



## **Disciplinary Report Form continued**

Attached Documents-

Behavior and Standards of Conduct Policy

**Incident description (continued):**

Policy broken-  
Behavior and Standards of  
Conduct.

1. Personal Conduct
  - Attitude
  - Bad influence on others.
2. Improper Behavior
  - Unprofessional conduct.



questions or concerns about any aspect of your work as an associate, contact your ESSG Account Manager.

## **CONDITIONS OF EMPLOYMENT**

Failure to comply or infractions of the below conditions of employment may result in discipline, up to and including termination of employment.

### **Attendance /Punctuality**

- Absent without a valid reason
- Late for work/leaving early
- Failure to work and/or abuse of overtime
- Carelessness in protecting company information.

### **Company Property**

Improper use and care of physical assets e.g. equipment, facilities, copiers

### **Safety**

- Violating safety practices
- Carelessness
- Safety shoes/glasses
- Misuse of equipment
- Failure to follow procedures

### **Liquor and Drugs**

- The illegal or improper use, distribution, sale, dispensation or possession of any drug on **REICHEL FOODS** property or during work time is prohibited.

### **Solicitation**

- Sale of items on company time is prohibited
- No distribution of materials, flyers

### **Firearms/Explosives**

- Not allowed on Company property

- ~~Attitude~~
- Difficult to work with others
  - Negative
- ~~Bad influence on others~~

### **Insubordination**

- Failure to follow management directions

### **Dishonesty**

- Stealing
- Lying

- Falsifying company records (e.g.. timecards, expense accounts, records)

### **Employee Abuse**

- Mistreatment of others
- Verbal/Physical abuse ...on or off the job
- Sexual or other harassment

~~Derogatory Comments~~

~~Harassment~~

- Derogatory Comments
- Harassment

### **Quality Workmanship/Quality Results**

- Failure to follow procedures
- Failure to document results when required

### **Productivity**

- Failure to make proper use of work time
- Failure to stay on task as assigned



### **VISITOR POLICY**

Absolutely no visitors allowed at any time during your shift. Only employees working at **Reichel Foods** are allowed beyond the parking lot. Employees working at **Reichel Foods** are not allowed to go outside during their shift. Violation of this policy is grounds for disciplinary action. Please inform your friends and family of this policy.



### **SOLICITATIONS**

As a general rule, **Reichel Foods** discourages soliciting or distributing literature of any kind on company property. Soliciting on anyone's part during working time is not allowed. Exceptions to the solicitation rule may be made for such things as the United Way or memorials for deceased **Reichel Foods** employees and their close relatives.