

Abhe & Svoboda, Inc.	Revision Date: 1/1/2023
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CODE OF CONDUCT

Employees shall follow all company, local, state and federal laws, rules and regulations in the performance of their job duties. Any violation of such will be cause for discipline, including termination.

The following are examples of conduct that are likely to result in disciplinary action, including termination and removal from the job site.

- Theft or destruction of Company, another employee's or the client's property.
- Disruption of work premises due to insubordination.
- Under the influence of alcohol, the abuse of over-the-counter medications or the use of illegal drugs when on the job.
- Behavior disruptive of business or the performance of other employees.
- Horseplay, fighting or any non-work activity.
- Any act or statement which would cause a reasonable person to be put in fear of receiving a battery or assault from another person, either threatened or implied.
- Negligence on the job.
- Removing or disabling any safety devices or guards on equipment.
- Removing or modifying any environmental regulator devices or gauges from any Company vehicles or equipment.
- Inattention to or neglect of duties.
- Failure to promptly report any on-the-job injuries no matter how small or insignificant.
- Failure to report to the supervisor when taking over-the-counter or prescription medication which might affect the employee's ability to perform.
- Failure to report a defect or malfunction of equipment.
- Sleeping while on the job.
- Unauthorized possession of firearms or explosives on the job or premises.
- Violation of any safety rule or guideline.
- Employees are expected to be ready to work at starting time.
- Failure to call in before start time if going to be late or absent.
- Leaving work unauthorized.
- Operating a piece of equipment not authorized to operate.

List any site specific additions or changes below:

1. _____
2. _____
3. _____