

Employee Code of Conduct

<<Service_Request_Customer>> commits to encouraging a safe, supportive and productive work environment. This can only happen when everyone cooperates and agrees to suitable standards of conduct.

The following are acts which the company considers unacceptable. Any employee found engaging in these acts will be subject to disciplinary action which may include reprimand, warning, suspension or dismissal:

- being absent from work without a valid reason
- being late or taking unexcused absences from work
- soliciting or accepting any commission, payment, gift, service, favour or any other advantage in connection with his/her work, unless approved by the company
- revealing confidential company information to third parties
- engaging in business dealings with a competitor or otherwise which would involve a conflict of interest with the employees duties (also includes immediate family members), unless expressly permitted by the company
- wilfully damaging, destroying or stealing property belonging to fellow employees or the company
- fighting or engaging in disorderly conduct
- refusing to follow or failing to carry out the reasonable instructions of a supervisor
- ignoring work duties or wasting time during working hours
- coming to work under the influence of alcohol or any drug, or bringing alcoholic beverages or drugs on to company property
- intentionally giving any false or misleading information to obtain a leave of absence
- using threatening or abusive language or actions towards a fellow employee
- smoking contrary to established policy or violating any fire protection regulation
- wilfully or habitually violating health and safety regulations
- failing to wear clothing conforming to standards set by the company
- not taking proper care of, neglecting or abusing company equipment or tools
- using company equipment in an unauthorised manner
- possessing weapons of any kind on company property

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Employee Signature:

Date: _____

Employee Name: _____