

POLICY MANUAL



SECTION: Human Resources
SUBJECT: Plant Rules
APPROVED BY: Director, Human Resources

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Effective Date: June 2016
Replaces Date:

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Scope

This policy applies to all Horizon Plastic employees

Policy

To maintain a safe and productive working environment for all Horizon employees, we expect all employees to conduct themselves in a professional manner at all times. While it is impossible to list every action that is considered unacceptable conduct, some examples are provided below.

Horizon Plastics may discipline or discharge employees for misconduct of any kind, whether or not listed below. The form of discipline – be it counseling, verbal warning, written warning, suspension up to and including termination – will be determined on an individual case-by-case basis. Progressive discipline will be applied where appropriate, however, in some cases, one single incident of misconduct will warrant summary dismissal for either group.

Unacceptable Conduct

- 1) Disregarding safety or security regulations and guidelines.
- 2) Falsifying employment or other Company records.
- 3) Criminal, dishonest, or unethical conduct.
- 4) Willful damage of Company property or property of any employee, customer or visitor including but not limited to Graffiti on the facility or any part of it.
- 5) Reporting for work while under the influence of alcohol or abuse of drugs. Possessing, using, selling, distributing, or transporting of drugs or drug paraphernalia (except for legitimate medical reasons) and possessing or drinking alcoholic beverages while on Company property.
- 6) Fighting or using obscene, abusive, or threatening language or gestures.
- 7) Insubordination.
- 8) Theft of property from co-workers, customers or the Company.
- 9) Possession of weapons on Company premises or while on Company business.

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- 10) Failing to maintain confidentiality of Company, customer or client information.
- 11) Abusing Company credit cards for personal use.
- 12) Frequent absenteeism and unexcused absences according to the Attendance Policy.
- 13) Leaving the plant during your scheduled shift without permission & without punching out.
- 14) Lateness or Early Leaves, (employees need to be at their work stations when the shift starts and must remain at their work station until the shift ends. This includes returning from break and lunch as well as beginning and quitting work.
- 15) Eating is allowed in the lunchroom only. Water can be brought into the plant in a closable sealed clear container. Smoking is only allowed at the designated smoking areas outside the facility.
- 16) Cell phone usage is for work related purposes only, as per the Cell Phone policy.
- 17) Use of Electronic devices is prohibited unless authorized.
- 18) Use of Company Computers and/or Printers for personal use (i.e. browsing the internet and writing or printing malicious notes.
- 19) Reporting for work in a condition which impairs your ability to perform your job effectively or safely.
- 20) Discourtesy or rudeness to customers, staff, or other people involved with our Company.
- 21) Conspiracy to reduce or intentional reduction in work rates or output.
- 22) Intentional production or passage of defective work.
- 23) Unnecessary or unauthorized use or removal of Company supplies, tools and materials particularly for personal purposes.
- 24) Any act that is considered to be objectionable by management.