General rule and regulations policy

**Rules of Conduct**

All employees of ABC Company must conduct themselves properly to ensure the smooth operation of the plant. As an employee, you are expected to meet the performance and conduct requirements of your job to the satisfaction of the Company. The following infractions will subject you to immediate disciplinary action, which may include dismissal:

• Theft or dishonesty;

• Falsifying records or information;

• Punching another employee’s time card, or having another employee punch your time card;

• Leaving your job or the Company premises without prior approval from your supervisor;

• Insubordination or disrespect of Company work rules and policies;

• Allowing printed materials to come into the possession of anyone but the customer for whom they were printed;

• Use of information acquired on the job for personal gain;

• Unsatisfactory work performance; or

• Failure to cooperate with any internal investigation.

This list is not all-inclusive. In each case of misconduct or unsatisfactory performance, the appropriate disciplinary action will be determined, at the Company’s discretion, on the basis of the particular facts and circumstances.

The Company expects that all employees will cooperate with investigations the Company may make into such areas as misconduct of fellow employees, sexual harassment, fraud, misappropriation or misuse of Company funds or property, and the like. Failure to do so may subject an employee to disciplinary action, up to and including dismissal.

THIS POLICY IS LEGALLY ESSENTIAL