

POLICY AND PROCEDURES

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Subject		Scope		
Conduct and Behaviour		Applies to All Employees		

POLICY

Regulations for the acceptable conduct and behaviour of employees are necessary for the orderly operation of any business, for the benefit and protection of the rights and safety of employees, and the protection of Cementation's assets. Employees are expected to govern their conduct and behaviour in a manner consistent with the guidelines set out herein.

Cementation is committed to maintaining a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. The possession, transfer, sale, or use of such materials on company premises or during the conduct of Cementation's business is prohibited. A breach of this Policy will result in discipline up to and including discharge.

PURPOSE

The purpose of this Policy is to provide guidelines, which may be changed from time to time, to promote understanding of what is considered acceptable and unacceptable conduct and behaviour; and to encourage consistency throughout the company.

RESPONSIBILITY

Each employee is responsible for observing rules of conduct that are normally accepted as standard in a business enterprise. Each employee will be required to sign a Conduct and Behaviour Policy Acknowledgement and Agreement which will be put in his/her employee file.

Managers are responsible for counselling employees promptly when their conduct or behaviour is inconsistent with the intent of this Policy.

REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Workplace Harassment and Violence Prevention Policy

PROCEDURE

- Appropriate Conduct and Behaviour includes but is not limited to:
 - Adherence to published policies, practices and procedures;
 - Competent performance of all job duties assigned;
 - Prompt and regular attendance at work;
 - Courtesy to and respect for co-workers, customers, suppliers or any other person who deals with Cementation in the conduct of its business;

- Wearing proper attire and footwear during working hours, appropriate to the job performed.

Inappropriate Conduct and Behaviour includes but is not limited to:

- Loitering or loafing;
- Leaving work early or leaving department without supervisor's permission;
- Using obscene, abusive language;
- Spreading malicious gossip or rumours;
- Harassing, threatening, intimidating, coercing any person at any time;
- Horseplay or throwing objects;
- Reporting to work or working while under the influence of alcohol, drugs, or prohibited substances;
- Creating or contributing to unsanitary conditions;
- Gambling, lotteries, or any other games of chance while on company premises;
- Insubordination;
- Excessive personal use of telephones or computer facilities.
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Unacceptable Conduct or Behaviour includes:

- Possession of guns, weapons or explosives on company property;
- Possession, consumption or use of alcoholic beverages or illegal substances while on company premises;
- Solicitation of other employees, for any reason, during working hours, unless approved in advance by the Manager;
- Willful violation of safety rules and procedures;
- Willful neglect and/or mishandling equipment and machinery;
- Unsafe driving of company or in-plant vehicles;
- Theft and/or falsification of company records;
- Indecency;
- Fighting;
- Poor or careless work;
- Sleeping while on duty;
- Accepting gifts, favours or gratuities from firms, organizations, agents or employees in excess of guideline provided in the policy on gifts, favours and entertainment.

Unacceptable conduct could result in disciplinary action up to and including termination without notice or pay in lieu thereof.

REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

ATTACHMENT(S)

Conduct and Behaviour Acknowledgement and Agreement