

Why Work Rules?

It is the company's belief that employees have a natural inclination to achieve high performance when provided clear expectations. In the event that employee performance and behavior falls short of these expectations, a corrective action process will be initiated with the goal of aligning performance and behavior with expectations.

Introduction

Listed below are behaviors that constitute cause for corrective action, up to and including immediate discharge, depending on the seriousness of the situation. Entry into the corrective action process followed by subsequent violations of any type will result in an escalation of the corrective action process based on the severity of subsequent infractions.

Rules cannot be provided to cover every situation; therefore, this list is not all inclusive and corrective action will be taken for any misconduct not included in this list. The

company reserves the right to amend or modify the list as appropriate.

The rules enclosed herein are typical examples of violations of reasonable standards of conduct and expectations:

Violations marked with an (*) will result in immediate termination unless there are significant mitigating circumstances.

Work Rules

- Putting oneself or others in danger*
- Failing to follow safety/security practices and guidelines
- Possession or use of a weapon on company property except guns in compliance with the Guns in Locked Vehicles Policy*
- Sabotage*
- Sale / possession of illegal drugs, alcohol or a controlled substance without a prescription*
- Working under the influence of illegal drugs, alcohol or a controlled substance without a prescription
- Theft*
- Falsification (verbal, written, or electronic), including making false statements about the company or our employees*
- Treatment of Others / Code of Conduct violation
- Not cooperating in Company investigations
- Failure to comply with Company policies
- Sleeping*
- Use of any tobacco in the facility
- Insubordination, including failure to comply with instructions
- Deliberate slowdown or restriction of production*