

## Employee Conduct

In order to provide you with some guidelines concerning what is expected of you, some guidelines are listed below. Each Company employee is expected to:

- Read and follow the policies and procedures established in this handbook and other Company manuals, policies or management memos;
- Perform duties as assigned by management. There is no such thing as "It's not my job." Doing whatever is necessary to meet Company needs is everyone's job;
- Take ownership of your responsibility and be held accountable for your own actions and assigned tasks;
- Always conduct yourself in a professional manner;
- Dress appropriately for the job;
- Be on time for meetings and appointments, meet schedules and deadlines set by your immediate supervisor, and deliver work product by assigned due dates or deadlines;
- Maintain assigned work areas in a clean and orderly fashion;
- Immediately report any problems, safety concerns or policy violations to management;
- Produce quality work with minimal errors;
- Meet production goals or standards as set by management;
- Be honest, truthful and maintain the highest standards of integrity; and
- Comply with all laws and regulations.

If you have any questions concerning the legality or propriety of any course of conduct, you must seek guidance from Human Resources. If the illegal or improper conduct involves Human Resources or if Human Resources fails to respond appropriately to any report of illegal or improper conduct, you should report it to the VP of Compliance and General Counsel.