

<b>Description of Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	<b>5th Offense</b>
Reporting for work under the influence of alcohol or drugs-Refusing to be tested if reasonable belief is suspected	3 Day Suspension	Termination			
Intentionally misusing or damaging Company property or the property of another associate	3 Day Suspension	Termination			
Smoking in unauthorized areas	1 Day Suspension	3 Day Suspension	Termination		
Repeated failure to punch own timecard daily	Verbal	Written	1 Day Suspension	3 Day Suspension	Termination
Leaving department or plant during working hours without supervisor's permission	1 Day Suspension	3 Day Suspension	Termination		
Unauthorized operation of power tools or tow motor (fork tractor)	Written	3 Day Suspension	Termination		
Posting or removing notices on the bulletin board without Company approval	Verbal	Written	1 Day Suspension	3 Day Suspension	Termination
Disregard of safety rules	Verbal	1 Day Suspension	3 Day Suspension	Termination	
Failure to wear specified safety equipment	Written	1 Day Suspension	3 Day Suspension	Termination	
Failure to report injury or accident	Written	1 Day Suspension	3 Day Suspension	Termination	
Stopping work before shift end	Verbal	Written	1 Day Suspension	3 Day Suspension	Termination
Unauthorized absence	Written	3 Day Suspension	Termination		
Creating scrap or poor quality materials due to carelessness	Written	1 Day Suspension	3 Day Suspension	Termination	
Stretching breaks or otherwise wasting time	Verbal	Written	3 Day Suspension	Termination	
Willfull insubordination by refusing a supervisor's order	1 Day Suspension	3 Day Suspension	Termination		
Sleeping on the job during working hours	1 Day Suspension	3 Day Suspension	Termination		

Deliberately restricting output	3 Day Suspension	Termination			
Failure to maintain productivity standards	Written	1 Day Suspension	3 Day Suspension	Termination	

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Unexcused tardiness	Verbal	Written	1 Day Suspension	3 Day Suspension	Termination
Eating in unauthorized areas	Verbal	Written	1 Day Suspension	3 Day Suspension	Termination
Failure to observe traffic and parking rules on Company property	Verbal	Written	1 Day Suspension	3 Day Suspension	Termination
Use of another associates tools without permission	Written	1 Day Suspension	3 Day Suspension	Termination	
Distributing printed materials on Company premises without permission	Written	3 Day Suspension	Termination		
Inability or unwillingness to work harmoniously with other associates	Verbal	Written	3 Day Suspension	Termination	
Intentionally browsing through personnel records other than his/her own without permission	3 Day Suspension	Termination			
Harassment or intimidation of an associate by another associate or supervisor	Written	3 Day Suspension	Termination		