## PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the Company. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the Company.

* Falsification of employment records, employment information, or other Company records.
* Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsi­fication of any time card, either your own or another's.
* Theft, deliberate or careless damage of any Company property or the property of any employee or customer.
* Provoking a fight or fighting during working hours or on Company property.
* Participating in horseplay or practical jokes on Company time or on Company premises.
* Carrying firearms or any other dangerous weapons on Company premises at any time.
* Consuming, possessing, or being under the influence of alcohol and/or illegal drugs during working hours or at any time on Company property.
* Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
* Unreported absence of three or more scheduled workdays.
* Unauthorized use of Company equipment, time, materials, facilities, or the Company name.
* Sleeping or malingering on the job.
* Failure to observe working schedules, including the required rest and meal periods.
* Engaging in criminal conduct whether or not related to job performance.
* Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee solicited.
* Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include your meal and break periods.)
* Failure to timely notify your supervisor when you are unable to report to work.
* Failure of a nonexempt employee to obtain permission to leave work for any reason during normal working hours.
* Abuse of sick leave or taking a leave of absence under false pretenses.
* Making or accepting personal telephone calls during working hours except in emergencies.
* Failure to provide a physician's certificate when requested or required to do so.
* Wearing extreme, unprofessional or inappropriate styles of dress or hair while working.
* Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Prohibited Harassment and Equal Employment Opportunity policy; or using profane or abusive language at any time on Company premises.
* Violation of any safety, health, security or Company rule.
* Working overtime without authorization or refusing to work assigned overtime.