

Worker's Name: \_\_\_\_\_



## Betty's Bunch Syngenta Crew 2019

Thank you for your interest in joining the Betty's Bunch Syngenta crew! We're eager to make this year's crew the best we've ever had, and we would love for you to be a part of our summer pollinating experience.

Whether you're a newcomer or a veteran, we are happy you're a part of the 2019 Summer Crew. If you are a newcomer this year, you will start at \$9.00 per hour. Returning crew members who worked more than 50 hours in the previous pollinating season will receive a \$.25 raise. Betty's Bunch will pay you every week. Betty's Bunch will pay overtime for all hours worked over 40 hours per week. Paychecks will be available at the same time for all employees, end of the business day on Friday. If you are not there or need to leave early, your check will be available to pick up on your next work day. All final checks at the end of the season will be mailed.

Syngenta does work Saturdays! Syngenta would like all kids to work all available Saturdays. If your son or daughter need time off, please visit with the Syngenta Full-Time Supervisor. They will have an attendance board for you to sign if you need to miss any days. All days need to be accountable for. We understand that there are activities and things that come up, just let us know about them, so you can have the approved time off you need. Don't just not show up.

Pollinating crews usually start the beginning of July. We will call you with a start date at the end of June. If you are selected for June crew, as a crew leader or assistant crew leader, you will be notified by Betty's Bunch. As crew leader and assistant crew leaders, you may be paid a leader differential. Please note that the leader differential pay is only based on the hours worked as a crew leader and assistant leader. Your potential raise on a year-to-year basis will not be based on the leader differential.

As part of the Betty's Bunch summer pollination team, you will be working at the Syngenta site outside of Goehner. It is also your responsibility to find your own transportation. You may find others that carpool. If you are having issues finding a ride, please ask and we may be able to provide you with the name of someone who may be able to give you a ride, but ultimately, it is your responsibility. Start time is usually 7:30 a.m. every day, unless you are told differently. You will clock-in and -out on the timeclock with the last 4 digits of your SSN. It is your responsibility to call Syngenta to find out if there is work due to weather. It is also your responsibility to call Syngenta if you are going to be late or miss due to a illness. We are excited for you all to be a part of the 2019 Summer Crew!

Syngenta is located at:

934-364<sup>th</sup> Road

Seward, NE 68434

Below is a list of paperwork we need from you. Once each line is checked and your packet is handed in, you will be set to work for the summer. Thanks again for joining the crew!

- \_\_\_\_\_ Availability/Contact
- \_\_\_\_\_ Parental consent/Health form
- \_\_\_\_\_ I-9
- \_\_\_\_\_ W-4
- \_\_\_\_\_ Original Forms of ID for I-9 Form

\_\_\_\_\_ Date Paperwork Complete

Worker's Name: \_\_\_\_\_

## Betty's Bunch/Syngenta 2019 Health Information and Release Form

Dear parent/guardian:

We are getting close to the 2019 pollinating season at Syngenta Seed. As a part of the crew, your child's safety is important to us. Please read the following carefully and fill in all information.

Does the applicant (child) have any known allergies (food, medication, pollen)? ☐ YES ☐ NO

If yes, please list all known allergies. \_\_\_\_\_

Does the applicant have a current tetanus shot? ☐ YES ☐ NO

Betty's Bunch assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, or any other prohibited basis of discrimination, as provided under applicable state and federal law. **FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD IMPOSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPEL THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.**

In the event of a medical emergency, we will make every effort to contact you or your designated emergency contact. Please fill out the following (if the emergency contact's details are not the same as those listed on your child's application).

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

In the event that we cannot reach the emergency contact, parental permission must be obtained before medical treatment can be rendered to a person under 19 years of age. Please read and sign the following consent form.

I give permission to Syngenta Seed and/or Betty's Bunch employees to carry out such emergency, diagnostic, and therapeutic procedures as may be necessary for my child, and also permit such procedures to be carried out at and by one of the local hospitals in the event that my child has been sent or taken there for emergency care. No major procedures will be performed, except in extreme emergency, without parents being notified and fully informed.

Signature: \_\_\_\_\_  
Relationship to applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note:** Your child may not participate until we receive a signed consent form.



Worker's Name: \_\_\_\_\_

## Betty's Bunch 2019 Company Information Form

Applicant Phone Number: \_\_\_\_\_

Texting on this number? ☐ YES ☐ NO

Applicant Email Address: \_\_\_\_\_

Applicant Physical Address: \_\_\_\_\_

Parent / Guardian Phone Number: \_\_\_\_\_

Texting on this number? ☐ YES ☐ NO

Parent / Guardian Email Address: \_\_\_\_\_

Are you available to help with carpooling? ☐ YES ☐ NO

Transportation will not be provided through Betty's Bunch. The Applicant is responsible for getting to and from the Goehner facility. If you need help finding transportation, you may ask to see if we know of any available carpools.

### Betty's Bunch Guidelines

Betty's Bunch is excited to have you on the crew this year! We want to make sure this is a rewarding experience, not only for the paycheck, but an overall worthwhile experience. To ensure compliance with our policies and procedures, please read and familiarize yourself with the Betty's Bunch Handbook and the additional information provided below. If you do not understand something after reviewing these materials, feel free to ask questions and we will explain in more detail.

**Safety:** Our primary focus is your safety. Please ensure you are following the Safety Training provided to you and using the appropriate Protective Equipment for each assignment. Water is available on site and within the work area for all workers at all times. Sanitary Facilities are within a quarter mile for all workers. If you have any questions, please ask a supervisor.

**Code of Conduct:** As set forth in the Betty's Bunch Handbook, we require everyone to be respectful to one another and to use appropriate language while on the job. Betty's Bunch is committed to creating a safe work environment for all its employees. This means harassment, intimidation, or bullying will not be tolerated in any form. If you or someone you know is having any issues while on the job, please find a Syngenta Supervisor or inform Betty's Bunch immediately.

**Nebraska Child Labor Law:** In accordance with state law, we are required to provide you with the contact information for the Division of Safety and Labor Standards of the Nebraska Department of Labor.

- **Address:** Nebraska Department of Labor, 550 South 16th Street, Lincoln, Nebraska 68508.
- **Telephone:** (402) 471-2239
- **Website:** <https://dol.nebraska.gov/ContactUs>

I, \_\_\_\_\_, have received a copy of the Betty's Bunch Handbook and have either read it or have had it read to me carefully. I fully understand all of its rules, policies, terms, and conditions and agree to abide by them, realizing that failure to do so may result in disciplinary action and/or termination. I authorize Betty's Bunch to release my wage and employment documentation, including but not limited to payroll documentation, I-9 forms, and personnel records, pursuant to third-party service agreements. I authorize Betty's Bunch to employ my child at Syngenta.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **Welcome to Dickey, Inc. DBA Betty's Bunch**

Dickey, Inc. DBA Betty's Bunch ("Betty's Bunch" or the "Company") is pleased to have you as one of our employees. We believe that you will find your employment with us to be both rewarding and challenging. We ask you to read and familiarize yourself with the policies in this Handbook.

This Handbook does not constitute a contract between the Company and its employees. The Company retains the right to modify or abolish these policies, procedures, and benefits and reserves the right to adopt new policies, procedures and benefits.

Please take time to read through this Handbook completely. It should answer, in detail, many of your questions about working for Dickey, Inc. DBA Betty's Bunch. If you do not understand something once you have read this Handbook, feel free to ask questions and we will explain in more detail.

We know that due to the growth and nature of our business, changes will occur from time to time and we expect that each change will be an improvement. If a policy change is made, you will be informed of the modification and the corrected page will go in the Handbook where you will be able to review it.

Nothing contained in this handbook or in any other statement Company philosophy, including statements made in the course of performance evaluations and wage reviews, should be taken as constituting an express or implied promise of continuing employment. The Company, like the employee, is free to terminate the employment relationship at any time for any lawful reason, as we are an "at-will" employer. Also, please understand that no one has the authority to alter this employment-at-will status through an oral employment contract on behalf of the Company and only the Company President can enter into a written employment contract that changes the employment relationship from employment at will.

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## **EQUAL EMPLOYMENT OPPORTUNITIES**

We provide equal employment opportunity to all employees and applicants for employment, without regard to race, color, age, sex, national origin, religion, disability, genetic information (as defined in the Genetic Information Nondiscrimination Act), marital status, pregnancy, military status, or any other prohibited basis of discrimination under applicable local, state, and federal law. We make employment decisions consistent with this principle of equal opportunity. This policy applies to all terms and conditions of employment.

We also believe in the principles of the Americans with Disabilities Act (ADA). That Act prohibits employers from unlawfully discriminating against employees or job applicants with disabilities when making employment decisions. Betty's Bunch will also make reasonable accommodation of the disabilities and bona fide religious beliefs of applicants and employees to the extent required by law, unless undue hardship to the Company would result. Any applicant or employee who needs an accommodation must contact the Company President and request one.

We want our commitment to equal employment opportunity to be a success. If you feel we are failing in our duty and promise of equal opportunity to all applicants or employees, please report your concerns at once to the Company President. We will take every reasonable measure to correct any unfairness and promise that you will not be subjected to retaliation for bringing such matters to our attention in good faith. We will treat all such concerns with the utmost confidence, to the extent reasonably possible and consistent with a fair resolution of the problem.

## **HARASSMENT POLICY AND COMPLAINT PROCEDURES**

Betty's Bunch is committed to maintaining as enjoyable a workplace as reasonably possible. Therefore, employees and non-employees are prohibited from engaging in any form of unlawful harassment in the workplace as well as any behavior that would be inconsistent with the spirit and intent of this policy.

Harassment is unlawful when it: (1) is based on age, race, color, sex, religion, national origin, disability, pregnancy, genetic information and any other characteristics protected by law; (2) is unwelcome; (3) is severe or pervasive in nature; and (4) is made a condition of employment, unreasonably interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

In addition, this policy prohibits retaliation against any employee because he/she files a complaint under this policy, cooperates with any internal investigation, or otherwise pursues his/her legal rights.

It is not possible to define every action or word that could be interpreted as harassment. Harassment may encompass a wide range of verbal, physical and/or visual behaviors and may be sexual or non-sexual in nature. Each situation depends on a number of factors. In some cases,

one incident will be sufficient to constitute harassment. In other cases, a pattern or series of incidents may be necessary. In addition, even if the behavior in question may not constitute harassment under this policy, it may still be inappropriate in our workplace and subject to disciplinary action.

Examples of behaviors that might constitute sexual harassment (depending on the circumstances) and are the types of behaviors in which an employee should not engage include sexual advances, propositions, pressure for sexual favors, physical contact of a sexual nature, and sexually explicit language, gestures, pictures, jokes or objects.

Examples of behaviors that might constitute harassment of a non-sexual nature and are of the type of behaviors in which an employee should not engage include conduct that is offensive, derogatory, or shows hostility toward an employee because of his/her race, color, religion, sex/gender, sexual orientation, national origin, ancestry, disability, age or other characteristic protected by law, including slurs, epithets, negative labeling or stereotyping, and jokes, whether oral or written.

If any employee feels in good faith that he/she has been subjected to harassment by a co-worker, supervisor, or any non-employee, the employee is to immediately report it to any one of the following: (1) the employee's immediate Company supervisor; (2) or if the employee is not satisfied with the handling or outcome of the complaint or feels more comfortable bypassing the immediate Company supervisor, the employee should take it to the Company President.

Such complaints will be promptly addressed (and investigated if necessary) and appropriate action taken if warranted. Confidentiality will be maintained to the extent possible under the circumstances. If the Company believes that a violation of this policy may have occurred or that the behavior in question was inappropriate for any reason, then it will take appropriate action, which may include disciplinary action, up to and including discharge.

## **INTRODUCTORY PERIOD**

The introductory period is used by the Company to observe the employee's ability to satisfactorily perform assigned duties and responsibilities. During the introductory period, employees are expected to demonstrate the necessary skills and abilities to perform the duties for which they have been employed. The Company, when assessing each employee's performance and suitability for continued employment, will pay particular attention to punctuality, attendance, willingness to work with others, and positive response to supervision. During the introductory period Betty's Bunch will generally not apply progressive discipline. Successful completion of an introductory period does not guarantee continued employment with the Company. Employees and the Company both retain the right to end the employment relationship for any lawful reason, as we are an at-will employer.



## **PERSONAL RECORDS**

It is important that we have up-to-date information in your file so help us by notifying us of changes in any of the following: name, address, phone numbers, who to contact in the event of an emergency, marital status or dependents.

## **RECORDING WORK HOURS**

To ensure that accurate records are kept of the hours you actually work (including overtime hours where applicable), all employees are required to record their time on timesheets. You must record your time before beginning work, at the beginning of your lunch period, upon returning from lunch, and after finishing work. All time worked must be included. No employee is permitted to work "off the clock," that is, work without recording the hours worked. No supervisor is permitted to ask any employee to work off the clock.

We will round your time to the nearest one-quarter ( $\frac{1}{4}$ ) of an hour. Unless you are working overtime, you should not begin work more than five (5) minutes before your regular starting time or end work more than five (5) minutes after your regular quitting time.

If you make an error, please correct and initial it. Falsifying a time record or recording time for another employee will lead to discipline, up to and including discharge. Discipline, up to and including discharge, may also result if employees make excessive errors in recording their time or repeatedly forget to record their time.

## **PAY DAY AND OVERTIME**

All employees are paid on a weekly basis. Your work week will begin on Monday and end on Sunday. Paychecks for the week's work will be issued on the following Friday. We require a copy of your time card by noon each Monday in order to process payroll. Failure to timely submit your timecard may subject you to disciplinary action. All checks will be mailed on Friday. This means you may not receive your check until the following week depending on the mail time.

If you work more than 40 hours in a work week, you will be paid at an hourly rate of time-and-a-half. For the purpose of computing overtime, the work week will commence at 12:01 a.m. Monday and end at 12:00 midnight on Sunday. Days off (with or without pay); will not be included in the accumulation of hours worked for purposes of computing overtime. Authorization to work overtime must be obtained from the employee's immediate supervisor prior to working overtime hours. Failure to obtain this authorization before working overtime may subject an employee to disciplinary action, up to and including discharge.

If your wages are garnished for any reason, you may be assessed reasonable charges for processing a garnishment.



**\*\*\*All employees are given a pay stub to show their earnings. This is the only copy you will receive so please place in a safe place so you have it for future reference. If the Company is required to reprint any paystub the employee will be charged a minimum of \$5.00 per copy for the time and materials needed for this request.**

### **NO SMOKING POLICY**

In order to comply with state law, employees are not allowed to smoke in Company buildings or in Company automobiles.

While out at a job site, you would need to talk with your supervisor to find a good place during your break, if any, that you would be able to smoke outside the building or premise.

### **WORK RELATED INJURIES OR ACCIDENTS/WORK COMP**

Your safety has the highest priority. For any work-related injury or illness, we want to provide immediate medical aid. To do this, it is imperative that even the smallest work-related accident, injury, or illness be reported immediately. The worker's compensation insurance we provide pays for any injury that is incurred while on the job. We are required to report all incidents immediately to insure proper coverage and to comply with labor regulations. Immediately notify the client and then call Betty's Bunch of any accident or injury in person or by a telephone call. You will be required to give a written statement including time, date of injury, and the circumstances surrounding the accident. Only in this way, can we provide proper attention to your safety and to the laws in our state. If your injury requires medical attention and you do not have a family doctor preference, we will refer you to a doctor or clinic. First aid matters should be taken care of in the clinic and any emergencies should be used for the emergency rooms.

### **JURY DUTY**

An employee who is selected for jury duty will receive a paid leave of absence for the time the employee spends on jury duty. The employee will receive regular pay and will turn over to the Company any fees for jury service. Part-time employees will receive pay for the hours they normally would have been at work.

## WORKPLACE VIOLENCE PREVENTION

The Company will not tolerate any form of violence in the workplace. The Company considers violence to include such things as physically harming, shoving, pushing, harassing, intimidating, or coercing another person. In addition, threatening, talking, or joking about violence is considered violence as well.

In an effort to provide a safe workplace and prevent violence, the Company specifically prohibits employees from possessing or carrying any weapons, including weapons transported in employee vehicles, while on Company property or while performing work as a Company employee. For purposes of this policy, weapons include guns, knives, explosives, and other potential weapons.

Failure to comply with this rule will be grounds for dismissal for our employees.

## WORKPLACE SAFETY RULES

Your safety is a constant concern of this Company. Every precaution has been taken to provide a safe workplace. The officers of Betty's Bunch make regular inspections and hold regular safety meetings. We also meet with safety committees to plan and implement further improvements to our safety program. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. We take your safety seriously, and any willful or habitual violation of safety rules will be considered cause for dismissal. Betty's Bunch is sincerely concerned for the health and well-being of each member of our team.

The cooperation of every employee is necessary to make this Company a safe place in which to work. Help yourself and others by immediately reporting unsafe conditions or hazards to your supervisor or a member of the safety committee. Give earnest consideration to the rules of safety presented by signs, discussions with your supervisor, posted department rules, and regulations published in safety booklets. Along with the safety rules established by the Company, each client may have their own safety rules depending on the company and job to which you are assigned. Always consider safety as you perform your job or learn a new task.

**Accident reporting.** Any injury at work -no matter how small- must be immediately reported to a supervisor. First aid must be administered at once, as serious conditions often arise from small injuries if they are not cared for promptly.

**Safety shoes.** The Company will designate which jobs and work areas require safety shoes. Employees are not permitted to work in sandals or open-toed shoes. Safety shoes are the employees responsibility to purchase.

**Safety glasses.** The wearing of safety glasses by all shop employees is mandatory. Strict adherence to this policy can significantly reduce the risk of eye injury. Each facility will instruct you on their guidelines regarding safety glasses.



**Seat belts.** All employees must use seat belts and shoulder restraints (when available) whenever operating a vehicle on company business. The driver is responsible for ensuring all passengers are properly buckled up.

**Other safety equipment.** Your supervisor will see that you receive proper protective clothing and equipment as required for your job. Use them as instructed and care for them properly. If such equipment is lost or destroyed as a result of negligence, you may be charged for the cost of replacement materials.

**Good housekeeping.** Your work location should be kept clean and orderly. Keep machines and other objects (merchandise, shopping carts, boxes, etc.) out of the center of aisles. Clean all drips, spills, and leaks immediately to avoid accidents. Place trash in the proper receptacles. Stock shelves carefully so merchandise will not fall over upon customer contact.

**Specific safety rules and guidelines.** To ensure your safety, as well as that of your co-workers, please obey the following guidelines at all times.

- Observe and practice the safety procedures established for the job you are performing.
- In case of illness or injury, no matter how slight, report to your supervisor at once. In no case should any employee treat their own or someone else's injuries or attempt to remove foreign particles from their eyes.
- In case of injury resulting in possible fracture to legs, back, or neck, any accident resulting in an employee being rendered unconscious, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewelry when close to machinery. Such items may catch on moving equipment and cause serious injury.
- Never distract another employee. You may cause him or her to be injured. If it is necessary to get the attention of another employee, wait until it can be done safely.
- Where required, you must wear protective equipment such as safety glasses/goggles, masks, gloves, hair nets, etc.
- Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such equipment is properly adjusted for you before performing your duties.
- Pile bins, boxes, skids, loose materials, or other equipment so as not to block aisles, exits, fire-fighting equipment, power (electric or lighting) panels, valves, etc. Fire doors and aisles must be kept clear.
- Use compressed air only for purposes for which it is intended. Do not clean your clothes with it or otherwise misuse it.
- Observe no smoking regulations.
- Tow motors and lift trucks must be operated solely by authorized personnel. Walk-type lift trucks may not be ridden, and no one but the operator is permitted to occupy the tow motors. Do not exceed a safe speed when operating such devices.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment without proper instruction and authorization from your supervisor.

- Do not engage in practices that may be inconsistent with ordinary and reasonable common sense safety rules. Running and horseplay are strictly forbidden.
- Report any unsafe conditions or behavior to your supervisor.
- Help to prevent accidents when possible.
- Use designated passages when moving between places. Never take hazardous shortcuts.
- Lift properly: use your legs, not your back. For heavier loads, ask for assistance.
- Do not clean, oil, or adjust moving machinery. Shut down any machine you use before cleaning, repairing, or leaving it unattended.
- Keep machine guards in the intended place and position.
- Do not throw objects.
- Keep your work area clean. Clean up spilled oil, grease, or other liquids immediately.
- Wear hard-soled shoes and appropriate clothing. Shorts, mini dresses, and other inappropriate clothing are not permitted.
- Place trash and paper in the proper containers, not in cans provided for cigarette butts.

**Safety checklist.** It is every employee's responsibility to be on the lookout for possible hazards. If you see one of the conditions on the following list, or if you witness any other hazardous situation, report it to your supervisor immediately.

- Slippery floors/walkways
- Tripping hazards (hose links, piping, etc.)
- Missing or inoperative entrance/exit signs or lighting
- Poorly lit stairs
- Loose handrails or guard rails
- Loose, open, or broken windows
- Dangerously piled supplies or equipment
- Unlocked doors or gates
- Unattended active equipment
- Open doors on electrical panels
- Leaks (steam, water, oil, etc.)
- Blocked aisles
- Blocked fire extinguishers, hoses, sprinkler heads, etc.
- Blocked fire doors
- Equipment overheating or otherwise malfunctioning
- Oily rags
- Evidence of smoking in non-smoking areas
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly
- Machine, power transmission, or drive guards that are missing, damaged, loose, or improperly placed



The company to which you are assigned may have specific safety programs required for their line of work. Pay attention to details, as each company may have different safety rules.

We want to ensure that you think wisely and react appropriately to every situation. If you have any issues involving your safety or the safety of others, please notify your supervisor immediately.

**Special note:** Some positions may require you to lift or carry heavy objects as part of your duties

## **ATTENDANCE AND PUNCTUALITY**

Betty's Bunch is committed to meeting and exceeding its clients' expectations in both service and quality. You are important to the overall success of this commitment. When you are not at work, someone else must do your job and meeting our service and quality goals becomes more difficult.

Regardless of the reason for your absence, you must notify your assigned client and the Company as soon as you know you will be absent but in no case less than thirty (30) minutes before your starting time. You must continue to notify your assigned client and the Company each day you are absent. Failure to do so may result in discipline, up to and including discharge. If you are unable to call your assigned client and the Company, you are responsible for having someone do so for you. When calling to report your absence, you must:

1. Give the specific reason for your absence.
2. Give the date when you expect to return.

If you become ill during work hours, you must report to your assigned client and the Company prior to leaving the work premises. If you know one or more days in advance that you will be absent from work, you must obtain your assigned client and the Company's prior approval. Excessive absenteeism and tardiness are not tolerated.

Rarely is tardiness excusable. If you must be late, make every effort to telephone your assigned client and the Company. Excessive tardiness may result in disciplinary action, up to and including discharge.

## **PERFORMANCE AND CONDUCT RULES**

The following examples illustrate what the Company considers improper behavior. This is not a complete list and the Company reserves the right to investigate, make judgments, and take appropriate disciplinary action in each individual incident. The level of severity of any infraction and the disciplinary action to be taken is solely at the Company's discretion.

### **Examples of Infractions:**

1. Working under the influence of alcohol or any illicit drug, which interferes with expected job performance.
2. Conviction of a felony or any other job-related crime.
3. Sexual or other unlawful harassment or unlawful discrimination of any kind.
4. Violation of a safety rule or engaging in unsafe behavior.
5. Theft, including either Company property or another person's property.
6. Possession, distribution, being under the influence of or use of drugs and/or alcohol on Company property or while performing work as a Company employee.
7. Falsification of time keeping records with intent to defraud.
8. Falsification of personnel or Company records or providing false or misleading (including omitting) information to the Company in connection with Company business, job duties, benefits, etc.
9. Deliberate or willful misrepresentation of Company policy.
10. Willful damage or destruction of Company or client property.
11. Fighting, attempting, or threatening bodily injury to another person on Company property or while on working time.
12. Insubordination or willful refusal to follow an order.
13. Loafing, loitering, or sleeping during work time.
14. Failure to report on-the-job injuries.
15. Neglect of duty or incompetence.
16. Habitual or excessive tardiness.
17. Excessive absenteeism.
18. Work performance that is below the standards of performance required by the department.
19. Dishonesty.
20. Disrespectful behavior, belligerence, and/or use of excessive profanity.
21. Breach of confidentiality, including sharing Company financial and banking information.



22. Any other behavior the Company considers to be inconsistent with reasonable rules of conduct or is inconsistent with the Company's best interests.

## **DISCIPLINE AND DISCHARGE**

At any time, an employee has the right to terminate employment with the Company, for any reason or for no reason, and the Company retains the same right to terminate an employee for any lawful reason, as we are an "at-will" employer.

However, it is the Company's policy to treat all employees fairly, with dignity, and respect. If the Company feels it is appropriate given all the circumstances, progressive discipline will normally be used. This means that employees who are not performing their jobs up to expectations or who break rules or exhibit improper behavior may be subject to discipline. For minor problems, a verbal warning may be all that is needed to solve the problem. If there is no significant improvement or if the action is more serious, the employee could receive a written warning, suspension without pay, or termination.

Again, while we generally follow the above steps in applying progressive discipline, there are times when deviation from this policy is appropriate. In other words, circumstances may warrant skipping steps or even immediately terminating an employee. This is especially true in situations that reveal basic character flaws that will not improve. Theft or threats of violence are examples of conduct that may justify immediate termination. Also, it is important for you to realize that it does not take violation of the same rule to proceed to the next step of the discipline process. Violations of different rules or reasonable management expectations can result in moving to the next step.