



POLICY

No.: B-10

Date: June 2017

Section: **Human Resources**
Unit: **All Units**

Supersedes
No.:

Subject: **Rules of Conduct**

Date:

Employees are expected to conduct the business affairs of the Company using the highest standards of honesty, integrity, ethics, decency, and regard for fellow employees, customers, visitors and Company resources. This policy provides guidance in defining standards of employee behavior, performance and corrective actions, where such behavior is unacceptable.

A. The following types of behavior, performance, or activities shall be cause for termination. The Company may choose to suspend the employee for a period of time if needed to evaluate the information and circumstances. The suspension may be with or without pay. If the employee is terminated after suspension, the period of suspension will be without pay. The suspension may also be without pay if violations of Company or plant rules or policy have occurred, but the Company determines the violation is not serious enough to terminate the employee.

1. Violation of the Company's Workplace Violence Policy.
2. Theft of or deliberate damage to Company assets or assets in possession of the Company.
3. Removal of property from Company premises without proper approval.
4. Unauthorized use or possession of alcoholic beverages, controlled substances, or illegal drugs while on Company property, when representing the Company, or during Company-sponsored activities.
5. Working when under the influence of controlled substances or while having illegal levels of substances in their system.
6. Using, possessing, selling, distributing, purchasing, or offering to buy or sell contraband, controlled substances, or prescription drugs without medical authorization.
7. Criminal activity or repugnant personal conduct.
8. Divulging sensitive business information, plans, trade secrets, confidential data or strategies to competitors or other interested parties without proper authorization.
9. Absence from work for three consecutive workdays without proper notification to management.
10. Willful hampering of production or failure to carry out definite instructions or assignments.
11. Insubordination.

12. Continued unsatisfactory performance resulting from dereliction of duties.
 13. Wrongful conduct (malfeasance) or illegal or improper action (misfeasance).
 14. Falsification of any Company records.
 15. Willful violation of plant rules, security, or safety regulations.
 16. Use of obscene or abusive language in a threatening manner, fighting or interfering with other employees, indecent conduct or "horseplay."
 17. Concealing from management knowledge of theft, damage, or suspected compromise of sensitive business or classified information, trade secrets, or confidential data.
 18. Violations of software patents or licenses which results in legal action against the Company. Making and/or providing unlawful copies of software on Company computers.
 19. Willful violations of government regulations.
- B. The following types of behavior or activities may be cause for severe disciplinary action, possible suspension without pay, disciplinary probation or termination.
1. Careless waste of materials or supplies, or abuse of tools, equipment or facilities.
 2. Punching or filling out the time card of another employee, which is not authorized by management.
 3. Violation of plant rules, security or safety regulations.
 4. Absence from duty station or sleeping on the job.
 5. Failure to carry out instructions and assignments.
 6. Production of defective goods through carelessness or neglect or concealing defective work.
 7. Unauthorized or illegal soliciting, canvassing, or selling.
 8. Discrimination or harassment on account of sex, race, age, religion, national origin, disability, veteran status or (in the case of U. S. citizenship or intending citizenship) citizenship.
 9. Performance which is unsatisfactory resulting from neglect or failure to carry out instructions.
 10. Abuse of employee privileges such as excessive personal use of telephone or office services, providing passwords or access codes to non-employees.
 11. Time theft including excessive tardiness, interfering with other employees' productivity, and unauthorized use of business time for personal business.
- C. The following types of violations or misconduct may be cause for disciplinary action, possible suspension without pay, or disciplinary probation.

1. Excessive absence or tardiness or absence from work area.
2. Failure to report an on-the-job injury.
3. Violations of security and safety rules.
4. Failure to perform work according to production and quality standards established by management.
5. Performance which is marginal or unsatisfactory.
6. Conduct including gambling, sleeping while on duty, impaired ability to perform duties or argumentative or impudent actions.
7. Posting unauthorized notices or tampering with bulletin boards.
8. Unsafe operation of Company or private vehicles.

The listings in A, B, and C are not all inclusive. Other acts of misconduct or unsatisfactory performance may result in disciplinary action, including termination, based solely on management's judgment of the severity. Prior to any disciplinary action, management will conduct a thorough and comprehensive investigation. Any disciplinary action will be based on the results of that investigation.

Repeated misconduct, even of a minor nature, may also result in termination.

Progressive discipline may not always be followed. Serious offenses can result in immediate discharge, suspension, or disciplinary action.

Where State law allows, employees are "employed-at-will." They may choose to leave the Company without cause; and conversely, the Company may choose to terminate any employee without cause. Nothing in the policy manual should be read to alter that basic relationship.

- D. All discipline will be administered without regard to sex, race, color, religion, national origin, age, disability, veteran status or (in the case of U. S. citizenship or intending citizenship) citizenship. Supervisors and department managers will work with human resources to ensure the policy is carried out in a nondiscriminatory manner. All terminations "for cause" or terminations that may result in employment litigation, must be approved by the Business Unit Head of Human Resources or Vice President.

Approved:



Allan MacDonald
Head of Human Resources