has a reputation of uncompromising integrity – of actions aligned with values; of promises and commitments met. Our professionals are entrusted with the responsibility to ensure that their actions are aligned with the company values of Integrity, Empathy, Respect, Stewardship, Initiative, Teamwork and Commitment to the benefit of each individual, each stakeholder, and the company.
7. Company objectives are communicated to all our professionals and it is everyone’s responsibility to support them.
8. Each professional is a member of our Partnership in Excellence and is encouraged to take the initiative to identify better ways to deliver our services that result in higher quality, improved timeliness, lower cost, or better value.
9. To create pride in the workplace, all of our professionals have the right to be involved in the planning of the work that affects them.
10. Everyone is responsible to convey a professional image. Personal appearance will be appropriate for the individual’s occupation and work location, and whenever possible, in accordance with the “Corporate Identity Handbook.”
11. Think safety first. Each professional is responsible for creating a safe, secure, and accident free environment for all customers and each other. Be aware of all fire and safety emergency procedures and report any security risks immediately.
12. The protection and stewardship of the customers’ and PAE’s assets are the responsibility of every professional to include conserving energy, properly maintaining the customers’ and our assets, and protecting the environment.