



Employee Code of Conduct Sheet

Name _____ Starting Date _____

Job Title _____ Supervisor _____

1. Wear Appropriate Attire for Job Description.
2. Meet or Exceed Grooming Expectations.
3. Observe Proper Telephone Etiquette—2 Minute Limit Unless Emergency Call.
4. Use Cell Phones in *Unrestricted* Areas Only.
5. Demonstrate Respect for Others.
 - ✦ Do Not Gossip or Contribute to a Negative Environment.
 - ✦ Do Not Verbally, Physically or Sexually Harass Another Employee.
6. Drugs and Alcohol are Not Allowed.
7. Weapons are Not Allowed.
8. Follow *All* Safety Rules and Regulations at *All* Times.
9. Consistently adhere to company attendance policy.
10. Zero Tolerance is Exhibited for the Following Offenses:
 - ✦ Abusive Language
 - ✦ Acts of Violence/Bringing Weapons to Work
 - ✦ Theft
 - ✦ Substance Abuse
 - ✦ Deliberately Damaging Company Equipment or Property/Sabotaging Work Flow

Employee Signature & Date