



Business Code of Conduct

The Company complies with all laws and regulations that are applicable to its business, wherever conducted. Compliance with the law means observing both the letter and spirit of the law and conducting all business affairs so that the Company continues to earn the highest respect in the communities it serves. To help implement these goals, the Company has established this Business Code of Conduct under which all employees, executive officers, and directors of the Company should govern their conduct. Although these are guidelines only, and no code of conduct can spell out the appropriate ethical behavior for every possible business situation, the Company requires that the conduct of its business be governed at all times by respect for the Company's personnel, customers, and other third parties, and by good judgment, personal honesty, and sound business ethics.

Non-exhaustive list of conduct that may violate this policy

- Falsifying records.
- Engaging in fraud.
- Removing employer property from the premises without authorization.
- Stealing or attempting to steal employer or employee property.
- Being excessively tardy or absent.
- Producing inaccurate or dishonest timekeeping, expense reports, and related records.
- Behavior of a violent nature on employer property or any location while conducting business on behalf of the Company at any time.
- Being under the influence of alcohol or impermissible substances while conducting business on behalf of the Company at any time.
- Being insubordinate.
- Using or abusing Company time, property, materials or equipment without authorization.
- Sleeping on the job.
- Using discriminatory or profane language on Company premises or while conducting business on behalf of the Company at any time.
- Bringing dangerous or unauthorized weapons onto Company premises.
- Being absent from work without authorization during scheduled work hours.
- Defacing Company property.
- Engaging in criminal activity.
- Violating or abusing Company policies.
- Neglecting job duties.
- Knowingly providing false information to the Company in response to or in the course of a Company inquiry or investigation
- Conduct demonstrating dishonesty.

Any knowing misrepresentations, falsifications, or material omissions on employment applications or any other information provided to the Company by an employee or candidate for employment may result in the exclusion of the individual from further consideration for employment or termination from employment.

Each division, department, and most work locations have established work rules unique to that division, department and/or work site's needs. Employees are responsible for knowing and following those rules.