



Louis Berger



Louis Berger

# ONBOARDING TRAINING

FOR THE U.S. OPERATION  
DECEMBER 2015

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- BENEFITS ENROLLMENT

# AGENDA



ABOUT US



## WE ARE LOUIS BERGER

- \$1 billion global professional services corporation
- Help infrastructure and development clients solve their most complex challenges
- Trusted partner to national, state and local government agencies; multilateral institutions; and commercial industry clients worldwide

*Louis Berger operates on every habitable continent, represented by the multidisciplinary expertise of nearly 6,000 engineers, economists, scientists, managers, technicians and planners.*

# OUR STORY OUR LEGACY

## 1950s

Louis Berger was founded in 1953

## 1960s

Louis Berger expands across the globe

## 1970s

Louis Berger's environmental practice takes shape

## 1980s

Louis Berger expands its U.S. practice

## 1990s

Louis Berger undertakes a wider range of large-scale infrastructure projects

## 2000s

Louis Berger's services reflect the world's rapidly evolving political and environmental climates

## 2010s

Louis Berger restructures its leadership and practices for greater global mobility and business transparency

Louis Berger built a company providing services to more than 100 countries

Dr. Louis Berger  
founder

*Solutions for a better world*



# OUR PRESENCE AROUND THE WORLD



## North America

Nearly 40 offices in more than 30 U.S. states and four Canadian provinces

## Latin America & the Caribbean

Experience in every country in Latin America and the Caribbean

## Europe

More than 29 countries across Europe

## Africa

Experience in more than 54 countries in Africa. Africans make up 75 percent of Louis Berger's staff across the continent

## Middle East

More than 1,000 employees in more than 15 countries

## Asia

Burma (Myanmar) is the location of Louis Berger's first international assignment. More than 1,000 employees in Asia



OUR CULTURE

CODE OF  
**BUSINESS  
CONDUCT**

Achieving Success | Putting Our Values into Action



Version 2.2

## OUR COMMITMENT TO ETHICAL BUSINESS CONDUCT

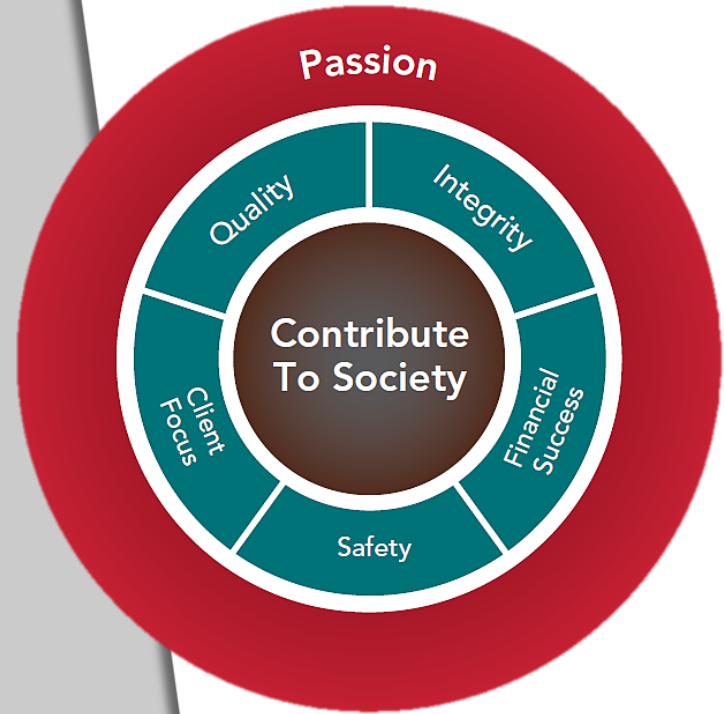
- A practical tool that guides us on how to implement a consistent set of shared values on ethical business conduct.
- Reinforces Louis Berger's commitment to ethical business practices and preserving our culture of integrity.
- Helps Louis Berger comply with all applicable laws.
- Required training on the Code for all employees.



## OUR VISION OUR VALUES

Louis Berger was founded upon its values and competitive strengths. It is our vision to build an integrated, worldwide practice that makes a positive contribution to society through the performance of quality services that meet our clients' needs while providing a work environment that allows our employees to meet their professional and financial goals.

At the core of everything we do is the promise to provide solutions that have a positive impact on society. We follow through on this promise by focusing on client needs to deliver quality, safe, financially successful projects with integrity. Encompassing everything we do is our passion for our work, our industry and for delivering on our promise to provide *Solutions for a better world.*



# OUR CORPORATE SOCIAL RESPONSIBILITY



COMMUNITY



DIVERSITY



EDUCATION

*Our commitment to corporate social responsibility is integral to delivering long-term benefits to all of our stakeholders — from our customers, employees, business partners and affiliates to the communities in which we work.*



ETHICS & INTEGRITY



SUSTAINABILITY



HEALTH & SAFETY

## GLOBAL VALUES AWARDS PROGRAM

FINANCIAL SUCCESS ————— Quality  
**Global Values Awards**  
CONTRIBUTE TO SOCIETY  
*Client Focus* INTEGRITY SAFETY *Passion*

An annual employee recognition program that recognizes employees for outstanding service and for living Louis Berger's corporate values.



# MARKETS & SERVICES

# OUR MARKETS

A photograph of a lush green agricultural field with rows of crops under a clear sky.

AGRICULTURE

A photograph of a modern skyscraper, the Freedom Tower, illuminated at night against a dark sky.

BUILDINGS  
& FACILITIES

A photograph of a large military ship docked at a pier in a harbor, with other smaller vessels nearby.

DEFENSE &  
SECURITY

A photograph of people in traditional, colorful clothing and headwraps walking on a dirt path in a rural setting.

ECONOMIC &  
INSTITUTIONAL  
DEVELOPMENT

A photograph of a vast, green forested landscape with a dirt road winding through the hills.

ENVIRONMENT

A photograph of a large-scale mining operation with heavy machinery and a conveyor system in a rugged, rocky terrain.

MINING &  
MINERALS

A photograph of three tall, cylindrical industrial cooling towers with red lights at the top, set against a blue sky.

POWER &  
ENERGY

A photograph of a large cargo ship docked at a port, with a smaller boat nearby in the water.

TRANSPORTATION

A photograph of a large-scale water treatment facility with multiple filtration tanks and infrastructure.

WATER



# AGRICULTURE

Louis Berger's agriculture and food security portfolio strengthens value chains, boosts productivity, creates market linkages and fosters private sector participation to ensure long-term growth and security of agricultural systems.

## EXPERTISE

- agribusiness entrepreneurship support
- general agriculture
- agricultural infrastructure
- agricultural finance
- agro industry
- cadastral surveying
- food security
- forestry
- irrigation
- policy
- value chain and sector development

# BUILDINGS & FACILITIES



Our multidisciplinary approach draws upon the expertise of a diverse range of professionals, so that we are able to support our clients throughout the lifecycle of buildings. From initial concept design through project completion, Louis Berger offers the full range of services, including architecture, planning, engineering, economic analysis, program and construction management, and operations and maintenance services.

## EXPERTISE

- airport terminals
- civic/cultural/religious
- corporate/commercial
- educational/institutional
- government
- healthcare
- hospitality
- industrial/technology
- justice
- residential
- sports
- military installations
- transit centers



## ECONOMIC & INSTITUTIONAL DEVELOPMENT

Louis Berger's economic and institutional development practice is a recognized partner to development banks, financial institutions, governments, NGOs and multilateral institutions around the globe.

### EXPERTISE

- agricultural development
- democratic governance
- education and employment
- inclusive finance
- international relations / regional integration
- local development
- microfinance
- post-conflict stabilization and reconstruction
- private sector development and trade
- public administration
- social and health



# ENVIRONMENT

Louis Berger has one of the largest environmental practices in the world, committed to ensuring that future generations have access to clean air and water, fertile soil, open spaces and sustainable resources.

## EXPERTISE

- environmental regulatory compliance
- natural resources
- solid waste and hazardous waste remediation
- resiliency and climate change management

# MINING & MINERALS

For more than 30 years, Louis Berger's mining practice has integrated environmental and engineering management practices to deliver projects with a focus on mine waste management and environmental stewardship. To date, the firm has worked on more than 300 mining projects worldwide.

## EXPERTISE

- closure design
- dam design
- environmental design
- risk and benefit assessment
- tailing technologies and management
- waste management
- water management design and implementation

# POWER & ENERGY

From renewable energy development to temporary power solutions, Louis Berger provides a wide range of services to plan, engineer and deliver power infrastructure to meet the world's growing need for cleaner, more cost-effective and more reliable electricity and energy.

## EXPERTISE

- power generation
- transmission and distribution
- turnkey power solutions
- renewables (solar, wind, geothermal)
- hydropower
- waste-to-energy/biomass
- conventional power
- low carbon/energy efficiency
- fuels/fuel service
- oil and gas
- biofuel

# TRANSPORTATION



Louis Berger has worked in the transportation industry since 1953. Our transportation planners and engineers possess the experience and expertise to provide carefully designed, functional and cost-effective solutions to transportation challenges that meet both current and future demand.

## EXPERTISE

- design
- master planning
- economic analysis
- environmental planning and compliance
- site analysis and development
- financial and feasibility studies
- operation and maintenance
- retrofitting and rehabilitation
- security planning

# WATER

Since the 1950s, Louis Berger has innovated water and wastewater programs worldwide, ranging from strengthening institutions and building local capacity to address water and sanitation issues, to preparing designs and managing the rehabilitation or construction of critical water and wastewater infrastructure.

## EXPERTISE

- dams and reservoirs
- wastewater treatment
- wastewater collections
- water distribution
- water resources
- water supply
- water treatment
- water quality

# Consistently **TOP 20 ENR** Ranking in

Program Management

Transportation

Combined Design + PMCM

Design

## OUR SERVICES





# THE ONBOARDING PROGRAM

## WHAT IS ONBOARDING?



**ONBOARDING** — also known as induction — is about your experience with Louis Berger from the time of your employment offer through the first 6 months on the job.



# YOUR ONBOARDING PROGRAM



WEEK 1

WEEK 2

MONTH 1

MONTH 3

MONTH 6

# ONBOARDING RESOURCES



- **Onboarding checklist**
- **Onboarding training**
- **Nexus**
- **Your manager**
- **Your onboarding partner**

## YOUR ONBOARDING PARTNER'S ROLE



- Assists in identifying the key people and technology resources you need to be successful in meeting your clients' needs.
- Provides clear information regarding the company's objectives, policies, and processes.
- Supports you as you navigate the culture and norms — both formal and unwritten.
- Serves as a key contact for day-to-day questions.
- Introduces you to team members so that you can begin establishing your network.



HEALTH &  
SAFETY

## VISION AND MISSION STATEMENT

Safeguarding health, ensuring safety and protecting the environment is a top priority for Louis Berger. They are core values of our company and form the foundation of our Zero Harm objectives.

- A core corporate value
- OHSAS 18001 and ISO 14001
- Zero Harm
- Continual improvement
- Influence others to achieve world-class HSE excellence
- Committed to the environment and pollution prevention
- Offering our clients sustainable solutions
- Guidance on good practice in health and safety management
- Eliminate risks through selection and design of facilities, equipment and processes
- Key and specific actions to promote a positive health and safety culture



# HEALTH & SAFETY POLICY STATEMENT



Louis Berger is committed to employee health and safety.

Our strength as a company is only as good as the strength of each individual.

Health and safety integrated into every aspect of our organization; involve employees at every level.

Company values are the driving force of our business.

## SAFETY MOMENT | SEE IT, OWN IT



### THE OFFICE | TRAVELING | PROJECT SITES

- At Louis Berger, solving customer challenges is second only to keeping everyone safe and healthy.
- If you see an unsafe situation, or even a potentially unsafe situation, take responsibility for getting it corrected.
- Keep others out of the unsafe zone and contact your supervisor.
- Think how you'd feel if you did nothing, then heard later that someone was injured.

Get more information at:

- [https://portal.louisberger.com/nexus/LBG/safety\\_and\\_health](https://portal.louisberger.com/nexus/LBG/safety_and_health)
- [hsdepartment@louisberger.com](mailto:hsdepartment@louisberger.com)



# QUALITY ASSURANCE



“To establish processes that bring consistency to our products, increase efficiency and productivity, and help us meet our clients’ expectations of quality.”

### THE KEY ELEMENTS OF PROJECT MANAGEMENT:

CLIENT CONTRACT  
MANAGEMENT

THE ROLE OF  
THE PROJECT MANAGER

SUBCONTRACTING  
SERVICES

PLANNING THE PROJECT

SCHEDULING &  
STAFFING THE PROJECT

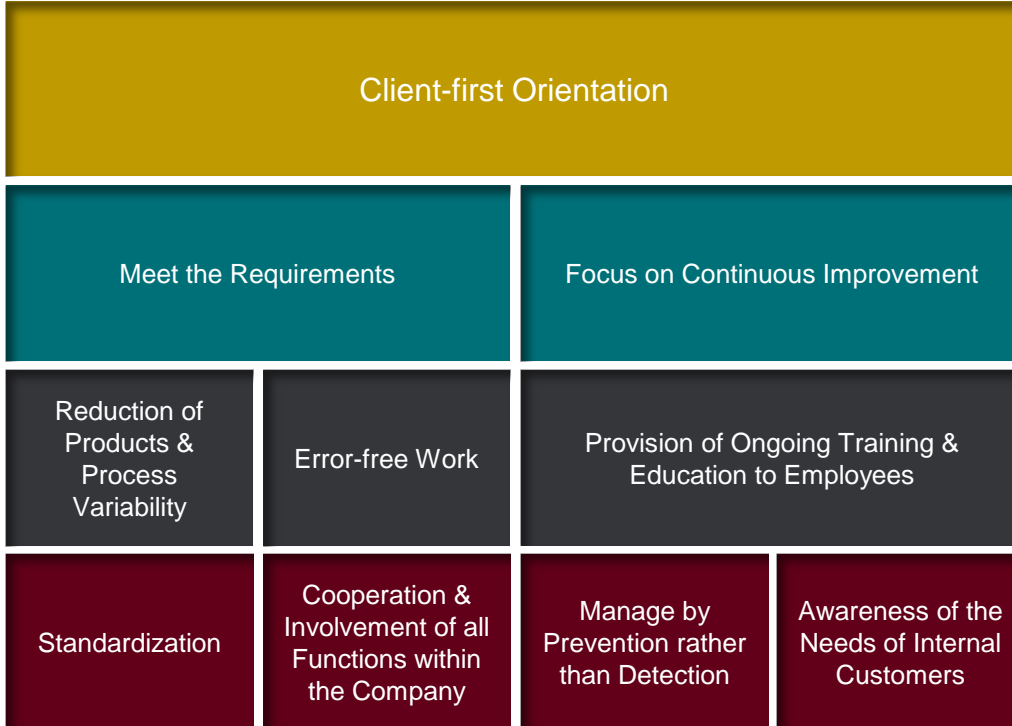
MONITORING &  
CONTROLLING SCHEDULES  
& BUDGETS

DIRECTING & LEADING  
THE PROJECT TEAM

MANAGING THE  
PROJECT FOR QUALITY

# PRINCIPLES & GOALS

## KEY PRINCIPLES



*Solutions for a better world*

## KEY GOALS

- Adhere to our quality system requirements.
- Conduct periodic audits to evaluate and improve quality assurance process.
- Provide employee training on project management and quality management tools.

Get more information at:

<https://portal.louisberger.com/nexus/resourcecenter/groupqualityassurance>



# EMPLOYEE REFERRAL REWARDS

## PROGRAM GUIDELINES

“We are in the people business. Our success is the direct result of our own commitment to providing *Solutions for a better world.*”

- Refer qualified candidates for consideration to open positions.
- If a referred candidate is hired, you will receive a referral bonus, paid upon completion of the new hire trial period.
- Use the Employee Referral Form to submit referrals to the Talent Acquisition team.
- Visit the Careers Center on Nexus for more information.

# PROGRAM ELIGIBILITY CRITERIA

## ELIGIBLE EMPLOYEES

- Any eligible employee may refer an eligible candidate for a full-time position.
- Eligible candidates **DO NOT** include:
  - Current Louis Berger employees
  - Former employees that have been away for less than 12 months
  - Candidates that have applied directly or through a third party to Louis Berger within the last 12 months
  - A subcontractor, independent contractor or a consultant employed directly by Louis Berger or working for Louis Berger through a third party
  - A candidate that has been identified through company sponsorship recruiting activities that have a recruiting initiative associated with it, e.g., campus recruiting, job fairs, trade shows or conferences

## INELIGIBLE EMPLOYEES

- Senior management levels and above, human resources and talent acquisition employees
- Managers or supervisors with hiring authority over the referred candidates
- Temporary, summer, contract and former Louis Berger employees
- Former Louis Berger employees who have left the company within the last 12 months
- A subcontractor, independent contractor or a consultant employed directly by Louis Berger or working for Louis Berger through a third party



# LEARNING & DEVELOPMENT

# ELIGIBILITY CRITERIA

TRAINING COURSE / SEMINAR	PROFESSIONAL CERTIFICATION OR DESIGNATION	CONTINUING EDUCATION
<ul style="list-style-type: none"><li>▪ Employed full-time</li><li>▪ 1+ years with the organization</li><li>▪ Performance rating in good standing</li><li>▪ Written approval secured <u>prior</u> to commencement or attendance of course or seminar</li></ul>	<ul style="list-style-type: none"><li>▪ Employed full-time</li><li>▪ Required for current or future role for which the employee has been identified</li><li>▪ 1+ years with the organization</li><li>▪ Performance rating in good standing</li><li>▪ Written approval secured <u>prior</u> to commencement or attendance of course or seminar</li></ul>	<ul style="list-style-type: none"><li>▪ Employed full-time</li><li>▪ 5+ years with the organization</li><li>▪ Performance rating in good standing year-over-year</li><li>▪ Written approval secured <u>prior</u> to commencement of program</li></ul>

# APPROVAL PROCESS

TRAINING COURSE / SEMINAR	PROFESSIONAL CERTIFICATION OR DESIGNATION	CONTINUING EDUCATION
<p>Immediate Manager/Supervisor</p> <p>↓</p> <p>Project or Department Leader</p> <p>↓</p> <p>Human Resources Director</p> <p>↓</p> <p>Regional Director</p>	<p>Immediate Manager/Supervisor</p> <p>↓</p> <p>Project or Department Leader</p> <p>↓</p> <p>Human Resources Director</p> <p>↓</p> <p>Regional Director</p>	<p>Immediate Manager/Supervisor</p> <p>↓</p> <p>Project or Department Leader</p> <p>↓</p> <p>Human Resources Director</p> <p>↓</p> <p>Regional Director</p> <p>↓</p> <p>VP of Human Resources (as required)</p> <p>↓</p> <p>EVP of Division (as required)</p>



The background is a dark grey field filled with a repeating pattern of small, light grey circles. Each circle contains a stylized, light grey icon of a person or a figure. The circles are arranged in a grid-like pattern, with some missing or faded, creating a sense of depth and movement. A solid red horizontal bar runs across the bottom of the image, and a solid red vertical bar runs along the right edge, meeting the horizontal bar at the bottom right corner.

# SYSTEMS & TECHNOLOGY

# ENTERPRISE RESOURCE PLANNING SYSTEM

*The Enterprise Resource Planning (ERP) system is an integrated system that integrates nearly every aspect of Louis Berger's business operations across all companies.*

## MODULE

## WHY IT'S USED



BERGERWIN

**BERGERWIN:** Customer relationship management system that allows visibility on business development and client management efforts; manages the business development lifecycle and facilitates reporting on the pipeline of opportunities.



COGNOS

**COGNOS:** Analytics software that uses company data to generate reports that help the business understand operations performance; helps decision makers capitalize on opportunities and minimize risks.



COSTPOINT

**COSTPOINT:** Financial management system that integrates the processes for project and financial accounting, such as billing, revenue recognition, expense management and compliance.



PROJECT CONTROL  
REPORT (PCR)

**PROJECT MANAGEMENT REPORT:** Used by project managers to report on the financial performance of their projects every period.



PROJECT MANAGEMENT  
PLAN (PMP)

**PROJECT MANAGEMENT PLAN:** Memorializes a detailed project planning process; helps the project manager and project team to identify additional resource needs and risks, and ensures that the team has a shared understanding of the scope, schedule, budget, and roles/responsibilities.

# ENTERPRISE RESOURCE PLANNING SYSTEM *(cont'd)*

## MODULE

## WHY IT'S USED



PROJECT MANAGEMENT  
REPORTING (PMR)

**PROJECT MANAGEMENT REPORTING:** Used for monitoring projects, the system generates a new report for completion at the start of each fiscal period, and it includes updated contractual, financial and percent complete information.



PROJECT SETUP

**PROJECT SETUP (CPx):** Fully integrated set of modules that collect information required to setup and modify billable projects, as well as provide percent complete on current projects; integrated with Costpoint.



PROCUREMENT

**PROCUREMENT (IACONNECT & VPCONNECT):** Manages the procurement lifecycle, from requisition to payment of goods and services. IAConnect used for internal invoice approval; VPConnect used for vendor submission of invoices.



QLIKVIEW

**QLIKVIEW:** Business intelligence dashboards that are targeted, task-specific applications that combine data sources to provide instant answers to questions.



TIME, EXPENSE &  
SELF SERVICE

**TIME, EXPENSE & SELF SERVICE:** Used for reporting and approving project-based time and expenses; also features an employee self-service tool that allows you to enroll in your benefits, record and submit life events, designate beneficiaries and dependents, and access your demographic information.

## RECORD YOUR HOURS WORKED EVERY DAY

- Login every day to record your hours worked under each project code.
- Complete and sign your time sheet before 5 p.m. every Friday.
- Download the Time & Expense app: Touch Time Deltek GovCon
- Find guides, tip sheets and videos online at Louis Berger University.

<https://portal.louisberger.com/louisbergeru/TESS>

# INFORMATION **SYSTEMS**

## ONLINE RESOURCES

Guides, tip sheets and videos available for:

- ERP system modules
- Microsoft Office

<https://portal.louisberger.com/louisbergeru>

## ADDITIONAL RESOURCES

- Account Reset Tool
- Fileshare
- 24x7 Help Desk
- Live Microsoft Office Support
- Webmail



# BENEFITS ENROLLMENT

# ENROLL ONLINE



## HEALTH BENEFITS ENROLLMENT

Your Benefits. *Your Choice.*

### Welcome to the Health Benefits Enrollment Portal

Louis Berger's health benefits program is designed to let you choose the best health care plan that fits you. This portal was created to help Holdings, Group, Services and Ammann & Whitney employees get all the tools to make informed decisions about their health care benefits.

### What's new

- Cigna is the new insurance carrier for medical, dental and vision benefits.
- Aetna is the new insurance carrier for life and disability insurance.
- You can now choose from one of three benefits packages.
- Enroll online using the Time & Expense system.

### What you need to do now

**Open enrollment is now closed.** To understand your benefits, please review the available materials on this portal.



## Enroll through the Time & Expense System

### + IMPORTANT TIPS

- Download enrollment instructions from the Health Benefits Enrollment Portal.
- Even if you are not electing to be covered under Louis Berger's health benefits program, you are still required to login to the Self-service Portal and **Waive** coverage for each election.
- Premiums shown are bi-weekly; i.e., the amount shown is what will be taken out of your paycheck every two weeks.

Visit Nexus to find more information and download your benefits guide:  
<https://portal.louisberger.com/nexus/employeeresources/2015Benefits>

- Print forms or print/order ID cards
- Check your coverage and explanation of benefits
- Track claims, payments and deductibles
- Sign up for online coaching programs
- Keep track of your health history and records with an online personal health record
- Find in-network doctors, specialists, hospitals and labs
- Learn about common health problems and treatment options
- Compare treatment and procedure costs
- Find cost and quality ratings for doctors and hospitals
- Switch a prescription to Cigna Home Delivery Pharmacy with one easy phone call, and have your medications delivered to your door



**Talk with a health specialist  
when you can't reach your  
doctor – day or night**



**No claim forms needed  
in-network**



## ONLINE SERVICES | myCigna app



- Instantly access and view health fund balances
- View deductibles to see what's been met
- Quickly view ID cards for the entire family
- Access and review current and past claims
- Bookmark and group claims for quick and easy reference
- Pay claims straight from your health fund right from your phone
- Search for a health care professional in Cigna's network
- Valuable cost estimates and quality-of-care ratings
- Access maps for driving directions from your smartphone
- Search real-time prices at 60,000 pharmacies nationwide



[louisberger.com](http://louisberger.com)