

**EMPLOYEE CONDUCT &  
DISCIPLINE**

<b>POLICY TITLE:</b>	<b>CODE OF CONDUCT</b>
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**PURPOSE:**

To clearly establish the expectations regarding behavior and actions of all employees when working for CRAIG or conducting business on behalf of the organization. All employees are expected to be respectful of their fellow employees, the company hierarchy, the company values and procedures as well as the company's physical property.

**SCOPE:**

This policy applies to all CRAIG employees.

**PROCEDURE:**

Employee will be subject to disciplinary action up to and including immediate dismissal, regardless of the employee's prior disciplinary record, if the act of misconduct committed is considered sufficiently serious. Some acts of misconduct may include, but is not limited to, the following:

- Fraud
- Theft
- Vandalism
- Threatening behavior – whether blatant or implied
- Physical and/or verbal abuse
- Working under the influence of drugs or alcohol
- Falsification of the employment application and/or skills relating to the ability to carry out required job duties
- Excessive or chronic tardiness
- Leaving work during scheduled shift without authorization
- Excessive absences
- Nonproductive activity during work shift – such as talking, texting
- Misuse or unauthorized disclosure of company records or confidential information
- Insubordination
- Breach of confidential information, documentation or materials
- Unauthorized purchases
- Blatant disrespect to CRAIG customers and/or suppliers
- Consistently not contributing to the organization and its goals, in the manner assigned or intended
- Safety violations
- Misuse or unauthorized use of company and information technology property
- Smoking violations
- Harassment/Discrimination
- Failure to return to work immediately following an expiration of a leave of absence granted by the company/group insurance provider
- Working elsewhere while on a company/group insurance provider authorized leave of absence

Any exceptions to this policy will be made at the discretion of the department's supervisor/manager.

<b>POLICY TITLE:</b>	<b>ATTENDANCE</b>
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**PURPOSE:**

To clearly establish the CRAIG expectations regarding absences, tardiness and other attendance issues.

CRAIG views attendance as an important aspect of employment and feels that 100% attendance is attainable since employees are permitted to make up or bank time.

**SCOPE:**

This policy applies to all CRAIG employees.

**PROCEDURE:**

- If the employee is unable to report to work, they are expected to report their absence to their immediate supervisor, within 30 minutes of their scheduled shift. If the supervisor is unavailable, a message must be left on the main phone or with another company supervisor/manager.
- If the employee is unable to report to work due to sickness or family/personal issues, the time missed will be:
  - unpaid (hourly employees), or
  - made up at a later time (salaried employees)
- Shift Deviation - Work shifts are set to maximize productivity. Arriving late and/or leaving early disrupts work flow within departments and should be done in moderation. Frequent deviations of work shifts will not be tolerated.
- If an employee is absent for three (3) consecutive days without proper notification, CRAIG will consider that the employee has resigned their position with the company and will take immediate steps in creating a record of employment. Exceptions may be made if employee was unable to make contact or direct someone else to do so. Explanation will be considered and evaluated by management on an individual case-by-case basis.

Any exceptions to this policy will be made at the discretion of the department's supervisor/manager.

<b>POLICY TITLE:</b>	<b>HARASSMENT</b>
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**PURPOSE:**

To clearly define the harassment policy at CRAIG and the procedures applied to resolve the situation.

**SCOPE:**

This policy applies to all CRAIG employees.

**PROCEDURE:**

CRAIG is dedicated to a healthy, safe, and rewarding work environment for all employees. This company-wide policy is intended to prevent harassment of any type. All employees are entitled to a working environment that is free of harassment, and CRAIG will take every reasonable effort to ensure that no employee is subjected to harassment within the workplace.

CRAIG considers harassment to be "any objectionable conduct, comment or display by a person that:

- is directed at a worker and
- is made on the basis of race, creed, religion, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin and
- constitutes a threat to the health or safety of the worker"

CRAIG will not tolerate any type of harassment or discrimination within the workplace and is committed to taking corrective action against any person under CRAIG direction who subjects any employee to harassment and/or discrimination.

The following steps should be taken to address incidents of alleged harassment internally:

1. An employee who believes they have been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the behavior is objectionable and must stop.
2. Where this can not be done, or is unsuccessful, the employee should report the alleged harassment to their supervisor/manager or the HR department.
3. Once the incident has been reported, the above-designated person(s) shall immediately bring the complaint to the attention of CRAIG management.
4. Prompt investigation will then occur, and if a harassment charge is substantiated, CRAIG will take appropriate corrective action with the employee(s) which violated this policy up to and including dismissal.

All employee complaints will be taken seriously, and the rights of all concerned will be respected. Reasonable effort will be taken not to disclose the identity of the employee, or the circumstances of the complaint; except where disclosure is necessary for purposes of investigating, taking disciplinary action in relation to the complaint, or where such disclosure is required by law.