### WORK RULES

Your cooperation in observing the following work rules is a job requirement. Employees violating these rules may be subject to disciplinary action up to and including termination.

The following are all prohibited:

* Misrepresentation or omission of facts in seeking employment
* Clocking or altering the timecard of another employee
* Making or permitting a false or untrue record relating to any material or work
* Defacing, damaging, or destroying property of the company or of another employee
* Interfering with, obstruction of, or otherwise hindering the production or work performance of another employee
* Engaging in horseplay, running, scuffling, or throwing objects on company property
* Originating or spreading false statements concerning employees or the company
* Assisting any person to gain unauthorized entrance to or exit from any portion of the company's premises
* Fighting or causing bodily injury to another
* Immoral or indecent conduct
* Leaving work area without permission, wasting time, loitering, or sleeping during working hours
* Refusal to accept or follow orders or directions from proper authority or any other form of insubordination
* Bringing in, possession, use, transfer. or sale of or reporting to work or working under the influence of intoxicants or illegal drugs on company property or premises or while on company business
* Abusing company equipment or property or using any piece of equipment or property without being authorized to do so
* Repeated tardiness or absence; failure to report to work without satisfactory reason
* Theft, pilferage, or unauthorized removal of property of the company or others
* Smoking in areas where it is prohibited
* Possession of firearms, other weapons, or explosives while on company premises or vehicles, or on company business
* Failure to meet quality or quantity requirements
* Inefficiency or lack of application of effort on the job
* Abusive, threatening, or intimidating language or conduct to any supervisor, co-worker, customer, visitor, vendor, client
* Contributing to unsanitary conditions
* Use of company facilities after normal working hours without authorization
* Violations of company policy on equal opportunity and non-discrimination
* Violations of company policy prohibiting harassment in any form
* Gambling on company property
* Refusal to perform work assigned by a supervisor
* Refusal to wear designated safety equipment
* Failure to follow safety rules
* Failure to report work-related accidents
* Intimidating or threatening coworkers or customers
* Abuse of work time including extended break periods is prohibited