

## ASI General Rules of Conduct Policy

### **3.7 General Rules of Conduct**

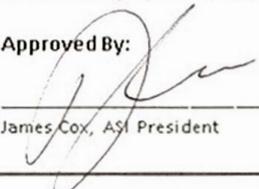
To ensure orderly operation and to promote efficiency, productivity and cooperation among employees, ASI expects employees to follow rules of conduct that will protect the interest and safety of all employees and ASI.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

1. Theft or unauthorized removal of property from the corporation, fellow employees, customers, or any person on the employer's property.
2. Obtaining employment based on false or misleading information.
3. Altering, falsifying, or destroying any timekeeping record; punching another employee's time card; or allowing another employee to punch one's time card (where applicable).
4. Falsifying information or making material omissions in any documents or records. This includes the making of a statement on an employment-related matter, which an employee knows, or should have reasonably known, to be false and/or without merit.
5. Possession, distribution, sale, transfer, or use of alcoholic beverages, or illegal drugs in the workplace, on company property, while on duty, appearing for duty or working under the influence of alcohol and/or drugs, or while operating employer-owned vehicles or equipment.
6. Actual or threatened physical violence towards another employee, customer or visitor.
7. Boisterous or disruptive activity in the workplace.
8. Misusing, destroying or damaging property of the corporation, a fellow employee, a customer or a visitor.
9. Insubordination, including improper conduct toward a supervisor, or refusal to perform tasks assigned by a supervisor in the appropriate manner.
10. Violating safety or health policies and/or practices or engaging in conduct that creates a safety or health hazard.
11. Smoking in prohibited areas.
12. Harassment, especially sexual, racial or other harassment prohibited by law and ASI's Anti-Harassment policy, to include behavior or language offensive to other employees.
13. Possession of dangerous or unauthorized materials, such as explosives, firearms, weapons, or any other hazardous or dangerous devices on the employer's property.
14. Absence for three consecutive work days without authorization from the appropriate supervisor; failure to return from an authorized leave of absence on the date such a leave ends.
15. Frequent or excessive tardiness or absences from work, or an employee's work area.
16. Unauthorized use of telephone, mail systems, computer systems, or other employer owned equipment.
17. Release of confidential information about the corporation, its customers or employees.
18. Unsatisfactory job performance.
19. Dishonesty; misuse of funds or property.
20. Immoral conduct including conviction of a felony or conviction of any misdemeanor involving moral turpitude.
21. Discrimination prohibited by law.

- 22. Carelessness or negligence when performing duties.
- 23. Incompetence.
- 24. Sleeping on duty.
- 25. Violation of any ASI policy.

PRC Approved 1/14/15

<b>FOR ASI USE ONLY:</b>	
<b>ASI Senate Approval Date:</b>	<u>1/29/15</u>
<b>Verified By:</b>	
	<u>2/10/15</u>
Andrea Cendejas, ASI Attorney General	Date
<b>Approved By:</b>	
	<u>2/11/15</u>
James Cox, ASI President	Date