



November 2011

To Our Suppliers & Subcontractors;

We would like to take this opportunity to acknowledge and thank each of our suppliers and subcontractors for their efforts and contributions on behalf of our Enterprise this year. While our industry and the economy continue to have tough times, CH2M HILL has shown growth and successful projects this year, thanks in part to our suppliers and subcontractors who have performed admirably on our behalf.

Our company regards each supplier and subcontractor as a business partner, and as such, feels it is important to maintain an atmosphere of honesty and integrity in our dealings. Our [Ethics and Business Conduct Policy](#) has now been augmented by [Our Supply Chain Ethics and Business Conduct Principles](#) and a [Supplement for U.S. Government Work](#). These *Principles* provide a strong endorsement of the importance of our values on business ethics, environmental sustainability, labor and employment, and fair-trade practices, and strongly advocate that our supply chain is expected to make a commitment to complying with these *Principles*.

While selection of our suppliers and subcontractors is based exclusively on quality, service, price and suitability to CH2M HILL and our client's needs, we also expect all our suppliers and subcontractors to agree to conduct business with CH2M HILL in compliance with the Supply Chain *Principles*. As we approach the holiday season we want to remind you that our employees and their families are prohibited from accepting gifts, gratuities, or other benefits from any supplier/subcontractor or potential supplier/subcontractor. If you need guidance or believe a violation has occurred please use [The GuideLine](#) to submit your concern.

Your assistance in conveying this message to all those in your organization who are involved in the sale of equipment, materials or services to our company is requested.

We wish you and your associates a very Happy Holiday Season and a prosperous New Year.

Sincerely,

A handwritten signature in blue ink that reads "John F. Mika".

John F. Mika
Sr. Vice President of Procurement