

Bogardus Medical Systems, Inc. POLICY & PROCEDURE MANUAL	DEPARTMENT: HUMAN RESOURCES	POLICY 7.3 PAGE: 1 of 4
	SUBJECT: PERSONAL BEHAVIOR	REVISED: 05/10/2006 REVIEWED: 04/09/2008 EFFECTIVE DATE: 8/18/03

I. Purpose:

To establish a policy of clear standards of behavior for all employees.

II. Policy:

A. Bogardus Medical Systems, Inc. expects each employee to act in a mature and responsible manner at all times. However, to avoid possible confusion, some of the more obvious unacceptable activities are noted below. Occurrences of any of the following activities or violations of any other company rules or policies will be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive and notwithstanding and all employees remain employed “at-will”.

B. All of the below items may be handled using three steps of progressive discipline: Written Warning, Final Written Warning, and Immediate Dismissal. However, because employment is “at-will”, management has the right to terminate an employee for any violation of these unacceptable activities depending on the severity of the offence committed.

C. The following are unacceptable activities considered *Level One*:

- Excessive use of company telephone for personal calls
- Excessive workplace visits of a personal nature.
- Smoking in “Non-Smoking” restricted areas.
- Removing, or altering notices on any bulletin board on company property without permission of a supervisor
- Failure to maintain a neat, clean and sanitary appearance in terms of the standards established by the company and each department; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.

D. The following are unacceptable activities considered *Level Two*:

- Unsatisfactory or careless work; failure to meet production or quality standards; mistakes due to carelessness or failure to get necessary instructions
- Conducting gambling on company premises.

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- Sleeping on the job, loitering or loafing during working hours.
- Insubordination or refusing to obey instructions properly issued by an immediate supervisor or a company administrator.
- Failure to report an absence or late arrival (no show no call), excessive absence or lateness, walking off the job.
- Speeding or careless driving of a company rented vehicle.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without prior approval of a supervisor.

D. The following are unacceptable activities considered *Level Three*:

- Obscene or abusive language toward any client, supervisor, employee, or visitor; indifference or rudeness toward a client, supervisor, fellow employee, or visitor; any disorderly/antagonistic conduct on company premises.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of company property, or the property of fellow employees, suppliers, or visitors in any manner.
- Discussion and comparison of salaries/raises/compensation between employees.
- Discussion and comparison of Performance Evaluations between employees.
- Theft of company property, the property of fellow employees, or visitors; unauthorized possession or removal of any company or client property, including documents from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company equipment for personal profit/gain.
- Dishonesty; willful falsification or misrepresentation on an application for employment or other work records; lying about sick or personal leave; falsifying reason for leave of absence or other data requested; alteration of company records or other company documents and information.
- Any act of harassment, sexual or other; telling sexist or racial-type jokes; making racial or ethnic slurs.

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- Violating the non-disclosure agreement; giving confidential or proprietary information to competitors or other organizations or to unauthorized employees; working for a competing business while a Bogardus Medical Systems, Inc. employee; breach of confidentiality.
- Immoral conduct or indecency on company premises.
- Willful violation of security or safety rules or failure to observe safety rules or safety practices of the company; tampering with equipment or safety equipment.
- Malicious gossip and/or spreading or rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willingly restricting work output or encouraging others to do the same.
- Use of company internet/email service to solicit outside business ventures; for political or religious causes; sending offensive or improper messages including racial or sexual slurs.
- Failure to immediately report damage to, or an accident involving company equipment.
- Willful violations of any company rule and/or deliberate action that is extreme in nature and obviously detrimental to the company's efforts to operate profitably.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use, sale of controlled substance drugs while on company premises.
- Unauthorized possession of dangerous or illegal firearms, concealed weapons, or explosives on company property or while on duty.
- Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on company premises or when representing Bogardus Medical Systems, Inc.; fighting, horseplay, or provoking a fight on company property, or negligent damage of property.
- Threatening, intimidating, or coercing fellow employees on or off the premises – at any time, for any purpose.

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- Alteration of a timesheet, records, and/or attendance documents; or causing someone to alter timesheet or records.

III. Management Guidelines:

- A. Management is not restricted in taking action to those items listed above. However, the handling of any item not covered by these guidelines must be reviewed by Human Resources prior to any disciplinary action being taken. Also, if any doubt exists as to the appropriate disciplinary action, department management consults with Human Resources for guidance and then proceeds with the appropriate action. Employees are “at-will” and depending on the severity of the behavior, immediate termination may be appropriate.
- B. The supervisor is responsible for gathering and recording all pertinent facts before administering any section of the personal behavior policy.
- C. Employees are to be paid for all time spent in counseling sessions, fact-finding interviews, etc.