

COMPANY CODE OF CONDUCT

We expect all employees to observe certain behavior while at work. As with all businesses, the Company considers certain conduct inappropriate and unacceptable. It is not possible or practical to list every type of conduct that is inappropriate. However, in order to provide employees with some guidance concerning unacceptable behavior, set forth below are examples of conduct that should not take place in the work environment. This list should not be considered as all-inclusive.

These conduct guidelines do not in any way modify the at-will employment policy of the Company, which permits either the employee or the Company to terminate the employment relationship at-will, at any time, with or without cause or notice. Without waiving the foregoing, and to provide employees with guidelines concerning management's expectations of appropriate employee behavior, the following are examples of unacceptable conduct that will normally result in discipline up to and including termination of employment:

- Obtaining employment based on false or misleading information, or falsifying information or making material omissions in any Company documents or records.
- Malicious or willful destruction or damage to Company property or supplies, or to the property belonging to another employee, a customer, a supplier or a visitor.
- Theft or unauthorized removal of property from Company premises or the premises of a customer that belongs to or is in the possession of the Company, another employee, a customer, a supplier or a visitor.
- Misappropriation or unauthorized use of money, credit, property or equipment of Company or belonging to another employee, a customer, a supplier, or a visitor.
- Dishonesty of any kind including asking another employee to lie, withholding the truth from management, or falsifying timesheets or any Company documents or files.
- Being rude or discourteous to coworkers or customers; or using profane, abusive or threatening language toward management, employees, customers, or others.
- Bringing or possessing firearms, weapons or any other hazardous or dangerous devices or chemicals on Company property.
- Willful violation of any applicable law, rule or regulation (other than traffic violations or similar offenses); committing, pleading guilty or no lo contendre to, or being convicted of a felony or a misdemeanor that affects your suitability for continued employment.
- Engaging in any action on or off Company premises that reflects unfavorably on the organization and its reputation, including criminal or illegal behavior of any kind.
- Violation of Company Policies on Conflicts of Interest and Confidentiality.
- Committing a fraudulent act or breach of trust in any circumstances.

- Possessing confidential information that an employee has not been explicitly authorized or is permitted to have, or communicating confidential or proprietary information to unauthorized persons or entities. This does not pertain to employees discussing or disclosing their own wages or salaries as well as working conditions with others.
- Failing to notify the appropriate supervisor or manager when unable to report to work, or absence of three or more consecutive days without authorization or proper notification to management.
- Unsatisfactory job performance, including but not limited to failure to perform assigned duties; excessive sloppiness, negligence or incompetence; doing personal work during work time; failure to treat a customer in a courteous, friendly manner, etc.
- Malicious gossip and/or spreading false rumors or interfering with another employee's work.
- Unsatisfactory attendance, excessive unexcused absenteeism, repeated unexcused tardiness, not being ready to work at the start of a workday, failing to observe work schedules, stopping work before the end of the workday, or failing to obtain permission to leave work for any reason during working hours.
- Failing to provide a physician's statement or medical certification when requested to do so.
- Sleeping or malingering on the job or loitering while on duty.
- Moonlighting or engaging in activities that create a conflict of interest.
- Fighting or provoking a fight while on the job or on Company property.
- Insubordination, including failure to follow job instructions, refusal to do assigned work, or refusal to perform work in the manner described by an employee's Supervisor.
- Unlawful or unauthorized possession of alcohol or drugs while on duty or on Company premises, or reporting to work under the influence of alcohol or drugs.
- Engaging in the illegal sale or distribution of narcotics, drugs or controlled substances while on the job or on Company property, or any violation of the Drug and Alcohol Policy.
- Participating in an unsafe work practice, failing to observe safety rules or procedures, or disregarding any established safety rule, including not wearing required safety equipment or tampering with Company equipment.
- Negligence, horseplay or any other action that endangers other people or Company property.
- Gambling while on the job or on Company premises.
- Smoking in designated non-smoking areas.
- Violating any security rules or procedures.

- Harassing, threatening, intimidating or coercing any employee or another person, including violation of the Company's Policy Against Harassment.
- Inappropriate, excessive and/or misuse of the Internet during working time (e.g., sending offensive e-mail or text messages, accessing inappropriate or non-work related websites, engaging in chat rooms or social media networking such as non-work related tweeting or blogging, downloading inappropriate materials, etc.) or other inappropriate use of Company computer and communication systems at any time.
- Failure to abide by set standards for lunch and break periods, working unauthorized overtime, or refusing to work assigned overtime.
- Soliciting of any type, distributing literature, redirecting business or employees away from the Company, or selling or passing out any products, information or documents during work time or in work areas.
- Posting of any notices on the premises without prior authorization from management, except for bulletin and message boards in non-work areas (such as lunch/break rooms).
- For employees in positions requiring the use of a vehicle for Company business, becoming uninsurable based on the standards of the organization's insurance carrier due to a Department of Motor Vehicles record, driver's license suspension or revocation, or cancellation of the employee's automobile liability insurance policy.

Any other violations of rules and policies of the Company.