

CODE OF CONDUCT

The Company and the Union agree that acts or omissions, including but not limited to the following illustrative but not all-inclusive list, constitute cause for discipline :

- Unsatisfactory job performance; failure to meet reasonable expectations of job requirements.
- Falsification of employment records, employment information or other Company records and giving false statements or information during the course of a Company initiated investigation.
- Recording the work time of another employee or the falsification of any timecard/timesheet.
- Theft, deliberate or careless damage or destruction of any Company property or the property of any employee or customer or other person.
- Unauthorized removal of Company property or borrowing of Company property.
- Damaging or defacing Company property, including writing of graffiti on Company property.
- Unauthorized personal use of a Company vehicle, equipment, tools, time, materials, or facilities.
- Provoking a fight, fighting or engaging in any form of workplace violence, discrimination, harassment or retaliation during working hours and/or on Company property or while engaged in Company business off premises.
- Carrying firearms or any other dangerous weapons while at work and/or on Company premises at any time or while engaged in Company business off premises.
- Distribution, sale, use, and being under the influence of alcohol, illegal drugs and other intoxicants, and abuse of prescription drugs, while on Company premises and/or during working hours or while on Company business.
- Engaging in and/or being convicted of a criminal act or illegal conduct, whether or not related to job duties.
- Insubordination, including but not limited to failure or refusal to obey the direction or instructions of a supervisor or member of management, or the use of abusive or threatening

language toward a supervisor or member of management.

- Inappropriate behavior, to include threatening another and/or using abusive language at any time while at work and/or on Company premises, or when conducting Company business off premises.
- Failure to notify a supervisor when unable to report to work.
- Excessive absenteeism or tardiness.
- Sleeping while on duty.
- Unreported absence from scheduled workdays.
- Failure to obtain permission to leave work for any reason during normal working hours.
- Working overtime without authorization or refusing to work assigned overtime.
- Failure to comply with the Company's uniform, protective clothing and personal protective equipment requirements.
- Violation of any safety, health, environmental compliance, security or operational policies, rules or procedures.
- Unauthorized solicitation during work time and unauthorized distribution during work time or in work areas.
- Committing a fraudulent act or a breach of trust, under any circumstances.
- Dishonesty.
- Breach of Confidentiality.
- Harassment of any kind, including harassment based on race, gender, ethnicity, national origin, religion, age, disability, or any other protected characteristic.

- Discrimination of any kind, including discrimination based on race, gender, ethnicity, national origin, religion, age, disability or any other protected characteristic.
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- Retaliation of any kind against an employee because the employee made a claim of discrimination, retaliation or other wrongful acts against the other employee.

- Intimidating or interfering with the rights of any employee or guest.

- Any gross misconduct that has an adverse effect on production or the work environment.
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- Publication of maliciously false or disloyal statements about the Company, its representatives, or other employees.

- Smoking where prohibited.