

Use Company Property Responsibly And Only With Permission

All Company property should be used properly and maintained in good working order. Employees are expected to follow all operating instructions, safety standards and guidelines. If you find property missing or damaged, report it to your supervisor immediately. Unsafe, destructive, careless, negligent, or improper use of Company property may result in disciplinary action, including termination. Employees are not permitted to use Company equipment for personal purposes unrelated to Company business. Non-Company issued stickers or items shall not be displayed on Company property. These items include, but are not limited to, slogans, political statements, flyers, magnetic stickers, dolls, stuffed animals, toys and drawings.