

ARMY FLEET SUPPORT WORK RULES

In order to maintain orderly and efficient operations, employees must adhere to rules and proper personal standards of conduct. Rules and standards are necessary to protect the health and safety of all employees, to maintain uninterrupted work and operations free from illegal harassment, and to protect the goodwill and property of the employee, the Company, and the federal government. To this end, the Company sets forth policies together with standards and conditions of employment that all employees are required to observe.

The attached rules are not intended to be all inclusive of the required discipline, proper standards of conduct, or obligations of employees. Employees are expected to exercise common sense and mature judgment. An employee who fails to maintain proper standards of conduct will be subject to disciplinary action ranging from reprimand to discharge, depending upon the seriousness of the matter. For minor incidents, all reasonable steps will be taken to correct conduct prior to discharge. For serious violations, it may become necessary to discharge the employee immediately.

It is the policy of the Company to discipline an employee upon violation of a rule or regulation or upon unsatisfactory performance. The Company will enforce rules and regulations fairly and equitably. In addition, when conditions permit, discipline will be administered privately. An employee may request the presence of a witness or a Union Shop Steward, as the situation dictates. Discipline will be administered by the supervisor, in coordination with the department director/manager, as soon as is practical.

Work rules will be posted on bulletin boards and furnished to all employees. All employees are required to read AFS's work rules and sign an acknowledgement that they have received, read, and understand them. For those employees who cannot read, the first line supervisor will identify the individual to the department head, who, in conjunction with the area Grievance Committeeman, will read and explain each work rule to the employee. Subsequently, the employee will be required to sign the acknowledgement. If the employee is unable to sign, the department head and the Grievance Committeeman will so indicate on the acknowledgement and sign the form to acknowledge that the employee has been briefed.

Violation Release Procedures

A period of good conduct following a work rule violation will result in removal of a previously issued Letter of Reprimand or Letter of Suspension from the employee's personnel file in accordance with the following procedures:

1. Letters of Reprimand will be returned to the employee six months from the date of issue.
2. Letters of Suspension will be returned to the employee twelve months from the date of issue.
3. A copy of each reprimand and suspension letter will be retained in the Labor Relations files for historical, arbitration, and litigation purposes.

Excessive Rule Violations

1. An employee receiving three Letters of Reprimand (not all on the same rule) within a six-month period, none of which have been cleared by the above procedure, will be subject to discharge. The Company may amend such discharge to a suspension of not less than five work days.
2. An employee receiving a combination of two Letters of Reprimand and one Letter of Suspension (not all on the same rule), none of which have been cleared by the above procedure, will be discharged.
3. An employee receiving two Letters of Suspension (not on the same rule), neither of which have been cleared by the above procedure, will be discharged.

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WORK RULE	PENALTY FOR VIOLATION			
	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
1 Employees will wear company identification badge in plain sight, unless working in an FOD sensitive area.	Reprimand	Reprimand	1-day Suspension	Discharge
2 Employees will perform satisfactory quality and quantity of work.	Reprimand	1-day Suspension	3-day Suspension	Discharge
3 Employees will use designated areas and take no more than specified time for meals, breaks, and/or rest periods.	Reprimand	1-day Suspension	3-day Suspension	Discharge
4 Employees will observe safety, fire, housekeeping, and health regulations and prescribed safety and health practices.	Reprimand	1-day Suspension	3-day Suspension	Discharge
5 Employees will not vend, seek, or collect contributions or distribute literature in working areas without permission of the General Manager or his designee.	Reprimand	1-day Suspension	3-day Suspension	Discharge
6 Employees will not have three (3) unexcused tardies in a 30-day period.	Reprimand	1-day Suspension	3-day Suspension	Discharge
7 Employees will not have an unauthorized absence of any workday/shift.	Reprimand	1-day Suspension	3-day Suspension	Discharge
8 Employees will work scheduled overtime (unless excused).	Reprimand	1-day Suspension	3-day Suspension	Discharge
9 Employees will not prepare to quit work prior to specified time nor line up at the time clocks prior to the end of their shift.	Reprimand	1-day Suspension	3-day Suspension	Discharge
10 Employees will not abuse telephone privileges or conduct personal or non-company business on company time.	Reprimand	1-day Suspension	3-day Suspension	Discharge
11 Employees will not create or contribute to unsanitary conditions or poor housekeeping.	Reprimand	1-day Suspension	3-day Suspension	Discharge
12 Employees will be cooperative and considerate with co-workers, customers, management, and non-company personnel. (OWR #13)	Reprimand	1-day Suspension	3-day Suspension	Discharge

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13 Employees will not leave assigned work area without authorization for reasons not connected with performance of their job. (OWR #15)	Reprimand	3-day Suspension	Discharge	
14 Employees will not operate any piece of equipment without current certification and/or qualifications. When unqualified to perform a task, management will be notified immediately. (OWR #16)	Reprimand (or suspension depending on severity of violation)	3-day Suspension (or discharge depending on severity of violation)	Discharge	
15 Employees will properly use, handle, and dispose of hazardous materials and hazardous waste. (OWR #17)	Reprimand (or Suspension or Discharge, depending on severity of violation)	3-day Suspension (or longer Suspension or Discharge, depending on severity of violation)	Discharge	
16 Employees will utilize personal protective equipment at all required times and will give the Company written notice of an on-the-job accident and any resulting injury as soon as possible, but no later than twenty-four hours of the accident. (OWR #18)	Reprimand (or suspension depending on severity of violation)	3-day Suspension (or discharge depending on severity of violation)	Discharge	
17 Employees will not make defamatory, vicious or malicious statements against any employee, customer, the Company or its products or services. (OWR #24)	Reprimand (or Suspension or Discharge, depending on severity of violation)	3-day Suspension (or discharge depending on severity of violation)	Discharge	
18 Employees will not violate any industrial security regulation or procedure. (In all cases, a willful violation or any attempt to intentionally bypass security safe-guards may be treated as a third violation.) (OWR #19)	Reprimand (or Suspension or Discharge, depending on severity of violation)	5-day Suspension (or discharge depending on severity of violation)	Discharge	
19 Employees will not use, attempt to use, or disclose another employee's computer password or telephone access code. (OWR #14)	1 -day Suspension	3-day Suspension	Discharge	
20 Employees will not perform other work or activity which interferes with their attendance or performance of company duties, or which is considered a conflict of interest by the Company.	1-day Suspension	3-day Suspension	Discharge	

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21 Employees will not leave the facility during working hours without authorization.	1-day Suspension (or discharge depending on severity of violation)	3-day Suspension (or discharge depending on severity of violation)	Discharge	
22 Employees will not make unauthorized use of government or company equipment or materials, or perform work on personal property in areas assigned to the company. (OWR #22 & #23)	1-day Suspension (or discharge depending on severity of violation)	3-day Suspension (or discharge depending on severity of violation)	Discharge	
23 Employees will not exercise poor judgment, carelessness, or negligence that causes substantial rework or has the potential of, or results in, damage or loss of government, company or other property. (OWR #25)	1- to 5- day Suspension (or discharge depending on severity of violation)	6- to 10- day Suspension (or discharge depending on severity of violation)	Discharge	
24 Employees will not knowingly clock in another employee, alter any time keeping record, or have oneself clocked in by another employee. (OWR #30)	5-day Suspension (or discharge depending on severity of violation)	Discharge		
25 Employees will not attempt to restrict output, refuse or fail to carry out a direct order or instruction, nor be insubordinate to employees in supervisory or management positions. (OWR #29 & #31)	5-day Suspension (or discharge depending on severity of violation)	Discharge		
26 Employees will not engage in disorderly conduct nor conduct themselves in any way that will bring discredit to the company. (OWR #32 & #33)	5-day Suspension (or discharge depending on severity of violation)	Discharge		
27 Employees will not sleep on duty. (OWR #34)	5-day Suspension (or discharge depending on severity of violation)	Discharge		
28 Employees will not intimidate, threaten, harass, or use abusive, discriminatory, or obscene language toward anyone. (OWR #35)	5-day Suspension (or discharge depending on severity of violation.)	Discharge		

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29 Employees will not have a Class C felony conviction as defined by Alabama law which has a nexus to the workplace. (OWR #36)	5-day Suspension (or Discharge if Class C felony conviction is job related or for unlawful possession or receipt of a controlled substance, or unlawful possession of marijuana in the first degree)	Discharge		
30 Employees will not have three wage assignments within 12 months involving more than one indebtedness. (OWR #39)	30-day Suspension	Discharge		
31 Employees will not knowingly access or attempt to access from company computer systems unauthorized data or personal, company, or government data for which there is no job related need to know. (OWR #37)	30-day Suspension (or discharge depending on severity of violation)	Discharge		
32 Employees will not make unauthorized use of or remove, release, photograph, copy or reproduce company or government lists, documents, records, or information. (OWR #38)	30-day Suspension (or discharge depending on severity of violation)	Discharge		
33 Employees will not be chronically absent (includes having a pattern or practice of absenteeism). (OWR #40)	30-day Suspension (or discharge depending on severity of violation)	Discharge		
34 Employees will not sexually harass, attempt to injure, or use physical violence toward anyone in areas assigned to the Company at any time. (OWR #41)	30-day Suspension (or discharge depending on severity of violation)	Discharge		
35 Employees will not remove, or attempt to remove, the property of co-workers, the Company, or the Government from areas assigned to the Company at any time without authorization. (OWR #42)	30-day Suspension (or discharge depending on severity of violation)	Discharge		
36 Employees will not misuse, or operate without authorization, a government aircraft or vehicle. (OWR #43)	30-day Suspension (or discharge depending on severity of violation)	Discharge		

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37 Employees are prohibited from the use of illicit drugs, the misuse of prescription drugs (no valid prescription), and/or the abuse of alcohol. (OWR #28)	Discharge (An employee abusing alcohol or misusing prescription drugs may be referred to the EAP Program at the discretion of the Company in lieu of Discharge. Only one such referral to the EAP will be made during an employee's term of employment with the Company)			
38 Employees will not commit any form of dishonesty or fraud; including falsifying facts to management, or falsifying employment application, personal, personnel, company or government records. (OWR #44)	Discharge			
39 Employees will not have unauthorized absences of three consecutive working days. (OWR #45)	Discharge			
40 Employees are prohibited from the illicit use, possession, transfer, manufacture, purchase, or distribution of illegal drugs, intoxicants, or controlled substances in any amount or in any manner. (OWR #46 & #47)	Discharge			
41 Employees will not have a Class A or B felony conviction as defined by Alabama law which injuriously affects the Company's business. (OWR #48)	Discharge			
42 Employees will not have unauthorized possession of weapons or explosives in areas assigned to the Company. (OWR #49)	Discharge			