



Office Employee Handbook

## Section 11

# Standards of Conduct

### Disciplinary Policies

Tempco's disciplinary policies and work practices have been established by management to govern the behavior and conduct of its employees in order to provide the means by which to manage the Company and to protect the employees and the Company, thus providing a safe, pleasant and productive work environment.

An employee who commits an act that is offensive to the rules of common sense or decency, or which violates a Company policy or rule, will be subject to discipline. The basic purpose of discipline is to provide correction so that the employee can improve his or her performance or conduct, unless the Company believes that, under the circumstances, the employment relationship should not be continued.

The stages for disciplinary action may include the following steps:

- **First Offense** — A verbal warning with written notice to the employee's personnel file.
- **Second Offense** — A discussion with the employee and a written notice to the employee's personnel file.
- **Third Offense** — A suspension without pay for two days and a written notice to the employee's personnel file.
- **Fourth Offense** — Grounds for termination of employment.

Depending upon the nature of the violation and the surrounding circumstances including, but not limited to, the employee's past work record and past conduct, one or more steps of the progressive discipline system may be repeated or skipped. Accordingly, because all employee's employment with Tempco is at-will, Tempco reserves the right to terminate the employment of any employee at any time without prior notice, and in some circumstances, termination for the first offense may result.

All violations of Company policies, procedures and rules will be documented in writing and must be signed by the employee and his or her immediate supervisor. The employee will receive a copy of the written warning and the original will be placed in his or her personnel file.

## Standards of Conduct

### Unacceptable Behavior

Failure to follow any of the rules listed below may subject an employee to disciplinary action up to and including termination. These rules are not intended to be all-inclusive, and the Company reserves the right to discipline or discharge an employee for any reason not included herein:

1. Falsification of any Company document, including any job application, time record, reports pertaining to absence from work, claims pertaining to injuries occurring on Company premises, claims for benefits provided by the Company, communications or records including personnel and/or production records and any other Company-related reports.
2. Providing false information to any supervisor, member of management or human resources official, or otherwise engaging in any act of deceit or fraud.
3. Giving false fire alarms, or causing false fire alarms to be given, or tampering with plant protection equipment.
4. Sabotage or subversive activity of any kind.
5. Misusing, destroying, or stealing company property or another person's property.
6. Engaging in workplace violence, threats of violence, fighting, horseplay, or malicious pranks. This includes unauthorized possession or use of weapons or explosives on Company premises.
7. Violation of any Company policy regarding the use, abuse, possession, sale, and manufacturing of drugs, controlled substances, and/or alcohol.
8. Striking another person (whether employee, supervisor or manager) or fighting while on Company time or Company premises at any time.
9. Theft of any Company, customer or other employee's property on Company premises or at any time.
10. Willful abuse or deliberate destruction of Company property, tools or equipment, or of any property on Company premises at any time.
11. Insubordination — a willful and deliberate refusal to follow reasonable orders given by a supervisor or a member of management.
12. Violation of the Company's equal employment opportunity policy or sexual harassment policy.
13. Committing an illegal act while on Company property, regardless of whether the act was committed during the employee's shift.
14. Altering any employee time record regardless of whether it is the employee's own record or that of another employee.
15. Intentionally using the I.D. badge of another employee or having another employee use your I.D. badge.
16. Using or abusing employer time, property, materials, or equipment without authorization.
17. Conviction of a crime where there is a substantial relationship between the crime committed and the position for which the individual is employed, or whether continuing employment in light of the conviction would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.
18. Reporting for work or entering the plant under the influence of, or when suffering from the adverse effects from the consumption of alcohol or any illegal drug.
19. Threatening, intimidating, coercing or interfering with any person on Company premises at any time.
20. Sleeping on the job or otherwise wasting Company time.
21. Sleeping at your desk at any time.
22. Altering, defacing or removing governmental or Company notices and bulletins that are posted on the Company bulletin board.
23. Gaining unauthorized access to Company records and files whether they are locked or otherwise secured.
24. Handling or operating machines, tools or equipment that do not come within the employee's authority. Careless or negligent use of Company owned tools or equipment.

(continued)

**Unacceptable Behavior (continued)**

25. Failure to immediately report any job-related injury or accident to management.
26. Unauthorized leave from the work area during work schedule exceeding the time allowed for scheduled break and lunch period.
27. Unauthorized manufacture of products for personal use (including sale or gifts).
28. Unauthorized distribution of literature in the work area or posting on Company property.
29. Distraction of other employees, or causing confusion by unnecessary shouting, catcalls, whistling or demonstrating while on Company premises.
30. Engaging in horseplay, practical jokes, gambling, selling merchandise or general loitering while on Company property. This applies to non-shift time as well as shift time.
31. Having non-employees on Company property at any time without authorized permission.
32. Using profane language on Company property, which in management's opinion is offensive to guests and to other employees.
33. Running, traveling, or operating a motor vehicle in an unsafe manner on Company premises, including the Company parking lot.
34. Failing to obey warning signals.
35. Communicating Tempco's confidential information to unauthorized persons.
36. Changing a schedule or trading hours with another employee without the prior approval of your supervisor or manager.
37. Habitual tardiness and/or absenteeism.
38. Defacing, soiling, or using graffiti on bathroom walls or any other Company property.
39. Intentional damage to any automobile on Company property.
40. Violation of any safety rule, practice, or procedure.

**Summary**

All of these policies can easily be summed up by saying that as an employee of Tempco you can be assured that we want to work with you to help you become the best you can be. We intend to treat you with respect, and we expect you to treat your fellow employees and our management team with the same spirit of cooperation and respect

If you have any questions or comments about anything contained in this Employee Handbook, please feel free to discuss the matter with your supervisor or the Human Resources Department.

**Remember, when in doubt, just ask!**