

File

RULES GOVERNING EMPLOYEE CONDUCT
AND
CONTRABAND MATERIALS ON PLANT PREMISES

In order to protect employees and the Company, the following regulations are established. Employee actions contrary to these regulations will subject the employee to disciplinary action, including dismissal. In all cases where rules have been broken, the facts and merits of the case will be given serious consideration by Management before disciplinary action is taken.

It is not intended that these rules cover all causes for disciplinary action up to, and including, dismissal; they are intended, however, to cover infractions which are obviously contrary to the best interests of all concerned.

Any one of the following acts is cause for disciplinary action which could include dismissal:

1. Unsatisfactory Safety Performance.
2. Unsatisfactory Job Performance.
3. Falsification of Records.
4. Wilfully abusing Company property, stealing, or committing dishonest acts.
5. Engaging in a fight on Plant property, or in activity that could provoke fighting.
6. Bringing weapons, intoxicants, illicit drugs or narcotics on Company property.
7. Bringing "strike anywhere" matches on the Plant, or having any type of match, cigarette lighter or flame-producing device in restricted areas.
8. Reporting for work under the influence of drugs or intoxicants.
9. Insubordination or deliberate refusal to comply with reasonable requests or instructions.
10. Unexcused absences or unsatisfactory attendance.
11. Immoral acts on the Plant.
12. Being away from the job without permission.
13. Acts of "horseplay" on Plant property.
14. Using or divulging, without permission, any confidential information acquired through employment with the Company.
15. Gambling on Plant property. | (Note: This means gambling with dice, cards, lotteries, punchboards, the matching of coins, or other gambling for monetary gain. It also means acting as an agent for the purpose of collecting or paying off bets for personal gain or for an outside agency. It does not mean friendly matching for Coca-Cola, coffee, or other such items, but time is not to be spent away from the job, nor is Company equipment to be used in promoting pools.)
16. Offering any item for sale or soliciting for purchases of such items without express permission of Management.

I HAVE REVIEWED THE ABOVE RULES AND UNDERSTAND THEIR MEANING.

Signed: _____

Payroll No. _____

Date: _____