**PROHIBITED ACTIVITIES (STANDARDS OF CONDUCT)**

[YOUR COMPANY NAME] wishes to create a work environment that promotes respect, job satisfaction, responsibility, and value for all of our employees, customers, clients, and other stakeholders. Every employee at [YOUR COMPANY NAME] has a shared responsibility toward improving the quality of the work environment. By agreeing to work at [YOUR COMPANY NAME] you have agreed to follow the company’s rules and to refrain from conduct which is detrimental to our goals.

Violation of the prohibited conduct set forth below, or any other conduct deemed inappropriate by management, may subject you to disciplinary action, including oral or written warnings, suspension, transfer or possible termination. If you have any questions about your personal conduct or that of any fellow employee, immediately consult your Manager for clarification.

The following list contains examples of conduct considered improper which may result in discipline, including termination. Please note, this is not a complete list and understand that other behaviours may also result in discipline.

1. Being under the influence of drugs, alcohol or other controlled substances, possessing, selling, using or negotiating the sale of drugs and alcohol during working hours, in company uniform or on company property (including company vehicles).

2. Giving false information regarding the number of hours worked.

3. Falsification of any other employment-related document including, but not limited to, employment review documents, personnel files, communications with those outside the company, *intra*-company communication, expenses etc.

4. Theft or destruction of company property or the property of fellow employees, visitors and clients.

5. Possession of potentially hazardous or dangerous property, such as weapons, firearms or chemicals, etc., without prior authorization.

6. Harassment or fighting with any fellow employee or customer.

1. Unauthorized or excessive use of company property or property of any fellow employees, customers or visitors, including but not limited to, supplies, vehicles, telephones, computers and mail.
2. Disclosure of confidential company trade secrets or any other proprietary information of the company, fellow employees or customers.

9. Insubordination, including but not limited to, refusal to perform a required job task

10. General neglect and failure to follow safety procedures and rules.

11. Excessive absence or tardiness.

12. Smoking in non-designated areas.

13. The taking of unauthorised leave.

14. Failure to dress appropriately.

15. Failure to keep your workplace in a neat and sanitary condition.

16. Use of inappropriate or obscene language in the workplace.

17. Failure to provide medical authorizations for medical absences in excess of two days.

18. Inappropriate behaviour which either creates a dangerous situation or distracts your fellow employees.

19. Any criminal activity in the workplace or outside of the workplace.

20. Off-duty conduct which can affect the company’s credibility or reputation.

21. Outside employment which interferes with your ability to perform your job at this company including, but not limited to, that with a competitor of the company.

22. Gambling on company premises.

23. Sleeping on duty.

24. Taking any unauthorised gratuities or gifts from clients.

25. Lending keys to company property to unauthorised persons or allowing duplicate keys to be made.

27. Discrimination of or harassment against, a fellow employee, clients or visitors because of that person’s religion, race, sex, colour, disability, age, or nationality.

28. Spreading rumours and Bad-mouthing fellow employees, clients or visitors.

## DISCIPLINARY ACTION

Please make reference to the company Disciplinary Policy.