

## The Spancrete Group Inc, and Subsidiaries

### Standards of Conduct

The Company, like any other organization, must establish reasonable standards of conduct so that employees understand what is expected of them and are aware of the penalties that will result if they fail to comply with those standards of conduct. The following list of offenses will act as a guideline of unacceptable conduct, but is by no means exhaustive.

The Company reserves the right to add to, modify or change these rules and regulations, as situations require. The nature and severity of the offense as well as the circumstance involved in each case may affect the discipline imposed. This policy is covered by a rotating twelve (12) month period or as stated in related contract. Days away from work for layoffs and leave of absences will be added to the rotating twelve (12) month period.

Points will be assessed based on the offense in the category of infraction, and assessed as follows: 2 points for a Category III Infraction, 3 points for a Category II Infraction, and 6 points for a Category I Infraction. The disciplinary action to be taken for violations of the Standards of Conduct will be based on the following point accumulations:

Two (2) Points = Written Warning

Three (3), Four (4) or Five (5) Points = 3 Day Suspension

Six (6) Points = Termination

The following list is divided into groups depending on the seriousness of the offense and the disciplinary action to be taken.

#### **CATEGORY I INFRACTIONS**

	INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
1.	Theft of Company property or personal property of other employees, customers, vendors or visitors without permission.	6 Points		
2.	Fighting or provoking a fight on Company property, job sites or other business functions. Combatants will be suspended and incident will be investigated before final decision is made.	6 Points		
3.	Dishonesty, which includes but is not limited to, willful and intentional alteration, falsification, misrepresentation, or lying regarding data requested by the company, company records or documents.	6 Points		
4.	Unauthorized release of confidential information or official records	6 Points		
5.	Unauthorized use or possession of dangerous or illegal firearms, weapons, explosives or illegal contraband of any type on company property or while on company business.	6 Points		
6.	Conduct detrimental to the welfare of the Company or its employees.	6 Points		
7.	Indecency or immoral conduct (Conduct that is contrary to commonly accepted moral or ethical standards and which endangers the health, welfare, or safety of self or others) on company property.	6 Points		
8.	Willful tampering with safety equipment or safety devices that could cause injury to self or other employees	6 Points		

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### **CATEGORY II INFRACTIONS**

	INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
9.	Willful refusal to follow instructions or perform work assigned by your supervisor, manager or other designated representative of the Company.	3 Points	3 Points	
10.	Leaving work before the end of the workday without permission of supervisor or manager.	3 Points	3 Points	
11.	Abuse, misuse, destruction or damage to Company equipment or property.	3 Points	3 Points	
12.	Sleeping on the job or appears to be sleeping.	3 Points	3 Points	
13.	Negligence or any careless action, which endangers the safety of, or results in injury to self, another employee or a visitor.	3 Points	3 Points	
14.	Any act of harassment toward employees, customers or vendors.	3 Points	3 Points	
15.	Failure to immediately report an accident or injury involving an employee or damage to company property and/or equipment to a supervisor or manager by the end of the shift.	3 Points	3 Points	
16.	Failure to follow instructions or perform work assigned by a supervisor or manager.	3 Points	3 Points	
17.	Failure to follow Company Policy regarding Fall Protection Program or failure to properly wear fall protection when working at elevated heights / surfaces.	3 Points	3 Points	

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### CATEGORY III INFRACTIONS

	INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
18.	Unsatisfactory Job Performance or careless work; mistakes due to carelessness or failure to get necessary instructions; refusal or inability to improve job performance in accordance with written or verbal direction after a reasonable period of time.	2 Points	2 Points	2 Points
19.	Any type of Tobacco Use on Company Property.	2 Points	2 Points	2 Points
20.	Failure to comply with Company policies regarding telephones, computer hardware and software, e-mail and Internet use.	2 Points	2 Points	2 Points
21.	Failure to observe safety rules or safety practices; failure to wear required safety equipment.	2 Points	2 Points	2 Points
22.	Playing pranks or horseplay.	2 Points	2 Points	2 Points
23.	Loitering or loafing during the working hours, including reading newspapers or magazines in the work area.	2 Points	2 Points	2 Points
24.	Limiting output, own or others	2 Points	2 Points	2 Points
25.	Unauthorized soliciting or collecting for any purpose on Company time without specific approval of management.	2 Points	2 Points	2 Points
26.	Unauthorized distribution or circulation of any literature on Company premises without specific approval of management.	2 Points	2 Points	2 Points
27.	Removing or altering notices on any bulletin board on Company property without permission of management.	2 Points	2 Points	2 Points
28.	Leaving the work area early for breaks or lunch; returning to the work area late after breaks or lunch.	2 Points	2 Points	2 Points

### CATEGORY IV - Disciplinary action for the offenses listed below are found in the respective policies

INFRACTION	
Absences from work or tardiness at the start of the workday.	As provided in the Attendance Policy
Violation of the Drug and Alcohol Policy	As provided in the Drug and Alcohol Policy

The Company reserves the right to take appropriate action for situations that are not specified above.