



TEAM MEMBER GUIDE

824 CONDUCT

To provide the best possible working environment, the Company expects Team Members to follow rules of conduct. As it is not possible to list all forms of unacceptable behaviour, the following list serves as examples of various types of inappropriate behaviour which are considered unacceptable in the workplace. Team Members who fail to adhere to the Company's rules of conduct shall be subject to disciplinary action, up to and including termination of employment for cause.

- Boisterous or disruptive activity in the workplace
- Disrespectful or inappropriate conduct
- Insubordination
- Non-productive use of Company time
- Profane or abusive language
- Possession of dangerous or unauthorized material such as explosives, firearms or knives in the workplace
- Unauthorized disclosure of confidential information
- Unsatisfactory performance
- Use of personal phones, personal communication devices, or personal media devices while in undesignated areas and/or during undesignated times
- Viewing or distributing in the workplace violent, racial, profane, or sexually explicit material in all media formats

You have a responsibility to conduct yourself in a professional manner, to promote good will, fairness, and mutual respect.