**5. 0 RULES OF CONDUCT**

As an employee, you can expect a safe and productive workplace that ensures your ability to succeed and grow with your job.  The rules listed below represent the guidelines and principles that all employees work by at the company.

5.1 Attendance

1. Report for work on time.
2. Call in when absent and when you expect to be late as far in advance of your scheduled starting time as possible. Three consecutive days absence without advising the company will be grounds for dismissal.
3. Remain at work until your shift ends unless you are authorized to leave early.
4. Check on or off duty in the prescribed manner and for yourself only.
5. Unauthorized appearance on the premises of the company while off duty is restricted and your presence must not interfere with the orderly work of others who are on duty.

5.2 Performance of Work

1. Follow instructions received from supervisors. Insubordination will not be tolerated.
2. Use only the machines or equipment to which you are assigned or specifically authorized to operate.
3. Be sure to observe security and smoking regulations in all areas in which you work or visit.
4. Wear suitable clothing for your work and take pride in your neatness and appearance.
5. Cooperate with other employees, thus avoiding delays production and poor service to the public.
6. Avoid damaging company property and the property of others.
7. Report any damaged property or defective work immediately upon discovery.
8. Loafing, sleeping on the job, or intentional restriction of output is prohibited.
9. Misrepresentation of facts or falsification of records is prohibited.

7.3 Safety

1. Work carefully. Observe posted or published regulations.
2. Use safety equipment.
3. Report immediately to your supervisor, accidents or injury sustained on the job.

5.4 Personal Conduct

1. Be courteous and helpful to our customers and visitors.
2. Do not make false or slanderous statements about the company, its employees, or customers.
3. See that your conduct reflects credit upon the company. This includes paying your just debts, thereby avoiding complaint from creditors or garnishment proceedings.
4. Conduct yourself in a moral and decent manner.
5. Consider the welfare of the company and your fellow employees. Perform no act that is detrimental to either.
6. Reporting for or carrying on work while showing any signs of the use of intoxicants, or knowingly permitting another employee to do so, is prohibited. Testing positive for the use of intoxicants is also prohibited.
7. Unauthorized possession or using any intoxicants on company premises at any time, or drinking intoxicants in public while wearing a uniform with company emblem or insignia, is prohibited.
8. Distributing or posting literature on company property, or posting or removing bulletin board notices requires prior authorization of the company.
9. Soliciting, collecting, or accepting contribution on company time requires company authorization.
10. The use of company time, material, or facilities for purposes not directly related to company business, or the removal or borrowing of company property without permission is prohibited. Employees are responsible for the safekeeping of corporate resources with which they have been entrusted.
11. Gambling of any kind on company premises is prohibited.
12. Horseplay, fighting, or scuffling on company premises at any time is prohibited.
13. Behavior that violates the company's Work Environment Policy, even if intended as a joke, is absolutely prohibited and will be grounds for severe corrective action, up to and including termination of employment. This includes, but is not limited to, threatening, intimidating, interfering with, or abusive, demeaning, or violent behavior toward, another employee, contractor, customer, or vendor, while either on or off duty. Behavior that is also hate-related will result in immediate termination of employment, regardless of length of service and prior employment record.
14. Possessing, manufacturing, distributing, dispensing or using in any fashion (including, but not limited to, by injection, inhalation, ingestion, or application) any narcotic, barbiturate, mood-affecting, tranquilizing, or hallucinogenic substance (other than in accordance with medical authorization) in any fashion which affects or could affect judgment, performance, or safety, while either on duty or off duty is prohibited. As required by the Drug Free Work Place Act of 1988 employees must report to their supervisor any convictions under a criminal drug statute for violations occurring on or off Company premises while conducting Company business within five (5) working days after the conviction.
15. Dishonesty of any kind in relations with the company, such as theft or pilferage of company property, the property of other employees or property of others entrusted to the company, or misrepresentation in obtaining employee benefits or privileges, will be grounds for dismissal and, where the facts warrant, prosecution to the fullest extent of the law. Employees charged with a criminal offense, on or off duty, may immediately be withheld from service. Any action constituting a criminal offense, whether committed on duty or off duty, will be grounds for dismissal.
16. An employee may not seek to influence the hiring, transfer, promotion, or discipline of a relative in any way, including inquiries about such actions. Failure to abide by this rule will result in disciplinary action against the employee up to and including termination. If the infraction involves interference in the hiring of a relative, the employee's relative will not be considered for employment.
17. The possession of firearms, explosives, or other weapons on company property, or while attempting to access secured areas, or company property, or knowingly permitting another employee to do so is strictly prohibited. This includes both on and off duty periods.

Violations of any of the Rules of Conduct (listed above) or any of the policies in the  Standards of Business Conduct could be grounds for immediate termination depending on the severity of the incident or offense and the employee's record. When you were hired, you were required to inform the company (on the employment application) of any criminal convictions other than minor traffic offenses. In addition to this initial disclosure, you are also required to advise your supervisor/manager of any criminal convictions, other than minor traffic offenses, that occur while you are an employee. Reporting a conviction will not necessarily result in your termination. The company will review the conviction and make a determination about your continued employment. Failure to report such a conviction, however, can result in corrective action up to and including the termination of your employment with the company.