

Employee Misconduct

There are certain minimal standards, which must be adhered to by all employees of the Company in order to maintain and operate a safe and efficient business. Therefore, the Company will not tolerate any form of misconduct by employees, and any employee found to have engaged in misconduct will be subject to appropriate disciplinary action, including immediate termination.

The types of misconduct which the company prohibits include, but are not limited to, the following:

1. Theft or dishonesty
2. Immoral indecent or disorderly conduct
3. Falsifying records
4. Excessive absenteeism/tardiness
5. Insubordination or disobedience
6. Bringing intoxicants, alcoholic beverages or illegal drugs onto worksites, including parking lots; or drinking alcoholic beverage or consuming illegal drugs on the job; or reporting for work with any detectable amount of alcohol or drugs present in one's body
7. Assault or threats
8. Willful destruction or abuse of property or equipment belonging to the Company, other employees or others on the premises of the Company
9. Disobeying federal, state, or local safety rules or regulations
10. Gambling, fighting, or horseplay at work
11. The use of abusive or threatening language or action against fellow employees or others at the worksites
12. The use of equipment or supplies of the Company on or off the job without proper authorization
13. Violation of any provision of the personnel policies
14. Conviction of a crime
15. Unauthorized access, disclosure, or distribution of company records, documents, or information.

The above list of inappropriate conduct is illustrative only and is not intended to be an exclusive list of misconduct, which may warrant immediate termination or other forms of discipline, nor is this section intended to restrict the Company's right to terminate an employee for any lawful reason at its sole discretion.