



## CONDUCT AND WORK RULES

To assure orderly operations and provide the best possible work environment, Shannon Staffing, Inc. requires all of its employees to follow rules of conduct that will protect the interests and safety of all Shannon Staffing, Inc. personnel, clients and the general public.

Shannon Staffing, Inc. has developed the following standards to assist you in understanding and complying with our requirements for you as a representative of Shannon Staffing, Inc.

Due to the nature of our business, Shannon Staffing, Inc. does not utilize a progressive warning notice system. Please be advised that any violation of conduct and work rules may result in disciplinary action up to and including termination from employment with Shannon Staffing, Inc. We consider all of the following examples of conduct and work rules violations to be serious terminable offenses. The following list is not all-inclusive of such terminable offenses.

- Violation of the Substance Abuse Policy.
- Falsification of employment, medical, personnel, timecards or other records.
- Theft or dishonesty of any type.
- Insubordination of any kind.
- Illegal conduct and acts/offenses of moral turpitude.
- Attitude or behavior detrimental to Shannon Staffing, Inc.
- Violation of safety rules applicable to your assignment.
- Fighting, threatening violence or use of abusive language in the workplace.
- Neglect of duty or performing work in a negligent manner.
- Any absence, tardiness, early departure or other lack of consistent attendance.
- Failure to complete an assignment.
- Failure to notify Shannon Staffing, Inc. within 24 hours of completing an assignment.
- Failure to maintain contact with Shannon Staffing, Inc. either by phone or personal contact/visit for a period of 30 days or more.

***Important Note: Warnings and terminations are not limited to the items listed above.***

I agree to abide by all Shannon Staffing, Inc. conduct and work rules and I understand that violation of Shannon Staffing, Inc. conduct and work rules and/or the conduct and work rules of Shannon Staffing, Inc.'s clients (organizations or employers to whom I may be assigned) may result in disciplinary action up to and including termination of the assignment and/or from Shannon Staffing, Inc. By my signature below I acknowledge that I have received a copy of the Shannon Staffing, Inc. Conduct and Work Rules and fully understand them.

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EMPLOYEE'S NAME (Printed)

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EMPLOYEE'S SIGNATURE

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DATE

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STAFFING REPRESENTATIVE SIGNATURE

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DATE