



Newport News
Shipbuilding

Employee Resource Guide





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WHAT WE DO MATTERS.

It matters to our country. Our customers. Our investors. Our communities. Our suppliers, and most of all, to our employees. Not only does our work matter, it's complex and challenging, and it can't be done anywhere else.

You are joining Newport News Shipbuilding, a division of Huntington Ingalls Industries, at one of the most exciting times in our history. We're transforming our culture, the way we work and the way we do business.

WE'RE INVESTING IN OUR PEOPLE

to enable them to succeed and work at their best.

We're also modernizing our shipyard by investing in the latest digital technologies to allow NNS to

continue its legacy of building **"ALWAYS GOOD SHIPS."**

Welcome to Newport News Shipbuilding.





Our Company

Founded as the Chesapeake Dry Dock and Construction Co. in 1886, Newport News Shipbuilding has built more than [800 ships](#), including both naval and commercial ships. It was our founder Collis P. Huntington’s dream to build a shipyard where the greatest ships in the world would be built. Today, more than 130 years later, that dream continues to be a reality.

Located in Newport News, Va., [our facilities](#) span more than 550 acres, strategically positioned in one of the great harbors of the East Coast.

We build the most advanced ships in the world using our expertise in nuclear propulsion, naval design and manufacturing. We are currently building the new [Ford-class](#) aircraft carriers, *Virginia*-class fast-attack and *Columbia*-class ballistic-missile [submarines](#), and performing Refueling and Complex Overhaul (RCOH) on *Nimitz*-class aircraft carriers. We also provide fleet services for our ships worldwide.

But what truly makes this company great, is [our shipbuilders](#) — the men and women — who come through our gates each and every day. Our workforce is diverse, innovative and highly-skilled in their area of expertise. From craftsmen to engineers to various other professions, our shipbuilders take pride in our long-standing legacy of “Always Good Ships.” To learn more, visit:



**Newport News
Shipbuilding**



**Ships
Built by NNS**



**NNS Facts
Sheets**



**NNS Facts
Our Facilities**



**Aircraft
Carriers**



Submarines



**Our
Employees**

Our “Always Good Ships” legacy does not guarantee our future success. With the world changing and evolving, it’s important that our business change and evolve with it. The NNSFORWARD Strategy outlines NNS’ priorities for the future, which focus on five main areas: Enable our Workforce, Execute Efficiently, Transform Business Operations, Grow the Business Base and Lead the Way.



With these priorities as our guide, we will work hard to innovate, rethink and reinvent the business of shipbuilding. These areas of opportunity are critical to our transformation. To learn more about NNSFORWARD, visit [Lead the Way](#).

What We Value

Huntington Ingalls Industries’ values describe our company as we want it to be. We want our decisions and actions to demonstrate these values. We maintain the highest standards of professional and ethical behavior. We believe that putting our company values into practice creates long-term benefits for employees, customers, shareholders, communities and suppliers. We value:

- Integrity
- Safety
- Respect
- Engagement
- Responsibility
- Performance

As shipbuilders, we embrace these values and strive to live them each and every day.

Ethics and Business Conduct



Always doing the right thing is an essential belief at Huntington Ingalls industries. The tone starts at the top and permeates through the culture of the company. At HII, our Code of Ethics and Business Conduct is not merely lip service. It is a set of core values, standards and behaviors that guide employees’ commitment to the highest ethical standards. We have to be ethical and act ethically.

To help increase ethics and business conduct awareness among all employees, we encourage you to read or download “[The Ethics and Business Conduct Toolbox](#).” The resources available in the toolbox should be used to help provide guidance and information in making ethical decisions.



Our Company Values



Code of Ethics and Business Conduct



Time and Labor Charging



Non Retaliation Employee Handbook

Individuals who witness or suspect that anyone is acting against our Code of Ethics and Business Conduct should raise the concern immediately with their management, Human Resources, business conduct officer or the OpenLine.

EEO and Ethics and Business Conduct

4101 Washington Avenue
Bldg. 500-1 (Ethics Office)
Newport News, VA 23607

OpenLine Reporting

Huntington Ingalls Industries offers an anonymous and confidential means to voice concerns or report a suspected violation of our Code of Ethics and Business Conduct Guidelines without fear of retaliation or coercion. The [OpenLine](#) (1-877-631-0020) is available 24 hours a day, seven days a week, and is administered by an external supplier. You can also visit the [OpenLine website](#) for questions and online reporting.

By asking questions and reporting potential concerns, you play an important role in helping us meet the standards reflected in our Code of Ethics and Business Conduct.



Corporate Citizenship

Our company has a long and distinguished history of corporate citizenship and community service. Our core values and culture remind us that it is important to operate our businesses in a way that protects the environment and serves the communities where we operate and live.

The company's corporate citizenship activities are well documented in the links below. Regardless if it's United Way or the American Cancer Society or the Virginia Peninsula Food Bank, NNS employees like to get involved and to generously give back to support others. Learn more:



Transforming Communities



Employee Volunteer Opportunities



Commitment to Education



Supporting American Red Cross Disaster Relief Fund

Engagement, Diversity & Inclusion

At NNS, every person matters and everyone's opinion counts. We are committed to an open-minded culture where we respect each other's differences and embrace the unique perspective of every employee.

We value relationships that are based on mutual respect and appreciation of differences. An inclusive culture drives innovation and is essential to our success as a company.

Employee Resource Groups

Employee Resource Groups (ERGs) connect employees who share common interests and want to become more engaged with their colleagues and the company. ERGs provide opportunities for personal and professional growth, leadership, volunteerism and cultural enrichment. There is no cost to join our employee-led groups that help foster a diverse, inclusive workplace. Join one or all of NNS' ERGs.

- African American Shipbuilders Association (AASA)
- Asian Shipbuilders Including All Nationalities (ASIAN)
- Health and Wellness for all levels of fitness (WellNNS)
- Hispanic Outreach and Leadership Alliance (HOLA)
- Generational Integration Focus Team (GIFT)
- Learning Expanding Achieving Results Networking (LEARN)
- Shipbuilders of Huntington Ingalls Professionals Network (SHIPs Network)
- Shipbuilders Together Realizing Inclusion, Diversity and Equality (STRIDE)
- Veterans Employee Resource Groups (VERG)
- Women in Shipbuilding Enterprise (WiSE):

When you're connected to the NNS network, visit MyNNS to learn more about ERG membership.



GETTING STARTED

Personnel Number

Your personnel number is a unique identifier consisting of five to eight numbers assigned to you by Human Resources. The number is used to capture all employment-related information and data in the Human Resources Information System.

After you receive your permanent company ID badge, you will find your personnel number printed on the top right of your badge.

You will also find your personnel number printed on the top left portion of your pay stub. Your company personnel number may also be referred to as a “PERNR.”

MyID

MyID is another unique identifier assigned to you by HR that you will use to log onto enterprise-wide or employee self-service applications.

You will need your MyID number to log on to the MyHR online system. Your MyID can be found on the front of your pay stub, and if you have access to the NNS network, you will also find your MyID listed on your personal record in the Outlook Global Address Book.

MyHR

[MyHR](#) is an easy-to-use, secure, cloud-based system that enables employees to view and change personal information in the HR system. Employees can access MyHR from work and home computers, and mobile devices. MyHR is also the hub for integrating HR processes such as managing employee data and profiles, performance and goal-setting, career development and new-hire onboarding. The system is designed for 24/7 access.



MyHR Login

1. Click on the MyHR icon on your computer's desktop or enter the following URL:
<https://myapps.Microsoft.com>
2. Enter your log in ID and temporary password:
3. Follow the steps on the screen to set up at least one method of authentication.
4. Click the finish button to exit out of the password reset window.
5. An apps webpage will display, including a MyHR icon.
6. Save the web location as a favorite to make it easily accessible from your browser or download the app.

Log in ID:

MyID@cloud.hii-nns.com

Your MyID is located on your Outlook Address Book and on your paystub.

Temporary Password:

Nns + last 4 PERNR numbers + date of birth (MMDDYYYY)

Example: Nns350612131969

Note: The password is case sensitive. The first N must be capitalized.

Human Resources Business Partners

At NNS, an HR business partner (HRBP) is responsible for supporting employees and company leaders on all strategic and technical aspects of Human Resources. As a strategic partner, HRBPs serve as a consultant to leaders to ensure HR policies align with business objectives, while instilling the company's vision, principles and values.

HRPBs are committed to fair and ethical treatment, and serve as advocates to educate and provide guidance to employees and their immediate supervision on a myriad of employee relations and HR matters.

Each NNS division has a dedicated HR manager and [HRBP](#) for continuous support. If you have a concern or employee relations question, contact your organization's HRBP. To locate your HRBP, visit MyNNS or contact Scott Caldwell.

Scott R. Caldwell

Director HR Operations & Compensation
4101 Washington Avenue
Bldg. 500-1
Newport News, VA 23607



Waterfront Shift Hours

- 1st Shift 7 a.m. – 3:30 p.m. Lunch: 12 p.m. – 12:30 p.m.
- 2nd Shift 3:30 p.m. – 12 a.m. Lunch: 8 p.m. – 8:30 p.m.
- 3rd Shift 10:00 p.m. – 6 a.m. Lunch: 3:00 a.m. – 3:20 a.m.

Employee Information Phone Line (1-877-871-2058)

The Employee Information Phone Line provides employees with important information about shipyard operations through a recorded message. Voice messages inform employees of impending weather or related emergencies that may impact work at the shipyard. The Employee Information Phone Line is also used to communicate shift changes and cancellations during severe weather.

Severe Weather Notification and Changes to Shipyard Operations

In addition to the Employee Information Phone Line (1-877-871-2058), messages about impending weather and shipyard operations will be communicated through the NNS to Go company app, company email, and HII and NNS social media channels.

Emergencies and Evacuations

Report all emergencies immediately by dialing *911 from any company telephone or (757) 380-2222 from a mobile phone.

Your department will cover fire safety, evacuation procedures and hazardous material issues that are specific to your job and work environment.

Dress Guidelines

The shipyard is a place of business, and while casual dress is allowed, dress must reflect an appearance appropriate to the individual's position and work environment.

Attire in Production Areas

You must wear Personal Protective Equipment (PPE) in all production areas. You can find specific information about PPE in the [safety section of this guide](#).

Your attire must also conform to the following health and safety guidelines at all times.

- Shorts, tank tops, capris pants or other types of abbreviated clothing are not allowed;
- All clothing must cover the entire leg, including the ankle;
- Shirt sleeves must extend two inches past the shoulder seams;
- Shoes that completely cover heels and toes must be worn in all non-office areas inside the NNS fenced perimeter, including transiting to and from work and through the shipyard;
- Shoe heel height may be no greater than two inches;
- Inside offices not open to production areas, shoes with open toes and open heels, as well as shoes with heels greater than two inches in height, are permitted unless restricted by other policies or supervision.



PAY AND TIME RECORDING

Pay Periods and Pay Schedule

Pay periods for represented employees are weekly, and pay periods for non-represented employees are bi-weekly.

Pay dates are the Friday after the end of the pay period. Payroll does not control the timing for the posting and availability of funds to your personal account.

Federal Reserve Bank holidays have already been taken into consideration where applicable. Please contact your bank or credit union if you have a question about availability of funds.



Holiday Schedule

It is important for all employees to maintain a healthy work/life balance. To help employees plan their time off, the company observes the following paid holidays each year: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving.

The company has a holiday shutdown between Christmas Eve and New Year's Day. The length of the shutdown varies from year to year depending on how the holidays fall.

The annual shutdown period spans 10 days (including the weekend).



Direct Deposit

Your paychecks will be directly deposited into your bank account after your completed form has been received and processed by Payroll. This could take one to two pay cycles for the direct deposit to begin. You can update direct deposit information, at any time, in the MyHR system without assistance.

You can have your paycheck deposited into more than one account, but no more than four separate accounts. Direct deposit forms may be downloaded from the Payroll intranet site or obtained from the Employment Office. Remember to keep your mailing address up to date so that your pay stub will be mailed to the correct location. If you would like to add or change accounts, you should use the MyHR system.

Payroll

The Payroll Office is located in Suite 128 of the NetCenter (5200 W. Mercury Blvd.) in Newport News. The customer service hours are from 6:30 a.m. to 4:30 p.m., Monday through Friday.

Time Entry

Proper timekeeping is critically important to our business success. Recording the time you work to the correct charge on a daily basis allows the company to accurately bill our customers and helps the company estimate and bid on future contracts.

All NNS employees are responsible for understanding and using the correct charge for the work they are performing. You are expected to ask your supervisor when you are unsure.

The deadline for entering your time is the close-of-business each day. For more information about accurately charging your time, read or download the [“Time and Labor Charging”](#) brochure.



HEALTH AND SAFETY

No Compromise Around Safety

Employee safety is a top priority for NNS. We value human life above all else and believe each person should leave work every day in the same condition in which he or she came to work.

Employees are expected to behave in a safe and responsible manner. When you act in an unsafe manner, not only are you putting yourself at risk but you could be putting others at risk as well.

It's the shipyard's policy to operate in a safe, responsible manner that respects the health of our employees, customers, suppliers and community. We expect all employees to embrace this policy, understand their obligations, actively participate, take responsibility and be a role model for others.

We require leaders to safeguard employees and maintain a safe and healthy workplace. NNS has established a comprehensive health and safety program to provide employees with a safe work environment and to promote safety both on and off the job. The program incorporates applicable government regulations and systems for managing occupational risks.



Working in Production Areas

Production areas are defined as any areas where employees perform manufacturing, fabrication, repair, maintenance, material issuing, construction or similar activities regardless of geographical location. All areas, including roadways, within the fenced perimeter of the shipyard are also considered production areas.

Production areas include ships, shops, platens, and roadways. You must wear Personal Protective Equipment (PPE) in all production areas. Your department will provide you with a hard hat, hearing protection and non-prescription safety glasses (or cover goggles, if necessary). A flashlight or light stick is required for anyone going on board a ship.

It's important to pay attention at all times when inside a production area. Be alert, stop and look around. Alarms, barriers, signs and tags are all warnings that can protect you from hazards. Alarms are found on cranes and mobile equipment.

NNS NO SMOKING POLICY

To support our No Fail Mission to improve performance across every organization and every team with a focus on the health and safety of our shipbuilders and our work environment, NNS will become a tobacco-free environment.

Beginning July 11, 2022, NNS will prohibit the use of tobacco products on company property and during company time.

Tobacco use and littering pose a fire hazard, especially where flammable and combustible materials are used or stored. In addition, tobacco use affects not only the user's health but the health of other employees.

The policy prohibits the use of cigarettes, cigars, pipes, vape, hookah, e-cigarettes, clove cigarettes and any form of smokeless tobacco, including chewing tobacco, dip or snuff. This policy also prohibits herbal smoking and smokeless products.

All individuals, including visitors, contractors and Navy personnel, on Newport News Shipbuilding property must abide by the tobacco-free policy.

Company property includes any buildings, structures, vehicles or land owned or leased by NNS (including the Net Center, Maritime Square, etc.). This includes all shipyard-owned parking lots.

A tobacco-free workplace will help make the shipyard safer, more productive, and will help us achieve our No Fail Mission to deliver first-time quality to the Navy on schedule.

Smoking Cessation Programs

NNS encourages and supports employees who desire to quit smoking. There are a number of smoking cessation programs available through the [HII Benefits and Wellness Programs](#).



Personal Protection Equipment

Personal Protective Equipment (PPE) consists of a face mask, hard hat, hearing protection, safety glasses (or cover goggles, if necessary) and safety shoes. These items must be worn in all production areas. Employees must purchase their own safety shoes. The company will provide all other safety items and they may be obtained from shipyard tool rooms.

Hard Hat: Your hard hat should be free from cracks, chips, etc. Make sure the suspension is in good condition. Adjust the hat so it fits well. Wear the hat parallel to the ground.

Face Mask: Due to the coronavirus, face masks are a part of PPE. A face mask is mandatory when within 6 feet of another person, while in line, standing in common areas, or during transit. This includes production areas, ships, classrooms, hallways, bathrooms and elevators.

Vented face masks are prohibited at the shipyard and gaiters are prohibited on Navy commissioned ships and government installations.

Safety Glasses: All employees must wear eye protection with attached side shields meeting the requirements of ANSI Z87.1-2010 in all production areas throughout the shipyard. Contact lenses are not to be worn while performing production work. Employees who require corrective lenses must wear prescription safety glasses or wear NNS-provided goggles over prescription glasses, but they must:

- Have frames that fit properly and provide a snug fit to minimize gaps around the eyes
- Be designed for industrial environments, including side impact protection;
- Be ANSI Z87-approved;
- Lens must be marked with “+” designating impact rating and,
- Frames and side coverage shields must be marked Z87-2 + designating rating.

Hearing Protection: Hearing protection is required if working within 20 feet of a high noise operation and in places posted as “High Noise Area.” It is recommended you carry these with you at all times in production areas. You never know when you will come across a high noise area.

Safety Shoes: The rating on the shoes must be ANSI Z41 or ASTM F 2412-05 or ASTM F 2413-05.

Light Source: A flashlight or other self-powered portable light is required for anyone going on board a ship or in vessel sections to provide a secondary source of light in the event of failure of the primary light source.



Reporting Safety Concerns

Reporting a safety concern is everyone's responsibility. Every employee at NNS is empowered with the ability to stop any act or process he or she believes to be unsafe or unethical.

You should report safety concerns to the following phone numbers:

1st Shift	(757) 688-5523
2nd Shift	(757) 880-1157
3rd Shift	(757) 380-4031

We encourage and support individuals who do the right thing. No employee will be disciplined for stopping a process that he or she determines to be harmful to our employees, our business or our focus on safety.

Red Flag Badge

NNS President Jennifer Boykin has empowered all employees across the company to call her in the event that an employee has expressed a genuine safety concern and/or violation and you are not receiving adequate support or feedback from their management to address the issue. You will receive a red flag badge during orientation that includes the president's email address and phone number.

Environmental Safety

NNS is committed to the protection of human health and the environment. With the help of each employee, the shipyard operates in a manner that protects the air, water and land.

As a tool to help maintain and exceed environmental compliance requirements, NNS has implemented an Environmental Management System known as ISO 14001. NNS is the largest ISO 14001-certified worksite in the country.

Our environmental policy and goals include stopping pollution, obeying rules, continuously improving our management system and reducing waste.

It is the responsibility of each NNS employee to understand and follow the policies and procedures that govern environmental compliance.



SECURITY

Security at NNS means safeguarding assets and information that must be protected. The more important the asset or information is to our nation and our company, the greater the effort that must be made to protect it.

Our company complies fully with government security regulations and contractual requirements to protect the national defense and security of our nation.

It's important that you understand your role in safeguarding company assets and information. You can find information about your responsibilities in the Security at Newport News Shipbuilding brochure.



Access Control Center

The Access Control Center is where ID badges for all NNS/HII employees, contractors, subcontractors, government personnel, visitors and Navy crews are processed. The center is also referred to as the Badge Office.

Located at 210 39th Street between Washington and Huntington Avenues, the center hours are 6 a.m. to 12 p.m. and 12:30 p.m. to 4 p.m., Monday through Friday.

ID Badges

Your ID badge must be worn on the upper front portion of your outer garment at all times while on company property.

- Do not add stickers or pins to your ID badge.
- Do not allow anyone to use your badge for any reason.
- When leaving shipyard property, you must remove your ID badge.
- Report lost ID badges to your supervisor and Security immediately.

Replacement ID Badges

The following fees apply for replacing badges that are lost or forgotten.

1st replacement \$10 -- 2nd replacement \$15 -- 3rd replacement \$20

A fourth replacement badge will cost \$25 and requires approval from the director of Security and either Human Resources, Labor Relations or the appropriate sponsor for a non-employee.

The center accepts cash only and your payment is required prior to being issued a replacement badge.

There will be no charge to replace badges for any of the following reasons:

- Badge is faded, cracked or mutilated, or exhibits any other unsatisfactory condition not caused by employee.
- Change in security clearance level.
- Legal name change (all name changes must be processed through Human Resources prior to requesting a badge change by the Access Center).

Turnstiles and Building Access

Use the proper badge reader to gain access when entering a turnstile. Make sure the person in front of you has cleared the turnstile (or the door has closed) before entering. Gather your possessions in front of you, so they don't get caught in the turnstile. Walk slowly through the turnstile at a steady pace. You have 20 seconds once your badge is read.

If you have problems with your badge, use the intercom for instructions or return to the Access Center. Report known violations to your supervisor or the Security Department immediately.

Do not allow anyone to enter the turnstile or door with you. Do not hold the door open for anyone. Do not allow someone to use their badge to open the turnstile or door for you.

Personal Camera-Enabled Devices

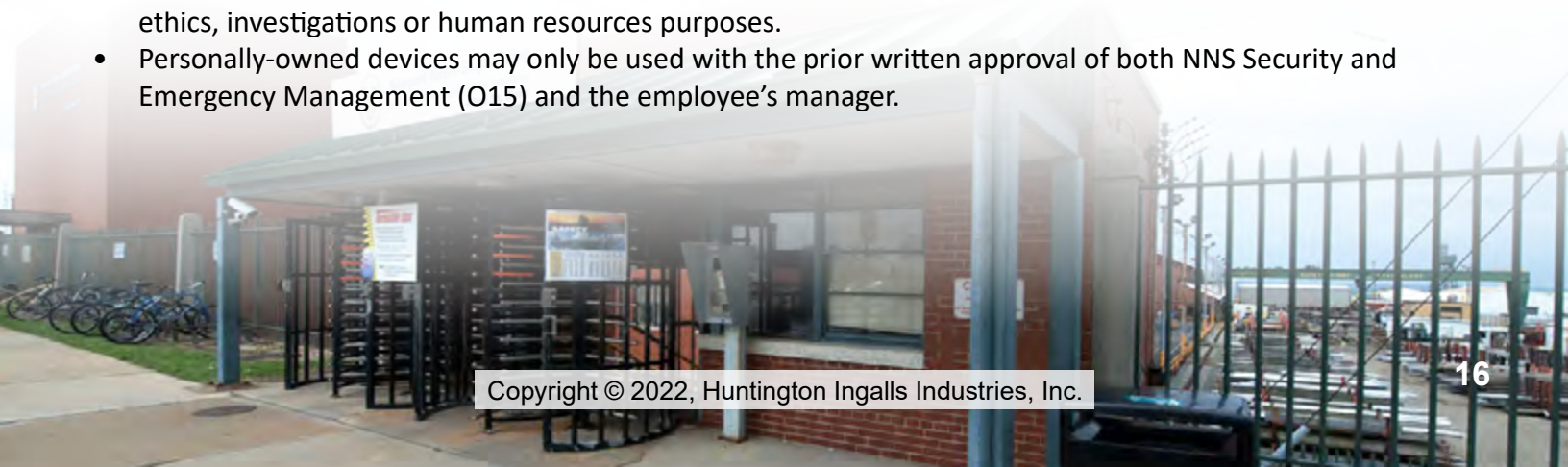
Personal camera-enabled devices may not be used to take photographs, record video or conduct video chats on company premises. Use of all the device's photo and video features are prohibited. You must obey signs that identify personal camera-enabled device prohibited zones.

Unauthorized use of a personal camera-enabled device on company premises may result in disciplinary action up to termination for employees. Any individual who observes unauthorized photography or any other misuse of personally-owned cameras on NNS premises must immediately report it to the Security Command Center at (757) 380-4031.

Sound Recording Devices

The use of sound recording devices on NNS property is subject to the following:

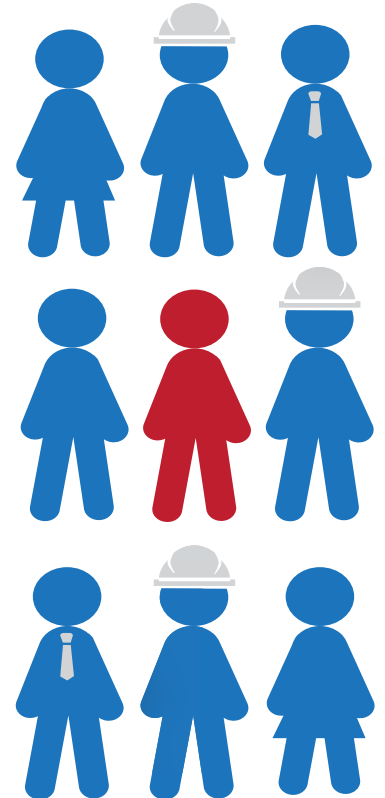
- Sound recording devices are not permitted in any Closed Area. See SSP S-1025
- Before beginning a classified discussion, all recording devices must be removed.
- Company-owned devices may only be used for official program performance, training, security, legal, ethics, investigations or human resources purposes.
- Personally-owned devices may only be used with the prior written approval of both NNS Security and Emergency Management (O15) and the employee's manager.



SHIPYARD REGULATIONS

Each city, society, and club has regulations for the orderly conduct of business. People can live and work together more successfully and enjoyably in an orderly environment. Newport News Shipbuilding has the same need. The following acts and practices, singularly or collectively, are expressly prohibited and will subject the offending employee to discharge or other discipline.

1. Stealing company or customer property or property of another employee. Gambling on company property.
2. Sabotage, destruction, or vandalism of company or customer property, materials, products or equipment.
3. Tampering with, or careless, negligent or unauthorized use of company or customer property, materials, products or equipment.
4. Refusal to follow instructions or directions of foreman or supervisor.
5. Possessing or using controlled substances or intoxicating liquor on company property. Reporting for work under the influence or being under the influence of controlled substances or intoxicating liquor. Controlled substances shall be any listed in Schedule I through V of the Controlled Substances Act, 21 USC Section 812.
6. Fighting on company property. Threatening, intimidating or coercing another employee by word or act.
7. Violating or ignoring safety regulations, safe work procedures, policies, practices.
8. Possession of a dangerous weapon on company property.
9. Entering or leaving the shipyard without proper authorization. Entering or exiting the shipyard by other than designated entrances or exits.
10. Falsification of company records. Providing false or misleading information to the company.
11. Loafing or loitering during scheduled work hours. Inattentive, inefficient performance of duties.
12. Abusive, obscene, immoral or indecent language or behavior.
13. Restricting production, output or services.
14. Collecting contributions, soliciting for any purpose whatsoever, or distributing any printed or written materials of any kind when the employee should be actively working or in work areas.
15. Repeated tardiness or absence.
16. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
17. Violating or ignoring security regulations.



First-Time Computer Login

Once you receive your computer and login information, you will need to complete the following steps before you will be able to successfully log in and register on NNSAccess:

- Work with your supervisor on his/her computer to register the multi-factor authentication YubiKey device you received during orientation. Your supervisor can find instructions on MyNNS.
- Change your temporary password on your computer:
 - At the Windows logon screen, select the sailboat icon for Desktop Password Reset.
 - Enter your username in the username field.
 - Enter the temporary password from your manager's email in the password field and hit enter.
 - When prompted to change password before signing in, click Ok.
 - Type in a new password in the new password field and confirm by retyping it in the confirm password field, then hit enter.
 - Once you've received confirmation that your password was successfully changed, insert your YubiKey and login using your PIN.
- After you have logged in, visit NNSAccess to set up security authentication questions that will allow you to use self-service password management in the future, including resetting your passwords if you are locked out.



Cybersecurity Reminders

It's your responsibility to protect unclassified company information assets and NNS computer networks. Following the below guidelines will help protect your computer and the company networks from cyber-attacks:

- Log off your workstation and remove your YubiKey prior to leaving each day. Your YubiKey must either be taken with you or locked up when you leave. Immediately report a lost YubiKey by calling the Service Desk at 8-HELP.
- Create strong passwords: at least 15 characters, using upper and lower case letters and at least one number and one special character.
- Don't install unauthorized software and files on company computers.
- Don't connect personally-owned devices to your company computer (includes but not limited to thumb drives, phone chargers, media players).



- Send suspicious email to spam@hii-nns.com.
- Limit internet activities to business purposes.
- Don't enable a successful attack by clicking on harmful links – keep alert.

Unlocking Your YubiKey

If you lock your access by entering your YubiKey PIN incorrectly three times, you can quickly unlock it using the following steps:

- Go to a co-worker who is logged in on his or her NNS computer.
- After the employee has closed any applications that would violate “need to know,” have the employee launch Intercede MyID but not login.
- Plug in your locked YubiKey and select it from the card options displayed.
- Click “Reset PIN” at the bottom right corner.

Forgot Your YubiKey

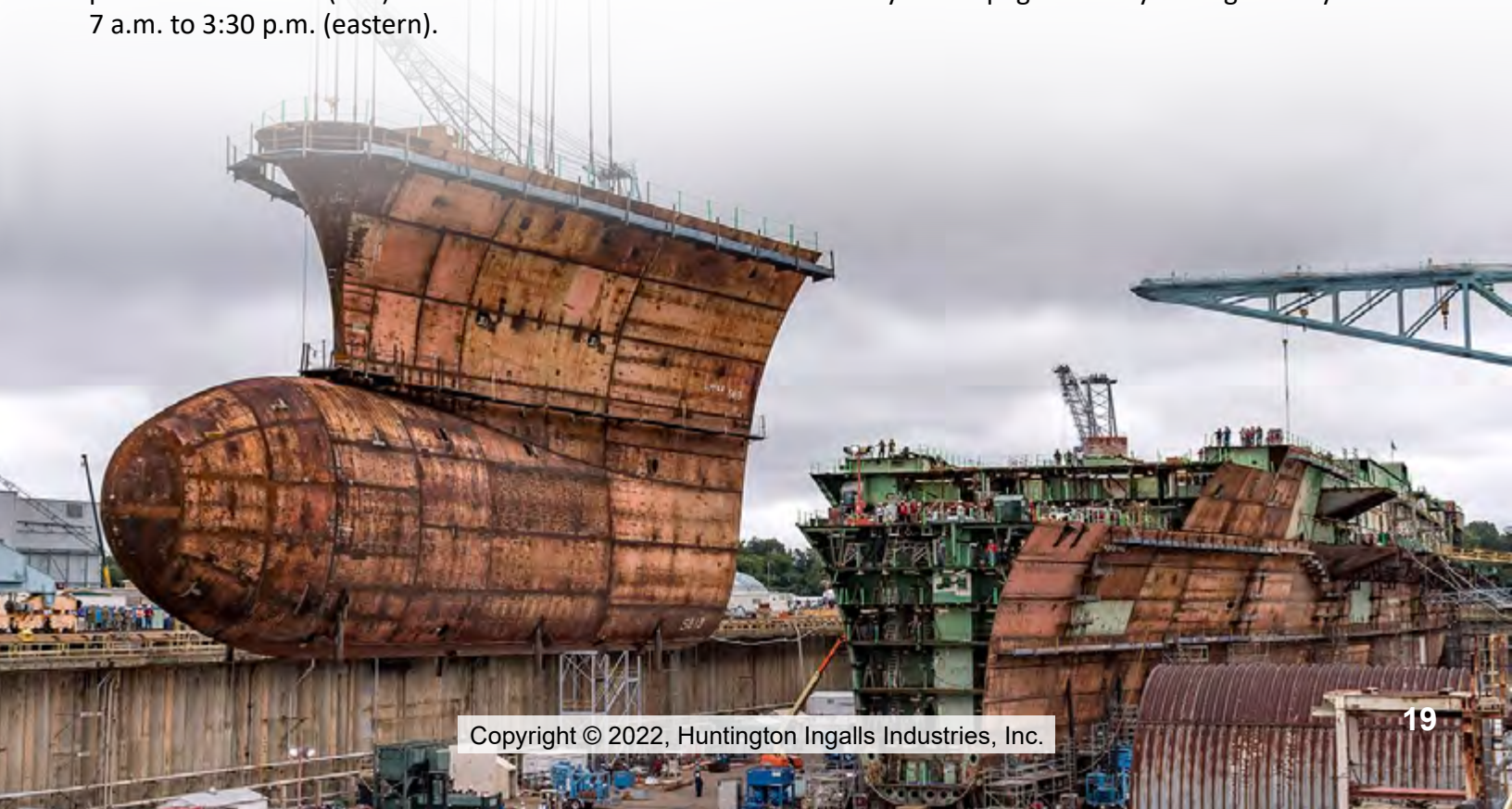
If you leave your YubiKey at home, call the service desk at 8-HELP and a representative will walk you through a temporary solution. We treat your YubiKey like it is your digital badge. So you will need to maintain your YubiKey to access the network the same way you maintain your badge to access the shipyard.

Lost or Damaged YubiKey

To start the replacement process, contact the service desk at 8-HELP. The service desk will start the process to allow you to register a new YubiKey. Contact your PC coordinator to get a new YubiKey or visit the Digital Cafe.

IT Service Desk

The Service Desk is a centralized, single point of contact for IT support. Available 24/7, 365 days of the year by phone at 8-HELP or (757) 688-4357. Live chat is available on the MyNNS IT page Monday through Friday from 7 a.m. to 3:30 p.m. (eastern).



PARKING AND TRANSPORTATION

The following parking and transportation resources are available to all employees:

- **Parking & Transportation Website:**
Comprehensive website housed on NNS' public website that features a parking map, parking and company-provided transportation information, a list of frequently asked questions and more.
- **MyNNS Parking & Transportation Website:**
Website housed on NNS' intranet that features decal requests, rideshare postings and other information only available to NNS employees for security reasons.
- **NNXPRESS App:** Allows employees to view the location of NNS shuttles and taxis in real time.
- **NNS to Go App:** An entire section of the app is dedicated to parking and transportation information.



Newport New Shipbuilding is committed to making improvements to parking and company-provided transportation for its employees. Teams made up of employees from across the shipyard are currently looking into both short- and long-term solutions. Employees are encouraged to send parking questions and feedback to ParkingSolutions@hii-nns.com.



SHIPBUILDER COMMUNICATIONS

Newport News Shipbuilding is passionate about keeping its employees, customers, shareholders and the community informed about business operations. The following communication channels provide information and news about HII and NNS, their products and their talented people.

NNS Communications: Email account (Communications@hii-nns.com) managed by the company's Communications Division and used to communicate company-wide messages to employees. Messages include time-sensitive information, weather-related communications and more. Supervisors are asked to post or route these messages to employees without email access.

MyNNS: NNS' intranet site featuring the latest company news, employee features, event calendar and links to departmental sites and other resources specific to NNS operations. Most departments and organizations have their own intranet webpage where department-specific information is provided.

Homeport: HII's intranet resource, which provides information about HII and its divisions. Homeport features news, a presentation toolkit, company travel resources and more. NNS employees can also access MyNNS from Homeport.

Currents: Weekly newsletter distributed via email to employees with computer access every Monday. Hard copies of *Currents* are also provided at designated locations around the shipyard. All weekly issues are published on the NNS website.

NNS to Go: NNS' official app designed to give users around-the-clock access to: company news, employee resources, photos and videos, careers, special events, employee discounts and more. This app also sends push notifications to users if there is a change in shipyard operations or if liberal leave is offered. Download the NNS to Go app for free in the Google Play Store or Apple App Store.



Focus NNS: Video news production highlighting recent events from around NNS.

Social Media: We value and respect online discussions about the company and we are committed to the proper use of social media to help tell our story. Employees are encouraged to visit the following sites on their own time:

- **Facebook:** facebook.com/HuntingtonIngallsIndustries and facebook.com/NNSPresident
- **Twitter:** twitter.com/hiindustries
- **You Tube:** youtube.com/user/HuntingtonIngalls
- **Linkedin:** linkedin.com/company/huntington-ingalls-industries-inc. and linkedin.com/in/nnsresident
- **Instagram:** instagram.com/huntingtoningalls



Hot Shots: Features vibrant, artistic images from around NNS taken by our photographers. These photo slideshows are published every month.

Photo Library: Archive of shipbuilding photographs that have been cleared and approved for external use located on MyNNS.

Lead the Way: NNS President **Jennifer Boykin** discusses the NNSFORWARD Strategy and other topics important to shipbuilders. Jennifer's employee message, speeches, blogs and videos are archived to keep you informed and connected.



HII offers comprehensive benefits packages to NNS employees. As a new employee, you have 31 days to elect your benefits. Link to the resources below to learn about your options and enroll at www.hiibenefits.com.

Benefits Connect: Your Gateway to HII Benefits

- Learn about HII's benefits and wellness programs
- Access claims forms and contact information for benefit providers
- Use the "New Hire" section for tips and resources to get started

UPoint: Benefits, Personalized

- Your source for personalized benefits information and plan details
- Log in to enroll in benefits as a new employee and during Annual Enrollment
- Set up online user ID, passwords and telephone PIN
- Access UPoint year-round to:
 - Make changes to your 401(k)
 - Designate beneficiaries
 - Make plan changes if you have a qualified life event
 - Take advantage of financial and benefits articles, videos and more

ALEX: Easy-to-use Tool for Benefits Advice

- ALEX is an online tool that will teach you about HII's benefits and help you pick the right plans for your needs
- Use ALEX before you enroll in benefits, plus access the tool whenever you want to learn more about your benefit plans



HIBC: Huntington Ingalls Benefits Center (1-877-216-3222)



- Call the HIBC with benefits questions and to enroll or make benefits changes over the phone
- Representatives are available 9 a.m. to 6 p.m. ET Monday through Friday
- Telephone PIN required

Wellness Programs

Our success as a company is tied to the health and safety of our employees and their families.

HII continues to invest in our employees by implementing programs that focus on prevention and health maintenance. By focusing on health and wellness, HII has the potential to improve safety, reduce time lost due to medical issues or injury, and improve productivity.

The wellness programs are managed by independent companies and third-party health providers retained by HII. These companies are committed to the privacy and confidentiality of personal information.

Your participation is always confidential and is not shared with other parties without your consent. All employees are encouraged to participate in BeWell for Life events on their own time. Our wellness programs include:



Shipbuilder Strong

The shipyard has partnered with Pivot Physical Therapy to offer proactive techniques for employees to maintain performance while working in physical environments. Pivot specialists meet one-on-one with employees to recommend personalized exercises, stretches and techniques to relieve mild symptoms or discomfort and avoid injury. Contact Donna Abbott at Donna.S.Abbott at (757) 688-0376 for more information.

Financial Education and Advice

No matter what your financial goals are, HII wants to help you reach them. Through HII's two main financial education providers, we offer comprehensive financial education and advice to our employees.

Alight Financial Advisors offer financial advice and retirement planning to HII employees and their families, including access to free online advice and a professional management program for employees with a balance in the Huntington Ingalls Savings Plan (HISP).



SmartPath offers monthly classes and free personalized coaching for all employees to help you and your family learn about personal finance and meet your financial goals.



Individualized Health Coaching

Free coaching and personalized support is available for any employee looking for motivational support to reach their health goals. Coaching may address smoking cessation, weight management, stress management, disease prevention and control, etc.

Members of the BeWell for Life wellness team include registered dietitian nutritionists, chronic care managers and diabetes educators. Visit www.myquadmedical.com/hii to make an appointment.

Weight Watchers at Work

The Weight Watchers at Work program brings all of the success of the Weight Watchers program right to our workplace. It includes the same elements as any Weight Watchers' plan, including weekly meetings, food plans and confidential weigh-ins. Weekly meetings are held at different work locations and on different workdays to make it more convenient for you to enjoy a healthy lifestyle.



Health Screenings and Wellness Events

Free flu shots and confidential health screenings are offered to all Newport News Shipbuilding employees during the fall of each year. Events are conveniently located near you and include one-on-one coaching from a BeWell for Life coordinator to review your results and answer questions you may have.



Fitness Classes

A variety of fitness classes are offered throughout the year FREE to HII employees. Class options, locations and times may change – be sure to view the QuadMed intranet page on MyNNS for the most updated schedule.

Wellness Patient Portal Online

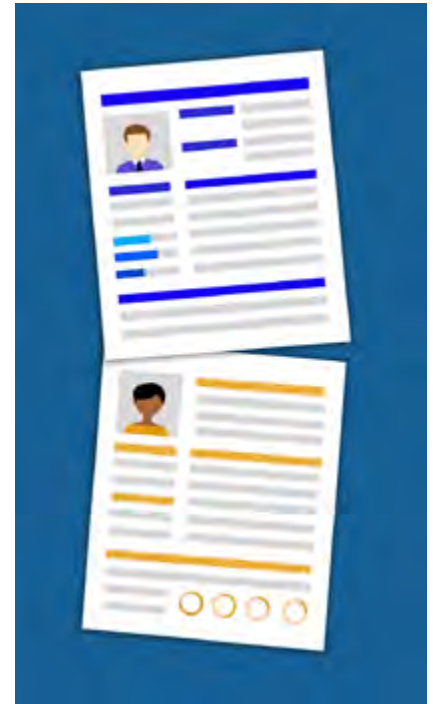
QuadMed offers a FREE online portal to all employees. Track your weight, exercise and nutrition all while having access to valuable resources to keep you on track with your wellness journey. Visit www.myquadmedical.com/hii to get started.

Employment and Income Verifications

At times, employees are asked by financial, legal, insurance, social services, government or other agencies for employment, income or lost time verification. NNS has contracted with a national employment verification service, The Work Number for Everyone, a service of Equifax Corporation.

This service provides employment and income verification information through the Internet or a touch-tone phone to organizations requesting verifications upon request. The automated Equifax services allow organizations (with your permission) to verify employment and income in just minutes. Lost-time verifications are processed manually and are not available on the Equifax system.

Employment information available via this process includes your job title and dates of employment with NNS. Earnings verification also provides your current pay rate, pay frequency, and gross pay for the current and two previous years of employment.



STEP 1

You must first obtain a 6-digit authorization code (salary key) either via the Internet at: www.theworknumber.com or by calling the toll-free number (1-800-367-5690).

STEP 2

You will verify your identity by providing the Newport News Company Code (10120), your social security number and your Newport News Voice Response System PIN, which you can locate on your pay stub.

If you need to request a new PIN, call the Voice Response System at (757) 688-9191 or 1-800-973-6655. Equifax will then provide you with a salary key.

STEP 3

Next, provide the salary key and the Newport News Company Code to the organization seeking verification.

If the requesting party is already a member verifier of Equifax The Work Number for Everyone, he or she can obtain the requested information by calling the 800-number they have been provided or via the Internet at: <http://www.theworknumber.com>.

If they are not a member, instruct them to call the toll-free number (1-800-367-5690) to obtain the employment verification information. The automated system will prompt them to enter the Newport News Company Code, your social security number and the salary key.

EMPLOYEE RESOURCES

Employee Info Phone Line	1-877-871-2058
NNS Emergency Response	*911 or (757) 380-2222
Security Department	(757) 380-4031
Safety Concerns	
1st Shift	(757) 688-5523
2nd Shift	(757) 880-1157
3rd Shift	(757) 380-4031
Facilities Service Desk	(757) 688-9888
IT Service Desk	757-688-4357 or (8-HELP)
Represented Call – In	(757) 688-9191 or 1-800-973-6655
OpenLine	1-877 631-0020
Business Conduct Officer	(757) 688-2889
HII Benefits Center	1-877-216-3222
NNS Local Benefits Office	(757) 380-2268 or 1-800-442-1108
Workers' Compensation	(757) 380-2647 or 1-800-272-2884
Leave of Absence	1-866-667-5627
HERO	1-855-400-9185
NNS Merchandise and Apparel	NNSSPEARANDGEAR.COM



Company Apps

The following are available for free download in Google Play and Apple App Stores:

- NNS to Go
- NNXPRESS
- HII Discounts
- HII Ethics and Compliance

