



GSI POLICY NUMBER HR-	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1 of 3
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"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

Policy Title: Behavior of Employees

Purpose

To outline the expectations for professional behavior and conduct of all GSI employees.

Policy

It is the policy of Global Solutions International, LLC. ("GSI" or "Company") that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that is offensive to customers or co-workers will not be tolerated.

Procedure

1. Employees are expected to follow reasonable work rules and procedures. Appropriate employee conduct includes:

- a) Treating all customers, visitors, and co-workers in a courteous manner
- b) Reporting to management suspicious, unethical, or illegal conduct by co-workers, customers or suppliers
- c) Reporting to management any threatening or potentially violent behavior by coworkers
- d) Cooperating with GSI investigations
- e) Complying with all GSI safety and security regulations
- f) Wearing clothing appropriate for the work being performed
- g) Performing assigned tasks efficiently and in accord with established quality standards
- h) Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time
- i) Giving proper advance notice whenever unable to work or report on time
- j) Smoking only at times and in places not prohibited by GSI rules or local ordinances; and
- k) Maintaining cleanliness and order in the workplace and work areas.

2. The following conduct is prohibited and individuals engaged in it will be subject to discipline, up to and including termination:

- a) Engaging in or threatening acts of workplace violence, including but not limited to:
 - i. Possessing firearms or other weapons on GSI property
 - ii. Fighting or assaulting a coworker, guest, or customer
 - iii. Threatening or intimidating a coworker, security guard, customer, or guest;
- b) Engaging in any form of sexual or other harassment;
- c) Reporting to work under the influence of alcohol, illegal drugs, or narcotics, or using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on GSI premises
- d) Disclosing trade secrets or confidential GSI information, except as required by law

- e) Falsifying or altering any GSI record or report, such as an employment application, medical reports, production records, time records, expense accounts, or shipping and receiving records
- f) Stealing, destroying, defacing or misusing GSI property or another employee's or customer's property
- g) Misusing GSI communications systems, including e-mail, computers, Internet access, and telephones
- h) Refusing to follow management's instructions concerning a job-related matter or being insubordinate
- i) Failing to wear assigned safety equipment or failing to abide by safety rules and policies
- j) Smoking where prohibited by local ordinance or GSI rules
- k) Using profanity or abusive language
- l) Sleeping on the job without authorization
- m) Gambling on GSI property
- n) Playing pranks or engaging in horseplay; and
- o) Wearing improper attire or displaying an inappropriate personal appearance that is not acceptable for the professional workplace.

The examples of impermissible behavior described in Section 2, above, are not intended to be an all-inclusive list. At management's discretion, any violation of GSI's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action. Questions about this policy should be directed to the Sr. Director of Corporate Human Resources.

Nothing in this policy is intended to prevent employees from cooperating with governmental investigations or reporting possible violations of laws or regulations to any governmental agency or entity.