

## **PROFESSIONALISM AND STANDARDS OF CONDUCT POLICY**

The Company expects its employees to demonstrate the highest value and professionalism. Employees are expected to take responsibility for assuring that their judgment, loyalty, conduct, language, discussion, content, teamwork, flexibility, integrity, and job performance are of the highest quality while on the job. Employees must maintain a positive attitude with coworkers and supervisors. It is the responsibility of each employee to show respect to all supervisors, coworkers, customers, and vendors. Discourtesy and disrespect towards any other employee, refusal to comply with rules, orders, instructions, or any such conduct which undermines managerial authority or disrupts other employees from carrying out Company directives, are prohibited acts and grounds for disciplinary action, including termination.

Listed below are some of the types of behavior and conduct the Company considers inappropriate. By engaging in this conduct, an employee invites disciplinary action, up to and including termination of employment without prior warning, at the discretion of the Company. The employment relationship is "at-will" and may be terminated by the employee or the Company for any reason without prior warning. This list contains examples and is not all-inclusive:

- Falsifying records.
- Engaging in fraud.
- Removing employer property from the premises without authorization.
- Stealing or attempting to steal employer or employee property.
- Being habitually tardy or absent.
- Engaging in poor timekeeping.
- Fighting on employer property at any time.
- Being under the influence of intoxicating substances on employer property at any time.
- Being insubordinate.
- Using or abusing employer time, property, materials, or equipment without authorization.
- Gambling on employer premises at any time.
- Sleeping on the job.
- Using offensive or profane language on company premises.
- Bringing dangerous or unauthorized weapons onto employer premises.
- Being absent from work without authorization during scheduled work hours.
- Defacing employer property.
- Engaging in criminal activity.
- Violating or abusing employer policies.
- Neglecting job duties.

- Bringing the organization into serious disrepute.

The Company may consider an employee's job performance, prior violation of work rules, and other relevant circumstances in determining whether to counsel, warn, suspend, or discharge an employee. It is up to the employee's supervisor and the company's management to decide whether corrective action, up to and including dismissal, is appropriate. This policy is not intended to restrict communications or actions protected or required by state or federal law.