

SUBJECT:	ORIGINATING DEPT:	SECTION:
INTEGRITY IN THE WORKPLACE	HUMAN RESOURCES	CONDUCT & WORK RULES
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APPROVED BY: Human Resources	PAGES: 2	

I. PURPOSE/POLICY

Integrity and honesty in the workplace are fundamental to the success of our Associates and the Company. The Company is committed to providing each Associate a workplace free from dishonorable behaviors and/or practices. This Policy is designed to enhance the integrity and honesty of all Company Associates, clients, customers, and suppliers.

II. ASSOCIATES COVERED BY THE POLICY

All Associates of the Company are covered by this Policy.

III. RESPONSIBILITY FOR ADMINISTRATION

The Human Resources Department and all levels of management are responsible for the administration of this Policy.

IV. PROCEDURES

A. **Workplace Defined:** The workplace is defined as any Company leased, owned, or occupied facility, office, food service area, parking area, loading/receiving area, and company or personal vehicle used in the normal course of business. This Policy also extends to Associates on the property of our clients, customers, and suppliers, including any vehicle owned by them.

B. **Disciplinary Action/Prosecution:** Any Associate who exhibits conduct that is prohibited by this Policy and whose actions are contrary to the Company's best interests will be subject to disciplinary action, up to and including termination.

The Company will reserve the right to prosecute any Associate who commits a criminal offense against the Company or its Associates, clients, customers, or suppliers, and assist in any prosecution against any Associate who commits a criminal offense against any third party.

C. **Searches:** The Company reserves the right to conduct searches of persons and personal belongings present on Company property when there is reasonable evidence to suggest a violation of this Policy. Searches may include, but are not limited to, desks and file cabinets, work areas, lockers, purses and briefcases, lunch and gym bags, and vehicles. Such searches may be conducted at any time without advance notice, however **searches will only be conducted with prior approval by Human Resources.**

D. **Electronic Surveillance:** The Company also reserves the right to conduct electronic surveillance to help identify and deter violations of this Policy.

Surveillance techniques may include, but are not limited to, video cameras and monitoring of telephone and electronic mail activity on Company Property.

E. Immediate Action: In order to protect the best interests of the Company and its Associates, clients, customers, and suppliers, the Company may take appropriate steps, up to and including paid administrative leave, of anyone suspected to be involved in a potential violation of this Policy, pending an investigation.

Ultimate disciplinary action may include termination of employment and criminal prosecution.

F. Policy and Prohibited Conduct: The Company will not tolerate certain actions by anyone at any level, the commission of which will likely result in immediate termination of employment and possible criminal prosecution. Such actions include, but are not limited to:

1. Theft of Company, client, customer, or Associate property.
2. Failure to protect Company assets through gross negligence or willful misconduct (i.e. loss of funds, product, or business).
3. Failure to comply with and follow the Company's Cash Handling Policy and all other financially-related policies and procedures.
4. Intentional falsification of information and/or mishandling of Company documents.
5. Deliberate misuse or unauthorized disclosure of confidential information not otherwise made available to persons or firms outside of the Company.
6. Use of Company resources and capital for personal financial gain.

The following are examples of conduct which are prohibited by this Policy:

- a. Removal of Company and/or other people's personal property from lockers, desks, service, and dining areas.
- b. Removal of food, equipment, supplies, and fluids from any area which is within the responsibility of the Company, client, or supplier.
- c. Failure to accurately account for and report levels of all inventoried items.
- d. Failure to accurately account for all cash and charge sales, daily cash receipts, deposits, petty cash expenditures, etc.
- e. Failure to follow Company policy and procedures regarding time record keeping and payroll processing.
- f. Failure to accurately and promptly process invoices to accounting department.

End of Policy