



### PURPOSE

NFI has high standards and compliance with this Code of Conduct is essential to maintaining those attributes in our employees for which we, as a company, are well known and most proud. If an individual's conduct is prohibited by one or more of these rules, corrective measures will be taken.

### PROVISIONS

Corrective action may include a verbal warning, written warning, final written warning, suspension and/or discharge. The appropriate progressive disciplinary action imposed will be determined by NFI and does not guarantee that one form of action will necessarily precede another. The following conduct is required of all employees, the failure of any of which may result in disciplinary action, up to and including discharge:

1. Employees must abide by NFI's written policies, safety and work rules/practices.
2. Employees may not willfully refuse to obey an instruction from a supervisor or manager unless it exposes him/her to an unsafe condition.
3. Employees must adhere to the Company's attendance practice and/or policy.
4. Employees may not possess, use, distribute, be under the influence of or sell alcohol or a controlled substance during work time or in violation of DOT regulations and may not report to work under the influence of alcohol or any controlled substance.
5. Employees are responsible for consulting with their physicians to determine whether prescribed or over-the-counter medications may impair their ability to safely perform their jobs, and if so, to immediately notify Human Resources before performing their jobs under the influence of such medications. NFI will then engage in the interactive process to determine whether it can accommodate qualified disabled employees who must take such medications. Working time is defined as any time an employee is expected to be working and does not include meal or rest breaks.
6. Employees are prohibited from the unauthorized possession, use, distribution or sale of weapons, firearms or explosives on work premises, subject to rights under relevant state law is prohibited.
7. Employees must perform satisfactorily, as defined in NFI's performance standards.
8. Employees must not engage in theft, unauthorized possession of property or similar dishonesty (such as permitting another person to falsify your attendance) or aiding another person in similar behavior.
9. Employees may not disclose to non-NFI personnel or entities proprietary information regarding NFI's business, such as information related to pricing and customer lists.



## CODE OF CONDUCT

Revision Date | 06/01/2018

Date Effective | 06/01/2018

- 
10. Employees are prohibited from disseminating confidential customer information to those who do not have a NFI business-related need to know.
  11. Employees must keep company transportation and/or business records, logs or other similarly confidential business information on/in company property at all times.
  12. Employees may not use the NFI customer base for one's own economic gain.
  13. Employees are prohibited from giving or receiving bribes of any kind.
  14. Employees may not falsify or intentionally make a material omission on any NFI documents.
  15. Employees may not use of NFI's business communication equipment, such as telephones, computers or internet connections, to obtain or view pornographic material or engage in any unlawful activity.
  16. Employees are prohibited from providing maliciously false or misleading information to any supervisor, officer, director or owner regarding issues relating to NFI business.

This Code of Conduct should not be considered an agreement regarding behavior, but should merely be considered a guide for NFI employees. Nothing herein changes an employee's status as an at-will employee. Such status may only be changed by a member of senior management in writing.

### AGREED TO AND ACKNOWLEDGED:

\_\_\_\_\_  
Applicant's Signature / Printed Name

\_\_\_\_\_  
Date