

## CONDUCT AND SAFETY RULES

Employees must be aware of their responsibilities to the Organization and to their fellow employees. It is imperative you follow our standards of conduct and safety rules.

We make every effort to provide safe working conditions for our employees and to observe governmental safety regulations. Safety is everyone's responsibility.

Violations of personal conduct and safety rules will result in one of the following forms of disciplinary action: verbal warning, written warning, probation, or discharge. In addition, workers' compensation benefits by law can be reduced by fifty percent (50%) if a work injury or illness is due to a safety rule violation.

The following standards of conduct are illustrative of the types of behavior that will not be permitted and is not the total list of all infractions. Employees are expected to use common sense and reasonable care while at work.

1. Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics, or the use, sale, dispensation, or possession of alcoholic beverages and/or illegal drugs and narcotics on Organization premises;
2. The use of profanity or abusive language;
3. The possession of firearms or other weapons on Organization property;
4. Insubordination or the refusal by an employee to follow management's instructions concerning a job-related matter;
5. Fighting or assault on others;
6. Theft, destruction, defacement, or misuse of Organization property or of another employee's property;
7. Falsifying or altering any Organization record or report, such as an application for employment, a medical report, a service delivery report, a time record, an expense account, an absentee report, or shipping and receiving records;
8. Threatening or intimidating others;
9. Smoking within any Organization building, on Organization property or within thirty (30) feet of any building entrance;
10. Horseplay, pranks, or practical jokes;
11. Unauthorized sleeping on the job;
12. Failure to wear assigned safety equipment or failure to abide by safety rules and policies;
13. Improper attire or inappropriate personal appearance; or
14. Engaging in any form of sexual harassment.

I, \_\_\_\_\_, have read, understand, and agree not to violate the above standards of conduct and safety rules.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Please email this completed form to [hr@sucap.org](mailto:hr@sucap.org) – signatures are requested during orientation.**