



CODE OF CONDUCT PROHIBITED ACTIVITIES AND ACTIONS

1. Excessive tardiness, absenteeism, or time away from assigned work duties.
2. Immoral conduct or indecency.
3. Abusive language.
4. Insubordination, including failure to comply with any work assignment or instruction given by the President, representative, supervisor, or employee of RFM with authority to do so.
5. Not informing supervisor of time away from assigned duties that will be over 15 minutes.
6. Willful or deliberate abuse, destruction, or theft of company property.
7. Fighting, disorderly conduct or any other behavior which is dangerous or disruptive.
8. Sleeping while on duty.
9. Harassing, threatening, or intimidating other employees, including on social media.
10. Making false or malicious statements concerning RFM or its employees, including on social media.
11. Bringing onto company premises or possessing or drinking alcoholic beverages on the premises or reporting for work under the influence of alcoholic beverages.
12. Bringing onto company premises, or possessing, selling, or using narcotics on the premises or reporting for work under the influence of narcotics.
13. 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.
14. Bringing onto company premises, possessing, selling, or using illegal drugs on the premises; reporting for work under the influence of illegal drugs.
15. Openly carrying any kind of weapon while on company premises.
16. Threatening anyone with a weapon.
17. Careless operation of equipment and machinery.
18. Failure to exercise good judgment or being discourteous in dealing with fellow employees or the public, verbally, physically, or on social media.
19. Conviction for commission of a crime or other conduct which may serve to damage the reputation of company.
20. Unauthorized use of company funds, equipment, vehicles, or property.
21. Speeding, reckless driving or other traffic violations committed while on company property or while on company business or while driving a company vehicle.
22. Destruction, damage, or theft of property belonging to the company, a customer, visitor, or other employee.
23. Interference with the work performance of other employees.
24. Clocking in or out another employee, allowing another employee to clock you in or out, or falsifying or altering a time record.
25. Contributing to or creating unsanitary or poor working conditions.
26. Abuse of cellphone, computer, internet, inappropriate photo sharing, or any other company policy.

The purpose of the work rules is to provide guidelines to the employee regarding acceptable and unacceptable behavior and job performance. Information contained in this section is not intended to be, nor is it, all-inclusive. Further, the company can take disciplinary action in any form, including termination, at any step in the process, at the company's discretion.