



Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Windsor HR Services, Inc expects employees to follow rules of conduct that will protect the interest and safety of all employees and the client organization. It is not possible to list all forms of behavior or actions that are considered unacceptable in the workplace. Conduct or incidents, which may subject an employee to the disciplinary process, include but are not limited to:

1. Performance not meeting essential job requirements.
2. Insubordination, e.g., refusal to perform assigned duties.
3. Excessive absenteeism or tardiness and/or failure to call in when sick, late, or unable to come to work.
4. Intoxication and/ or use of intoxicating beverages or use of illegal drugs while on business premises.
5. Unauthorized possession of any firearm, knife, or other instrument that may be generally regarded as a dangerous or deadly weapon while on Windsor HR Service, Inc or its clients premises (On Trac, Inc.)
6. Theft.
7. Acts injurious to Windsor HR Services, Inc. or its client business (On Trac, Inc.).
8. Falsification or misrepresentation, including intentional misstatement or concealment of a material fact in employment records, falsifying records, misuse of employee benefits or privileges, etc.
9. Failure to comply with rules, policies, practices or procedures of Windsor HR Services, Inc.
10. Fighting or engaging in altercations, or display of aggressive or threatening behavior.
11. Leaving work during work hours with out permission.
12. Threatening, intimidating, coercing, or interfering with a fellow employee or supervisor of Windsor HR Services, Inc. or its client business (On Trac, Inc.).
13. Coercing, inciting, bribing or otherwise inducing employees to engage in any practice in violation of Windsor HR Services, Inc. policies or procedures.
14. Not reporting accidents or violations of any safety rule, which results in a serious injury, property damage, or significant expense to Windsor HR Services, Inc. or its client business (On Trac, Inc.).
15. Conduct unbecoming of an employee of Windsor HR Services, Inc. or its client business (On Trac, Inc.), during working or non- working time.
16. Failure to follow instructions.
17. Negligence in the performance of regular duties.
18. Allowing unauthorized persons on Windsor HR Services, Inc. client property (On Trac, Inc.).
19. Untruthfulness such as lying or willfully misrepresenting matters adversely affecting Windsor HR Services, Inc. or its employees, or its client business (On Trac, Inc.).
20. Failure to report to work in a neat, clean and well-groomed fashion in appropriate business attire.
21. Discourtesy to other Windsor HR Services, Inc. employees or its client business (On Trac, Inc.).
22. Other acts of misconduct.

I understand that employment with Windsor HR Services, Inc. is by the mutual consent of Windsor HR Services, Inc. and the employee. Employment is considered "AT WILL", thus either party may terminate the employment relationship at any time, for any reason, with or without cause, and with or without advance notice. Further, I have given Windsor HR Services, Inc. and/or its agent's authorization to make an independent investigation of my background including, but not limited to, employment, education, criminal, and/ or police records. I understand that if such investigation reveals that I have a FELONY RECORD, my employment may be TERMINATED immediately based upon the requirements of the position.

I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE POLICIES SET FORTH ABOVE.

Employee Signature: _____ Date: _____

Print Employee Name: _____

Witness Signature: _____