


KENSON PLASTICS PROCEDURE

	Title:	Code of Conduct	Number:	KPP-6.2-3
			Effective Date:	2014 MAR 07
	Approved By:	Christopher O’leary	Revised Date:	2017 SEP 29
	Signature:	<i>Signature on File</i>	Revision Edition:	A

1.0 INTRODUCTION:

- 1.1 **PURPOSE:** The purpose of this code of conduct is to provide an outline of the expectations and guiding principles for appropriate workplace behavior and to provide legal and ethical guidelines for relationships between employees, guests, and management. Use of this document can ensure consistent administration, communication, and enforcement.
- 1.2 **SCOPE:** This procedure is applicable to all Kenson Plastics Inc. (KPI) employees, third party contracted temporary workers and officers. It is the intention of this procedure to work in tandem with requirements as set forth in the Agreement between Kenson Plastics Inc. and the United Electrical, Radio and Machine Workers of America (UE) and Local 690, United Electrical, Radio and Machine Workers of America (UE) *and KPP-6.2-2 Kenson Employee Guidelines Manual.*

2.0 GENERAL:

- 2.1 **DEFINITIONS:**
 - 2.1.1 Code of Conduct: Refers to a condensed listing of rules of conduct to be communicated, administered and enforced throughout Kenson Plastics Inc.
 - 2.1.2 Executive Management Team: Consists of Kenson Plastics Inc. Board of Directors.
 - 2.1.3 Third party contracted temporary workers: (“Temps”) refers to employees who are contracted through an agency and are not direct hires of Kenson Plastics Inc. but are engaging in work processes at or for Kenson Plastics Inc. For the purpose of this procedure “employee” shall encompass both Kenson employees and third party contracted temporary workers.
- 2.2 **REFERENCES:**
 - 2.2.1 Agreement between Kenson Plastics Inc. and the United Electrical, Radio and Machine Workers of America (UE) and Local 690, United Electrical, Radio and Machine Workers of America (UE)
 - 2.2.2 *KPP-6.2-2* Kenson Plastics Employee Guidelines Manual

3.0 PROCEDURE:

- 3.1 **EQUIPMENT AND REAGENTS:** None specific to this procedure.
- 3.2 **ENVIRONMENTAL, HEALTH, SAFETY REQUIREMENTS:** None specific to this procedure – see 3.10 for policy details.
- 3.3 **ADVISORY NOTES:**
 - 3.3.1 Kenson Plastics Inc. reserves the right to amend this Code of Conduct, the KPI Protocols, Procedures and associated documents as required and shall communicate these changes as appropriate to the employees’ job responsibilities and job functions.
 - 3.3.2 *Should any statements or policies be in direct conflict of the Agreement, the contractual stipulations of the Agreement shall be honored.*
- 3.4 **ORGANIZATIONAL CODE OF CONDUCT:**
 - 3.4.1 Kenson Plastics Inc. shall at all times comply with all applicable federal, state, and local laws and regulations. Kenson Plastics shall not condone activities of employees who achieve results through violation of the law or unethical business dealings.

- 3.4.2 Kenson Plastics Inc. is committed to excellence and integrity and shall act with the highest ethical standards and shall respect all individuals.
- 3.4.3 Kenson Plastics Inc. employees and officers of the company shall ensure their actions cannot be interpreted as being, in any way, in contradiction to the laws, regulations and policies governing KPI operations.
- 3.4.4 Employees uncertain about the application or interpretation of any legal requirements shall refer the matter to Executive Management who, if necessary, should seek appropriate legal advice.
- 3.4.5 It is the responsibility of all employees and officers of this company to report any noncompliances regarding this procedure, the Kenson Plastics Inc. policies and / or all applicable laws / regulations.
- 3.4.6 Reporting Infractions
- Any employee reporting an actual or suspected violation in good faith shall not be subject to retaliation of any kind.
 - Employees who knowingly submit false reports may result in disciplinary action.
 - Reported infractions shall be investigated promptly and resolutions to validated findings shall be completed in a timely manner.
- 3.5 GENERAL EMPLOYEE CONDUCT INFRACTIONS
- 3.5.1 Failure to adhere to uniform / dress codes (if required), appearance or personal grooming / hygiene standards.
- 3.5.2 Failure to perform work at the required level for quality / production which results in the inattention, inefficient or careless performance of duties.
- 3.5.3 Fighting or creating a disturbance on company property.
- 3.5.4 Gross negligence or concealing defective work.
- 3.5.5 Insubordination to include the refusal to carry out proper instructions of a supervisor / documented procedure or refusal to cooperate with management.
- 3.5.6 Gross interference with the work performance of another employee.
- 3.5.7 Sabotage.
- 3.5.8 Theft, attempted theft or the possession of stolen property.
- 3.5.9 Willful damage of company property or the gross negligence of one's duties which results in damage of company property.
- 3.6 CONFLICTS OF INTEREST
- 3.6.1 Kenson Plastics Inc. expects employees to perform their duties conscientiously, honestly and in accordance with the best interests of the organization.
- 3.6.2 Employees must not use their positions or the knowledge gained as a result of their positions for private or personal advantage.
- 3.7 GIFTS, ENTERTAINMENT AND FAVORS
- 3.7.1 Employees shall not accept substantial entertainment, gifts or personal favors that could influence, or appear to influence, business decisions in favor of any person or organization with whom the company has, or may have, business dealings.
- 3.7.2 Employees must not accept preferential treatment under these circumstances because their positions with the company may be inclined to, or be perceived to, place them under obligation to return the preferential treatment.
- 3.8 COMMUNICATION AND DOCUMENTATION INFRACTIONS
- 3.8.1 Distribution of unauthorized material or solicitations in work areas during work times [excludes break areas, break times and employee sanctioned community / bulletin boards or media].
- 3.8.2 Falsifying official, legal documents to include employee application.

- 3.8.3 Harassment (Verbal; Visual or Physical) of a visitor, supervisor, or employee based on race, color, age, gender, sexual orientation, religion, creed, national origin, disability or veteran status; sexual harassment or other obnoxious or grossly offensive behavior.
 - 3.8.4 Intentionally giving false statements to a recognized authority / manager regarding the operations, facility rules, legal regulations or other job duties.
 - 3.8.5 Use of excessively vulgar or abusive language.
 - 3.8.6 Verbal or physical threats, intimidating or coercing a visitor, supervisor or employee.
- 3.9 ATTENDANCE AND ABSENTEEISM
- 3.9.1 Excusing yourself from work without permission or without notification to your supervisor.
 - 3.9.2 Failure to report an absence as required.
 - 3.9.3 Unexcused or excessive absenteeism.
 - 3.9.4 Unexcused or excessive tardiness at work to include returning from scheduled breaks / lunches.
- 3.10 ENVIRONMENTAL, HEALTH, SAFETY AND SECURITY INFRACTIONS
- 3.10.1 Assisting unauthorized persons to gain entrance or access to company premises / property for illegal gain or in direct conflict to the company's interests. This includes assisting unauthorized persons to gain access to the electronic systems (i.e., internet, business system, payroll system, inventory, etc.).
 - 3.10.2 Engaging in horseplay or inappropriate / disruptive behavior.
 - 3.10.3 Entering restricted areas without authorization or due cause.
 - 3.10.4 Failure to adhere to and / or willful disregard to Environmental, Health, Safety and Security Standards or Regulations.
 - 3.10.5 Failure to report injuries / illnesses sustained on the job.
 - 3.10.6 Intentional sleeping during scheduled work hours.
 - 3.10.7 Possession of firearms / weapons *within* the company *compound*.
 - 3.10.8 Possession of or being under the influence of alcohol, intoxicants, illegal narcotics, controlled substances, illegal drugs or drug paraphernalia on company property.
 - 3.10.9 Smoking in unauthorized areas.
- 3.11 *Reporting Questionable Activities / Seeking Guidance*
- 3.11.1 *If you encounter questionable activities regarding the Code of Conduct policies or have questions as to individual circumstances that may need management support or clarification, immediately bring them to Kenson Management's attention.*
 - 3.11.2 *All reports made in good faith are handled confidentially, to the extent permitted by the law, and can be submitted anonymously, without fear of retribution.*
 - 3.11.3 *Kenson Plastics prohibits retaliation against anyone raising complaints or involved in investigations.*

4.0 Revision History:

REV.	DESCRIPTION	DATE	BY
New	Initial Release of Work Instruction.	2014 MAR 07	Grace F. Neyman
A	<i>General review and update to include 3.11 Reporting Activities, and 5.0 Leadership Team Review.</i>	<i>2017 SEP 29</i>	<i>Grace F. Neyman</i>

5.0 LEADERSHIP TEAM REVIEW:

OPERATIONS

Review Required

Review not Required

REVIEWER: Signature on File 2017 SEP 29
(signature) Russel L. Schmidt Date

QUALITY / SAFETY REVIEW

Review Required

Review not Required

REVIEWER: Signature on File 2017 SEP 29
(signature) Grace F. Neyman Date

ENGINEERING REVIEW

Review Required

Review not Required

REVIEWER: Signature on File 2017 SEP 29
(signature) Allen D Dunlap Date

SALES / MARKETING REVIEW

Review Required

Review not Required

REVIEWER: Signature on File 2017 SEP 29
(signature) David J. O'Leary Date

BUSINESS / INVENTORY

Review Required

Review not Required

REVIEWER: Signature on File 2017 SEP 29
(signature) Patrick O'Leary Date

INSPECTION REVIEW

Review Required

Review not Required

REVIEWER: Signature on File 2017 SEP 29
(signature) Michael D Barnhart Date