

RULES AND REGULATIONS

Standard of Conduct

Southam and Associates | Ram Exteriors | Uneeke Manufacturing has adopted a Standard of Conduct for all employees in an effort to help foster and maintain good working relationships, promote responsibility, and encourage self-development. Employees can avoid friction, misunderstandings, and disciplinary action by avoiding thoughtless or wrongful acts by following these principles:

1. Demonstrate awareness, diligence, and efficiency for completing job duties, tasks, and responsibilities at work.
2. Abstain from negative behaviors such as the willful refusal to perform work as directed (insubordination).
3. Attentive observation of safety regulations.
4. Practice good housekeeping habits.
5. Immediately report on-the-job injuries or unsafe conditions.
6. Avoid unexcused or excessive absences or tardiness.
7. Notify supervisor or manager within one hour after the scheduled start time on each day of absence.
8. Willingness and ability to work in harmony with others. Show courtesy, respect, and support toward fellow coworkers.
9. Refrain from horseplay, fighting, threatening, intimidating, or coercing others on company premises or job site.
10. Disrespectful, vulgar, or offensive language is not permitted in any circumstance.
11. Do not bring unauthorized weapons, firearms, or explosives on company premises. Respect others by avoiding actions considered as harassment or discrimination against another individual.
12. Be prepared for work by wearing job appropriate clothing and by bringing necessary tools for the job. Obtain prior permission to leave work early such as before quitting time, lunch break, or at the end of the day.
13. Keep working environment sanitary and use the provided toilet facilities.
14. Abide by all other commonly accepted reasonable rules of responsible personal conduct.

(Note: This is not an all-inclusive list of Standards of Conduct)