

# Bachman Machine Company Employee Conduct Code

Company Rights: The Bachman Machine Company reserves the right to discipline any employee for any offense not specifically stated or identified in the employee conduct code and to supplement, interpret, alter, modify or amend the employee code at any time. Any failure of the Company to enforce any of the provisions listed in the employee conduct code in any one or more instances shall not be considered a waiver of that right.

The Employee Conduct Code: In establishing what is considered to be reasonable employee conduct, no attempt can be made to include all possible breaches of good conduct. However, within the following listing are types of actions and/or conduct that are not acceptable or conducive to the orderly operation of the Bachman Machine Company. The conduct of all Bachman Machine Company employees shall be in accordance with basic, general personnel conduct regulations which the Company has established to help carry out its operations efficiently and to properly protect the safety and general rights of all employees, customers, vendors, etc. Violations of any of the Company employee conduct code stated in this policy will constitute grounds for disciplinary action which can range from verbal warnings to immediate discharge, depending on the seriousness and the frequency of their offense.

## EMPLOYEE CONDUCT CODE

1. Actual or threatened physical violence, disorderly or unruly conduct towards another employee while working or on company property, regardless who is the aggressor.
2. Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in the appropriate manner. Any refusal to carry out a direct request, instruction, or other Company rule, unless the refusal is proven to be unsafe to the employee.

3. Possession, distribution, sales, use or being under the influence of alcoholic beverages or illegal drugs while on company property, reporting to work under the influence of drugs or alcohol or while on duty, or while operating a vehicle or potentially dangerous equipment leased or owned by the Company.
4. Release of confidential information about the Company or its customers. Disclosing trade secrets or other confidential information to outside sources.
5. Theft or unauthorized removal, use, or possession of property from the Company, fellow employees, customers, or anyone else on Company property.
6. Altering or falsifying any time-keeping record, intentionally recording another employee's time, allowing someone else to record your time card, removing any time-keeping record from the designated area without proper authorization or destroying such a record.
7. Bringing onto Company property dangerous or unauthorized material such as firearms, explosives, knives, or other similar weapons or items.
8. Violating safety or health rules or practices engaging in conduct that creates safety or health hazard.
9. Absence of three or more consecutive workdays without notice to your supervisor or the Human Resources department, unless a reasonable excuse, acceptable to the Company, is provided.
10. Leaving the plant or one's department during working hours without prior approval of the supervisor or leaving prior to the end of a scheduled shift without approval of the supervisor.
11. Failure to return from a leave of absence (medical, personal, or disciplinary) or from vacation on the scheduled date.
12. Sleeping during working hours or any other attempt to slow or restrict production efforts.
13. Falsifying or making a material omission on an employment application insurance claim, workmen's compensation claims or any other Company record, regardless when it is discovered.
14. Conviction of outside criminal activities or any other conduct that is deemed not to be in the best interest of the Company.

15. Harassment of another employee, vendor, contractor or other non-employee or immoral or indecent conduct during working hours.
16. Participating in any actions considered horseplay, regardless if an injury or accident is not involved.
17. Poor quality work, carelessness, negligent work performance, abuse or misuse of Company tools machinery, equipment or materials.
18. Excessive absenteeism or tardiness, as determined by absenteeism & Punctuality policy.
19. Refusal to cooperate in or the giving of false information during any investigation concerning work related injuries, insurance claims processing, harassment activities, or thefts.
20. Failure or refusal to work reasonable overtime as required or instructed by Supervision.
21. Inducement of another employee to break any standard of conduct, safety rules, or Company policies.
22. Any other that the Company, in its sole discretion, considers detrimental to the legitimate business interests of the Company.
23. Failure or refusal to permit inspection of items such as lockers, vehicles, packages, lunch boxes, tool boxes, etc. when requested.
24. Having three disciplinary offenses and/or warnings within any twelve (12) month time period.
25. The removal, tampering, unauthorized modification, mutilation, or destruction of any safety, hazard communication (MSDS) sheets, labels or health signage.