# CONNER Employee GuideBook

\*\*Includes:\*\* Code of Conduct, Rules and Regulations, Expectations, Keywords Terms and Definitions, Training Material, Conditions of Employment, and Other Useful Information

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**## Introduction**

**\*\*Motto themes and slogans:\*\***

- Doing it right the 1st time

- Quality assurance

**\*\*Congratulations and Welcome!\*\***

Thank you for your interest in working with us and becoming part of our team. We would like to take the opportunity to invest in you not only as an employee but as an individual. During your time here at CONNER, we aim to train, teach, and develop our employees into leaders. No matter the length of time employed with us, we aspire to pave it forward and help forge future leaders.

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**## Employment Information**

**### Employment at Will**

\*\*EMPLOYMENT at CONNER\*\* is on an AT-WILL BASIS, meaning either the EMPLOYEE or the COMPANY may TERMINATE the EMPLOYMENT RELATIONSHIP at any time, with or without CAUSE or NOTICE.

**### Equal Opportunity Statement**

CONNER is an EQUAL OPPORTUNITY EMPLOYER. We do not DISCRIMINATE on the basis of RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, or any other PROTECTED CHARACTERISTIC as established by LAW.

**### Work Authorization**

All EMPLOYEES must be legally AUTHORIZED to WORK in the UNITED STATES. Verification of ELIGIBILITY to WORK is required by LAW and must be confirmed through the completion of FORM I-9.

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**## Policies**

**### Anti-Harassment Policy**

CONNER is committed to maintaining a WORK ENVIRONMENT that is FREE FROM HARASSMENT. HARASSMENT in any form, including SEXUAL HARASSMENT, is strictly PROHIBITED. EMPLOYEES are encouraged to report any incidents of HARASSMENT to their SUPERVISOR or HR DEPARTMENT.

**### Rules and Regulations**

**#### General Conduct**

- \*\*Professional Behavior:\*\* Employees are expected to maintain a professional demeanor at all times, including treating colleagues, clients, and the public with respect and courtesy.

- \*\*Dress Code:\*\* Employees must adhere to the company dress code, which includes wearing appropriate personal protective equipment (PPE) such as long pants, safety boots, gloves, and safety glasses.

- \*\*Work Environment:\*\* Maintain a clean and organized work area. Dispose of waste materials properly and keep tools and equipment in good working order.

**#### Attendance and Punctuality**

- \*\*Attendance:\*\* Employees are expected to report to work on time and notify their supervisor in advance if they are unable to work.

- \*\*Tardiness:\*\* Repeated unexcused tardiness may result in disciplinary action. Employees must inform their supervisor as soon as possible if they are running late.

- \*\*Absence:\*\* If an employee is unable to report to work, they must notify their supervisor as soon as possible, preferably at least one hour before the start of their shift.

**#### Use of Company Property**

- \*\*Equipment and Tools:\*\* Employees are responsible for the proper use and care of company equipment and tools. Any damage or malfunction should be reported to a supervisor immediately.

- \*\*Vehicles:\*\* Company vehicles should be used for work-related purposes only. Employees must have a valid driver's license and follow all traffic laws when operating a company vehicle.

**#### Internet and Email Usage**

- \*\*Business Purposes:\*\* Internet and email access provided by CONNER are to be used for business purposes only. Unauthorized or inappropriate use may result in disciplinary action.

- \*\*Confidentiality:\*\* Employees must not share confidential company information through email or other online platforms.

**#### Drug and Alcohol Policy**

- \*\*Prohibited Substances:\*\* The use, possession, or distribution of illegal drugs or alcohol on company premises or while performing work duties is strictly prohibited.

- \*\*Drug Testing:\*\* Employees may be subject to random drug testing. Failure to comply with testing or testing positive for prohibited substances may result in disciplinary action, up to and including termination.

**#### Safety and Health**

- \*\*Safety Protocols:\*\* Employees must adhere to all safety protocols and procedures, including wearing appropriate PPE and attending safety training sessions and drills.

- \*\*Accident Reporting:\*\* Any accidents, injuries, or unsafe conditions must be reported to a supervisor immediately. Failure to report incidents in a timely manner may result in disciplinary action.

**#### Personal Conduct**

- \*\*Conflict of Interest:\*\* Employees must avoid any activities or relationships that could create a conflict of interest with their duties at CONNER.

- \*\*Use of Personal Devices:\*\* Personal devices should not be used during work hours, except for emergencies or work-related purposes with supervisor approval.

**### Disciplinary Action**

- \*\*Verbal Warnings:\*\* Issued for minor infractions as the first step in the disciplinary process.

- \*\*Written Warnings:\*\* Given for repeated or more serious infractions. A copy of the written warning will be placed in the employee's personnel file.

- \*\*Suspension:\*\* Temporary removal from duties for serious infractions or continued non-compliance with company policies. The duration of the suspension will be determined based on the severity of the infraction.

- \*\*Termination:\*\* The final step for severe or repeated violations of company policies. Employment will be terminated with a detailed record of the infractions leading to this decision.

**### Results of an Infraction**

- \*\*First Infraction:\*\* Typically results in a verbal warning. The supervisor will discuss the issue with the employee to ensure understanding and document the discussion.

- \*\*Second Infraction:\*\* Results in a written warning, outlining the nature of the infraction and the required corrective action. The employee must acknowledge receipt of the warning. Failure to do so may result in termination.

- \*\*Third Infraction:\*\* May lead to suspension without pay. The length of suspension will depend on the severity of the infraction. A plan for improvement will be developed and agreed upon.

- \*\*Fourth Infraction:\*\* If infractions continue, termination of employment may be considered. This decision will be reviewed and approved by senior management and HR.

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**## Code of Conduct and General Expectations**

**### Professionalism**

Employees are expected to exhibit professionalism in all aspects of their work. This includes punctuality, courtesy, and maintaining a positive attitude.

**### Respect**

Treat all colleagues, clients, and members of the public with respect and courtesy. Disrespectful or discriminatory behavior will not be tolerated.

**### Integrity**

Act with integrity and honesty in all dealings. Employees are expected to be truthful, ethical, and transparent in their actions. Employees that are caught being deceitful, lying, or only telling partial or half-truths are grounds for termination for the benefit of the team. Without trust, there is nothing.

**### Workplace Behavior**

- \*\*Collaboration:\*\* Work collaboratively with team members. Share knowledge and assist colleagues to achieve common goals.

- \*\*Conflict Resolution:\*\* Address conflicts professionally and constructively. Seek assistance from supervisors if needed to resolve issues.

- \*\*Communication:\*\* Maintain open and effective communication. Listen actively and provide constructive feedback.

**### Attire and Appearance**

- \*\*Dress Code:\*\* Adhere to the company dress code, which includes wearing appropriate personal protective equipment (PPE) such as long pants, safety boots, gloves, and safety glasses.

- \*\*Personal Hygiene:\*\* Maintain personal hygiene and ensure a clean and professional appearance.

**### Confidentiality and Data Protection**

- \*\*Confidential Information:\*\* Protect confidential company information. Do not disclose proprietary or sensitive information to unauthorized individuals.

- \*\*Data Security:\*\* Follow company policies on data protection and security. Ensure that data is stored securely and accessed only by authorized personnel.

**### Ethical Conduct**

- \*\*Conflict of Interest:\*\* Avoid activities or relationships that could create a conflict of interest with your duties at CONNER.

- \*\*Gifts and Gratuities:\*\* Do not accept or offer gifts, gratuities, or other benefits that could influence business

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**## Acknowledgment of Receipt**

I acknowledge that I have received, read, and understand the CONNER Employee GuideBook, including the Rules and Regulations section.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_