Business ethics policy (option 1)

We believe that our employees are and will continue to be good citizens, both in the community and on their jobs, and that they ordinarily will not engage in acts contrary to the best interests of themselves, other employees, customers, shareholders, or the Company. However, in instances in which employees do engage in conduct contrary to these interests, they will receive discipline appropriate for such misconduct. The degree of discipline in each case, up to and including discharge, will be determined by the severity of the situation involved.

If during the course of your employment a performance problem is detected, your supervisor will discuss the problem with you and offer any appropriate assistance needed to remedy the situation. If the performance problem continues, the normal steps of disciplinary action by the Company will be oral warning, written warning, written probation, and, ultimately, termination of employment. Employees also may receive a five‑day suspension in appropriate circumstances as a final disciplinary action prior to termination. If you have successfully completed a probationary period but revert to the problem that warranted the probation, you may be subject to termination without repeating the foregoing steps of disciplinary action. Furthermore, if you engage in misconduct deemed serious enough by the Company, in its sole discretion, you may be subject to immediate suspension and/or termination; without administration of the progressive steps of discipline.

The following set of rules and regulations is intended to serve as a general guideline in governing appropriate employee behavior. The list is *not* intended to include all offenses for which an employee may be disciplined or discharged.

**Performance Rules**

1. Always make your best effort in your work.

2. You are expected to meet reasonable standards of efficiency, productivity, and performance.

3. Do not restrict production.

4. Do not produce excessive waste/scrap.

5. Do not leave the plant during working hours without advance permission from your supervisor.

6. Always work until the end of your shift or the beginning of your break and lunch periods.

7. Always be at your assigned work station ready to work at the start of your shift and at the end of your break and lunch periods.

**Behavior Toward Others**

1. Insubordination is prohibited. Insubordination includes the failure or refusal to obey the orders or instructions of a supervisor or management, the use of abusive or threatening language toward such individuals, or any conduct that undermines supervisory authority.

2. Do not threaten, intimidate, coerce, provoke, interfere, or fight with employees, supervisors, management, customers, visitors, or suppliers at any time.

3. Do not make false or malicious statements about employees, supervisors, management, the Company or its products, customers, suppliers, or visitors at any time.

4. The use of profane or abusive language is not permitted in any situation.

**Property of Others**

1. Do not abuse, misuse, damage, destroy, sabotage, or steal Company property, machines, tools, or equipment, or the property of employees, supervisors, customers, suppliers, or visitors.

2. The use of Company equipment or tools for personal purposes is not permitted.

**Honesty**

1. Do not falsify or fail to disclose completely all information requested or recorded on any employment, personnel, production, or other record of the Company or its suppliers, customers, or insurance carriers.

2. Do not alter, misuse, or remove from Company premises, without proper authorization, employee lists, blueprints, Company records, checks, or confidential information of any nature.

3. Do not falsify employee time records by recording hours as worked that are not actually worked. Do not complete any employee time records other than your own.

**Condition of Company Premises**

1. Do not create or contribute to unsanitary conditions on Company premises; do not litter.

2. Keep your work area safe and clean at all times.

**Other Rules**

1. Gambling on Company premises is strictly prohibited. Gambling includes lotteries, punch boards, check pools, and raffles.

2. The possession of guns or other lethal weapons on Company premises is strictly prohibited.

3. Do not post or remove notices, signs, or any written or printed material on or from bulletin boards or elsewhere on Company property at any time without advance permission.

4. Always report any mistake by yourself or another person that could affect the Company’s operations or the quantity or quality of its products or services.

**Parking and Access to Premises**

1. Park only in the area designated for you by the Human Resources Department.

2. Parking areas on Company premises are restricted to employees and Company‑authorized guests.

3. Persons who are not Company employees shall be permitted to enter the work area, plant buildings, or work areas only through the Human Resources Department or with advance permission from the Company representative in charge of the facility at the time. Do not otherwise permit or invite non‑employees to enter buildings or work areas.

THiS POLICy is LEGALLY ESSENTIAL