

## Standards of Conduct Policy

We expect all employees to approach tasks in a professional manner, follow all Company policies, maintain a positive attitude, and strive to do their best work. As it is not possible to list all behavior that is unacceptable in the workplace, the examples below are not the only workplace infractions which may result in disciplinary action and/or termination:

- Theft of time or property or unexplainable loss of property under your control
- Unauthorized use of Company funds, vehicles, or equipment
- Falsification of Company records or other dishonesty, including falsifying time records or expense reports
- Insubordination
- Abuse or deliberate destruction of Company property or the property of others
- Disclosing or removing Confidential Information from the premises, as defined herein
- Loafing or loitering while on Company time
- Violating any applicable law, rule or regulation issued by any government or governmental agency
- Failure to follow safety rules or protocols
- Making false and malicious statements about any co-worker, member of management or the Company
- Failure to comply with all Company policies and procedures, whether documented in the Employee Handbook or not.

None of the foregoing prohibitions are intended to infringe on any rights granted to statutory employees by the National Labor Relations Act.