

CODE OF CONDUCT PROHIBITED ACTIVITIES/ACTIONS:

1. Excessive or habitual tardiness or absenteeism
2. Immoral conduct or indecency
3. Abusive or profane language
4. Insubordination, including failure to comply with any work assignment or instruction given by the President, representative, or supervisor of RFM with authority to do so
5. Willful or deliberate abuse, destruction, or theft of company property
6. Fighting, disorderly conduct or any other behavior which is dangerous or disruptive
7. Sleeping while on duty
8. Harassing, threatening, or intimidating other employees
9. Making false or malicious statements concerning other employees
10. Bringing onto company premises, or possessing or drinking alcoholic beverages on the premises or reporting for work under the influence of alcoholic beverages
11. Bringing onto company premises, or possessing, selling, or using narcotics on the premises or reporting for work under the influence of narcotics
12. Bringing onto the premises, possessing, selling, or using scheduled prescription drugs, not prescribed to the employee who possesses them, or reporting for work under the influence of such drugs
13. Bringing onto company premises, possessing, selling, or using illegal drugs on the premises; reporting for work under the influence of illegal drugs
14. Possession of or carrying any kind of weapon while on company premises
15. Careless operation of equipment and machinery
16. Failure to exercise good judgment, or being discourteous in dealing with fellow employees or the public
17. Conviction for commission of a crime or other conduct which may serve to damage the reputation of company
18. Unauthorized use of company funds, equipment, vehicles, or property
19. Speeding, reckless driving or other traffic violations committed while on company property or while on company business or while driving a company vehicle.
20. Destruction, damage, or theft of property belonging to the company, a customer, visitor, or other employee
21. Interference with the work performance of other employees
22. Clocking in or out another employee, allowing another employee to clock you in or out, or falsifying or altering a time record in any way
23. Contributing to or creating unsanitary or poor working conditions

The disciplinary procedures which the company, at its sole discretion, may impose for violation of general work rules, company policy, company safety policy and programs or other policies, procedures and/or programs shall include verbal warnings, written reprimands, suspensions, probation, and/or termination. Depending on the circumstances of the disciplinary event, and other factors such as previous disciplinary history, severity, etc., the company may, in its sole discretion, impose any disciplinary action it deems appropriate, at any stage in the process.