

WORK RULES and CODE of CONDUCT

Whenever and wherever people work together, certain standards of reasonable conduct need to be established in order to maintain an orderly and efficient work atmosphere. Corrective discipline is not intended to inflict punishment. WVLS will take measures to correct whatever problem the employee has and to make the employee aware of the importance of adhering to established operating policies and procedures. In some cases, it may be necessary to discharge an employee because of the seriousness or continuation of unacceptable conduct.

WVLS will attempt to administer discipline on a fair and equal basis to all employees. The following types of conduct are unacceptable in our workplace. Because it is impossible to list every conceivable infraction, these guidelines can be amended by WVLS within its total discretion and are not the only types of misconduct that WVLS may feel it must address through discipline.

- Theft or misappropriation of employer or employee property, or any form of dishonesty.
- Falsifying records or information.
- Intentionally punching another employee's time card or falsifying a time card.
- Refusal to follow the direct order of a supervisor or management.
- Fighting, immoral conduct, threats, intimidation or harassment of customers or employees.
- Use or possession of drugs or alcoholic beverages on WVLS premises, or off WVLS premises while on duty.
- Reporting for work under the influence of drugs or alcoholic beverages.
- Absent two consecutive work days without notice.
- Excessive absenteeism, defined as five absences within a 12-month period without proper notice to WVLS.
- Failure to report absence.
- Six tardiness infractions in any 12-month period without proper notice to WVLS.
- Working another job while absent.
- Leaving the job without permission.
- Excessive time at break periods.
- Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury.
- Disclosing of confidential information.
- Gambling on WVLS premises.
- Sleeping on the job.
- Theft of WVLS property, including the "pirating" of software.
- Destruction or defacing of WVLS or employee property or equipment.
- Misuse or unauthorized use of WVLS property.

- Unauthorized solicitations or distributions.
- Failure to promptly report defective equipment or safety hazard.
- Failure to report injury or accident immediately.
- Horseplay or violation of safety rules.
- Substandard quality and quantity of work, including deliberate reduction of output.
- Smoking in unauthorized areas.
- Engaging in conduct which creates an unsafe work environment.
- Failure to complete reports promptly and accurately.
- Inappropriate appearance.
- Unauthorized parking.
- Discourteous treatment of customers or the use of profanity or threatening language.
- Conducting personal business on WVLS property, including promoting or selling any item or soliciting contributions.
- Directing obscene or abusive language toward a supervisor or fellow worker or customer.

WVLS's corrective action program is designed to encourage individuals to become satisfactory employees rather than punish them. Corrective action may take the form of: (1) oral warning; (2) written warning; (3) suspension without pay and benefits and/or (4) termination. Based on the severity of the incident, as determined by management, the oral warning and/or written warning may be bypassed and the employee terminated. WVLS may add to, modify or eliminate any rule when circumstances require a change.

To ensure orderly operations and provide the best work environment, we expect you to conduct yourself at all times in a manner that is respectful and will protect the interests and safety of all employees and WVLS. This handbook cannot address every conceivable circumstance that may arise. We consider all our employees to be professionals, and you are expected to exercise responsible judgment.

We reserve sole discretion to determine when certain behaviors, conduct, decisions, etc. are inappropriate, even if they are not expressly prohibited or addressed in this handbook. The consequences for any infraction will depend on all relevant circumstances and may include discipline or termination as we determine appropriate.

- It is not possible to list all the behavior that is unacceptable. The list below is illustrative and not intended to be all-inclusive. These are examples of infractions that may result in disciplinary action or termination:
 - Any form of theft, dishonesty, or inappropriate removal, use or possession of property.
 - Falsification of timekeeping or other records or documents.
 - Any form of violence.
 - Verbal or physical abuse; discourteous, disrespectful, insulting, or inflammatory language or conduct, or any other form of behavior that could be deemed “bullying” towards another person.
 - Negligence or improper conduct leading to damage of WVLS owned property or property belonging to others, or injury to another person.
 - Insubordination or other failure to follow directives or instructions.
 - Violation of safety or health rules.
 - Smoking in prohibited areas.
 - Possession of dangerous or unauthorized materials, such as explosives or firearms.
 - Unacceptable attendance record.
 - Unauthorized use or misuse of telephones, mail system, computers, social media or other WVLS owned equipment.
 - Unsatisfactory or inappropriate performance or conduct.
 - Violation of any other policies/rules in this handbook.
- Corrective Action: The purpose of corrective action is to eliminate inappropriate conduct, violation of policies, improper behavior, or performance problems. Corrective action may include, but is not limited to, oral or written warnings, suspensions without pay, work restrictions, job transfers, termination or any other form of discipline, counseling or correction deemed necessary under the circumstances. The specific measures taken will depend upon the nature and severity of the conduct and the surrounding circumstances.