

## Code of Conduct Policy/Off Duty Conduct

It is important that we all demonstrate a high level of responsibility and act appropriately and professionally in the workplace. The following guidelines, work rules and policies will assist you in understanding our expectations.

Professional conduct and our expectations include:

- Providing excellent customer service
- Being dependable by reporting to work when scheduled and on time
- Following all federal, state, and local laws and regulations
- Performing your job with enthusiasm and meeting the standards for your position
- Valuing diversity and treating everyone with respect
- Presenting a professional, well-groomed image including appropriate attire and hygiene
- Integrity

Other activities may be harmful to the organization. These include, but are not limited to, such things as:

1. Falsification of any employment or other work-related documents
2. Insubordination: refusal to follow directions; disrespect towards management or fellow employees
3. Dishonesty
4. Abuse or destruction of company property, equipment or supplies
5. Absenteeism, tardiness or failure to follow proper call-in procedures
6. Violation of Non-Harassment Policy
7. Fighting, roughhousing, profanity or any other inappropriate conduct on company property
8. Possession, use or sale of alcohol/drugs on company property or coming to work under their influence
9. Working unapproved overtime or working off the clock
10. Violation of health, safety or fire codes
11. Leaving the premises during a scheduled shift without permission
12. Failure to report any injury or accident to management immediately
13. Smoking in non-designated areas
14. Failure to submit medical information concerning physical ability to perform essential job functions
15. All forms of solicitation
16. Possession of weapons on company property
17. All forms of gambling on company property
18. Sleeping on the job
19. Failure to follow timesheet procedures (including work, break and meal times). Signing in or out for another employee or having another employee sign in or out for you
20. Failure to follow procedures
21. Violation of Non-Disclosure agreement
22. Parking outside of designated employee parking
23. Conducting personal business while on company time and/or using company property/equipment for personal business
24. Violation of our dress code
25. Violation of the company expectations regarding professional conduct as stated above
26. Violation of a policy or any work rule as established in the employee manual

## **Off Duty Conduct**

If you are attending a work-related function after hours, whether by your own design or not, you are deemed to be representing our Company. In that case you are subject to the same requirements of professional behavior as if you were attending to regular duties.

In addition, the Company reserves the right to impose corrective action for conduct outside of the workplace, including on social media, where the conduct is such that it:

- Harm our Company's reputation or assets
- Renders you unable to perform your duties satisfactorily
- Leads to refusal, reluctance, or inability of other employees to work with you
- Inhibits the ability of the Company to effectively manage and direct its operations
- Erodes the Companies trust to the point that our relationship is irreparably damaged
- Causes you to be found guilty of a serious breach of the law