

## Work Rule Violations:

While it is impossible to compile a complete list of rules of conduct that might result in disciplinary action, our handbook is meant to bring attention to common examples of the conduct that will result in corrective action, up to and including immediate termination. The types of behaviors listed below will result in disciplinary action: We are committed to treating employees fairly and consistently throughout Southwire. While it is impossible to compile a complete summary of rules of conduct that may result in disciplinary action, the following provides a basic pattern for such action. Employees are expected to adhere to the following work rules:

1. Excessive Unexcused Absenteeism \*Refer to your location's Attendance Policy
2. Failure to Be Properly Prepared for Work
3. Leaving Assigned Work Area without Authorization
4. Failure to Produce a Reasonable Quantity of Acceptable Quality Work
5. Failure to Follow Rules for Safety, Security and Job Performance
6. Failure to Meet Performance Expectations
7. Failure to Carry Out Assignments and Instructions in a Cooperative Manner
8. Any Actions that Endanger Life, Limb or Property
9. Violation of any Company Policy, including those contained in this Employee Handbook
10. Violation of the Company's Standards of Business Ethics and Conduct Policy (sometimes referred to as the "Code of Conduct"), including those acts not meeting the Company's expectations that employees treat others with dignity and respect and act with integrity
11. General Misconduct
12. Using Tobacco while on the company's premises \*Violations will result in a Final Written Warning

## Progressive Discipline

The following disciplinary progression generally will be utilized for work rule violations, except in the case of Intolerable Violations:

- Written Coaching Session
- One Day Suspension
- Three Day Suspension
- Five Day Suspension

There are times when one or more steps of progressive discipline level may be skipped because of the seriousness of the situation or other circumstances. At all times, Southwire maintains the complete discretion to impose discipline that it deems appropriate.

## Intolerable Violations

In the case of intolerable violations, these actions are considered so severe that they may lead to immediate termination no matter where the employee is in the

progressive discipline process. The following actions are some examples, but not all encompassing, of intolerable violations:

- Violation of the Company's drug and alcohol-free workplace policies, including possessing, using or being under the influence of alcohol, controlled substances (drugs) or any intoxicant while on Southwire's premises
- Leaving the facility without your supervisor's knowledge and/ or permission during scheduled working hours (abandoning job without being properly relieved). If your supervisor is not available, you must contact another supervisor or manager or your Human Resources representative.
- Safety violations which include actions or inactions that could result in serious injury or death
- Failure to comply with lockout/tag out procedures
- Failure to use required machine guarding
- Failure to use/adjust equipment safety devices
- Violation of the Company's equal employment opportunity, anti-harassment, anti-retaliation or workplace violence policies
- Violation of the Company's workplace violence policies, including verbal or physical threats or actions (even if joking)
- Refusal to cooperate with a company investigation
- Willfully damaging, destroying or taking company or personal property (Theft)
- Unauthorized possession or use of any company property, equipment or materials
- Unauthorized disclosure of the company's confidential information
- Possessing weapons of any kind at the workplace or employer-sponsored events.
- Falsification of employment application, personnel records or any other company or business records • Deliberately clocking out, falsifying your own or another employee's time record or permitting another employee to clock out or falsifying your time record
- Engaging in criminal activity or other activity that could bring the organization into serious disrepute
- Using tobacco on company premises (this will result in a final written warning)

Parent Signature

Date

Student Signature

Date