

POLICY TITLE* : STANDARDS OF CONDUCT AND DISCIPLINE	POLICY ID* : CORP.HR.002
POLICY EFFECTIVE DATE* : 03/01/2022	POLICY VERSION* : 001
<input checked="" type="checkbox"/> REVIEWED/REVISED OR <input type="checkbox"/> RETIRED DATE* : 03/01/2022	DEPARTMENT* : HUMAN RESOURCES
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STANDARDS OF CONDUCT AND DISCIPLINE POLICY

Purpose*

To outline PRIDE’s policy on standards of conduct and discipline.

Scope*

All employees of PRIDE Industries excluding employees receiving services.

Policy Description*

PRIDE Industries seeks to establish and maintain a work environment that is safe, efficient and harmonious for all its employees. This requires that each PRIDE employee meet certain standards of conduct. Occasionally, employees may not meet these standards. Depending on the situation, disciplinary action or termination may be appropriate.

I. Standards of Conduct

It is assumed that PRIDE employees come to work to do the best job possible. However, because violations do occur in any organization, some basic standards of conduct have been established to provide for our employees' security, personal safety, and welfare.

The following are some actions, which are considered prohibited conduct. While it is impossible to provide an exhaustive list that identifies every type of undesirable behavior, this list is intended to provide some examples. These actions could result in disciplinary action, up to and including termination.

1. Excessive absenteeism and tardiness.

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2. Failure to follow the Call-in Notice procedures.
3. Failure to observe working hours, such as the scheduled starting time, quitting time, and rest/meal periods.
4. Non-exempt employees working more than the scheduled hours authorized by the employee's supervisor and unauthorized overtime.
5. One employee recording the work time of another employee or allowing any other employee to record his/her work time, or knowingly allowing falsification of any employee's time card/time sheet.
6. Sleeping on the job.
7. Job abandonment for an absence of three or more consecutive working days without notice to the employee's supervisor, failure to return from an approved leave of absence, failure to return from a lay off upon recall, failure to report to work for three or more days due to incarceration.
8. Leaving the work place during work hours without permission.
9. Making or accepting excessive personal telephone calls, including texts, during working hours.
10. Performance, which does not meet the requirements of the position.
11. Engaging in criminal activity.
12. Using abusive, violent, threatening or vulgar language at any time during working hours or while on premises owned or occupied by PRIDE.
13. Refusal to respect or work in cooperation with fellow employees causing friction, conflict or lowering morale.
14. Insubordination, including but not limited to; threatening, intimidating or disrespectful conduct towards a supervisor or member of management.

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15. Any form of harassment, including sexual harassment, or any behavior, which would violate the protected rights of others.
16. Horseplay, fighting, threatening or attempting bodily injury to another, including contributing, encouraging, provoking violent behavior or the threat of violent behavior on the part of others.
17. Consuming, possessing, or being under the influence of alcohol and/or illegal drugs during working hours or at any time on PRIDE property or customer work site. Illegal drugs include any prescription drugs not taken under the direction of a licensed physician.
18. Bringing/carrying weapons on PRIDE premises or any customer work site or violation of PRIDE’s Workplace Contraband and Weapons policy.
19. Falsification of employment records, employment information, or other PRIDE records.
20. Unauthorized use of PRIDE equipment, time, materials, facilities, or the PRIDE name for personal reasons.
21. Removing or borrowing PRIDE or customer property without prior authorization.
22. Deliberate destruction or careless damage of any PRIDE property or the property of any employee or customer.
23. Theft of any PRIDE property or the property of any employee or customer.
24. Soliciting other employees for membership, funds, or other similar activity in connection with outside organizations during work time or the work time of the employee solicited.
25. Distributing unauthorized literature or any written or printed material during work time or in work areas.

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26. Inappropriate use of camera phones or other recording equipment while at work.
27. Revocation of a PRIDE employee's access privileges to his or her assigned work site.
28. Committing a fraudulent act or a breach of trust under any circumstance.
29. Accepting gifts or money from vendors, suppliers or customers outside the parameters contained in PRIDE’s Business Ethics policy.
30. Any type of fraud or bribery or violations of PRIDE’s Business Ethics policy.
31. Disclosing confidential company information.
32. Taking advantage of an employee with a cognitive or psychological impairment. This includes borrowing money, accepting gifts, socializing outside of work or otherwise engaging in an inappropriate relationship with an employee that may not be able to recognize appropriate boundaries and actions.
33. Behavior during or outside work that discredits PRIDE.
34. Incompatible and inconsistent activities as they relate to secondary employment or violation of PRIDE's Conflict of Interest policy.
35. Failure to adhere to any PRIDE dress code appropriate for the type of work performed and location. This includes the wearing of prescribed safety gear and clothing (Personal Protective Equipment).
36. Violation of any PRIDE or departmental safety, health, security or work rules.
37. Failure to report immediately to a supervisor any accidents or injuries on the job

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II. Discipline

Post Orientation Employees

Employees who have completed their 90-day orientation period and who violate our standards of conduct will be disciplined. Disciplinary action may take a variety of forms, including informal discussion, verbal, written or final written notices.

Depending on the severity of the offense, management has the sole discretion to skip disciplinary action and immediately terminate for serious violations of our policies or rules.

Employees within 90-day Orientation Period.

III. Open Door

Employees dissatisfied with the results of any disciplinary action may contact upper management or Human Resources directly.

IV. At-Will Employment

No statement in this policy is intended to affect the at-will relationship between PRIDE and its employee. Employment at PRIDE Industries is at-will and may be terminated with or without cause and with or without notice at any time by either the employer of the employee.

V. Responsibility

Human Resources is responsible for publication, revision and interpretation of this policy.

Definitions:

Not applicable

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Related Policies:

Not applicable

References/Citations:

Not applicable

Attachments:

Not applicable

Revision Log:

REVISION*	DATE*
<input type="checkbox"/> NEW <input type="checkbox"/> REVIEWED <input checked="" type="checkbox"/> REVISED <input type="checkbox"/> RETIRED (SELECT ONE) REVISION SUMMARY: Moved into new Policy template format	03/01/2022
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