



Employee Ethics Code and Standards of Conduct

- 1.1 Ethics Code. The Company will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duties to the Company. Employees are expected to exercise sound judgment in the performance of their work responsibilities and practice professional behavior that is consistent with Company policies in all interactions affecting other employees, the workplace and outside business communities.
- 1.2 Standards of Conduct. The Company expects an employee's conduct and performance to conform to general standards of good conduct, professionalism, and business ethics; the requirements of his or her job; published and common sense health and safety rules and practices; and applicable federal, state and local laws, rules, and regulations. There are certain, fairly obvious types of conduct which are unacceptable, and which will subject an employee to disciplinary action, up to and including discharge. The following, *non-exhaustive* list of such conduct is offered for the guidance of employees:
- (a) Violation of the policies and procedures set forth in this Handbook or failing to follow any of the Company policies, rules, or managerial instructions.
 - (b) Theft or unauthorized possession of Company property or the property of fellow employees or customers, regardless of value.
 - (c) Provoking or engaging in a fight or threatening harm to others while on duty or on Company property, or engaging in other conduct that violates the Company's Workplace Violence Policy.
 - (d) Engaging in abusive, discourteous or profane language or conduct while on duty or on Company property.
 - (e) Insubordination, including failure or refusal to promptly carry out the orders or instructions of a manager. (Note: This includes the failure or refusal to work overtime required by the Company.)
 - (f) Acts of dishonesty, including falsification or alteration of attendance records, time records or other employment-related documents.
 - (g) Gambling in any form while on duty or on Company property.
 - (h) Misrepresentation or omission of material facts on an employment application, resume or other document used to secure or retain employment with the Company.
 - (i) Manufacturing, distributing, dispensing, selling, possessing, using, being impaired by or under the influence of alcohol or illegal drugs while on duty or on Company property.
 - (j) Failing to submit to or cooperate fully in searches for contraband (including, but not limited to, drugs or alcohol, drug paraphernalia, and stolen goods or materials) or related investigations.
 - (k) Using or possessing firearms, explosives or other dangerous weapons while on duty or on Company property (subject to the express limitation for Texas employees only, for securely storing firearms or ammunition in a locked, privately owned motor vehicle in the Company's parking lot).



- (l) Committing any criminal offense while on duty or on Company property, or which otherwise may adversely affect the employee's work or work relationships or the Company's business or reputation.
- (m) Violating the Company's policy or rules regarding attendance and punctuality.
- (n) Failing to provide adequate and acceptable verification of illness or injury, or substantiating documentation for absences due to other reasons, or failing to submit to examination by Company-designated doctors, when required by the Company.
- (o) Engaging in unlawful discrimination, harassment, retaliation or other conduct that violates the Company's Equal Employment Opportunity and prohibition of unlawful harassment policy.
- (p) Using working time for personal matters, except as approved.
- (q) Unauthorized or excessive use of the Company's telephones, equipment or supplies.
- (r) Poor workmanship, substandard productivity or unsatisfactory work performance.
- (s) Damaging or improperly using, caring for or maintaining Company property, including tools, equipment, machinery, databases or software.
- (t) Exceeding time limits on rest or meal breaks, or taking rest or meal breaks at other than designated times, without proper authorization.
- (u) Stopping or leaving work before the end of a scheduled work period without proper authorization.
- (v) Sleeping, loafing or wasting time during a scheduled work period.
- (w) Interfering with other employees on the job.
- (x) Posting materials on the Company's bulletin board without proper authorization, or defacing, marking, damaging, destroying or removing materials posted by the Company.
- (y) Failing to observe any of the Company's safety policies or rules or engaging in other unsafe or unhealthy conduct. (Note: This includes removing, bypassing or otherwise altering safety guards or devices.)
- (z) Violating the Company's No Smoking policy.
- (aa) Unauthorized examination use or disclosure of Company records or confidential, trade secret, or proprietary information.
- (bb) Violating the Company's policy regarding business ethics/conflicts of interest.
- (cc) Misrepresentation regarding a leave of absence, or obtaining other employment during a leave of absence without proper authorization from the Company.
- (dd) Bringing or allowing visitors on Company property without proper authorization, and other violations of the Company's policy on security/visitors.

Nothing in this section is intended to limit your rights under the NLRA, or to modify the at-will employment status where at-will is not prohibited by state law.