

## BILL GATTON HONDA MAZDA NISSAN

### WORKING RULES

These working rules are designed for three purposes.

1. To be used as a teaching tool to let the employee know what is expected from them in various areas.
2. To be used as one of the bases for evaluating employees.
3. To be used for disciplinary purposes.

Each employee is expected to read the working rules, ask any questions regarding working rules, sign the acknowledgement of complete understanding of the working rules and a copy will be placed in each employee's permanent file. At any time, an employee may ask his/her immediate supervisor to review these working rules and have any part of them discussed within a reasonable time of requesting the review. Each employee's complete understanding of these rules is expected and it is the company's desire to have a strong team who supports each other and abides by these working rules. Your cooperation and teamwork is not only expected but appreciated.

**WELCOME TO THE TEAM!**

## WORKING RULES- PART 1

ANY EMPLOYEE GUILTY OF DOING THE FOLLOWING IS SUBJECT TO IMMEDIATE DISCHARGE:

1. Stealing Company property.
2. Drinking alcoholic beverages or taking illegal drugs while on the job or reporting to work under the influence of alcohol or illegal drugs.
3. Fighting while on Company property.
4. Malicious destruction or mishandling of Company property or equipment.
5. Walking off of job.
6. Refusing to do your job assignment.
7. Working in an extreme unsafe manner endangering your life and that of other persons.
8. Failure to follow proper procedures in use of appropriate safety devices and procedures in order to prevent injury or illness.
9. Violation of Company safety rules that endangers your life and/or the lives of others.
10. Failure to report an injury, accident or incident.
11. Sleeping on the job.
12. Falsification of a record or application for employment benefits.
13. Bringing firearms or weapons or keeping firearms or weapons on Company premises.
14. Soliciting for any cause in designated working areas during designated working time.
15. Uninvited sexual harassment.
16. Serious violation of procedures and/or instructions.
17. Using another employee's timecard to record time or other wrongful personal representation.
18. Discrimination against an employee or applicant because of race, color, creed, national origin, sex, age, handicap, marital status or disability.
19. Failure to or refusing to perform essential functions of job.
20. Falsely claiming worker's compensation injury.
21. Moonlighting or working for a competitor without written authorization of the owner or general manager.
22. Falsification of time record information.
23. Operating a Company or customer vehicle in an unsafe manner.
24. Conduct of a serious nature on or off the job that reflects unfavorably on the Company and its reputation.
25. Mistreating a fellow employee or visitor.
26. Smoking in prohibited areas.
27. Reproducing computer software information or other records or information for uses other than in-house records or information for uses other than in-house business purposes without written permission.
28. Revelation of computer password without written permission.
29. Abuse of Company telephone or other electronic communication.
30. Use of any type of bugging device, listening device, secret recording device without written permission of a court of jurisdiction.
31. Working as an alien without proper identification.
32. Failure to reveal proper name and/or aliases.
33. Use of foul or abusive language while on duty directed toward fellow employees, visitors or vendors.

Discharge under **WORKING RULES PART I** requires recommendation of immediate supervisor and approval of the General Manager. Employee Working Rules Violation Warning/Counseling Notice and pertinent documentation regarding situation(s) must be completed as part of the recommendation and is the responsibility of the immediate supervisor.

## **WORKING RULES- PART II**

Any employee who receives two written policy violation warnings within 180 days for the following offenses is subject to discharge. Discharge under working rules Part II requires recommendation of immediate supervisor and approval of the General Manager. Working Rules Violation Warning/Counseling Notice and pertinent documentation regarding situations must be completed as part of the recommendation and is the responsibility of the immediate supervisor.

1. Loafing on the job.
2. Inefficient performance of duties.
3. Gambling on company premises.
4. Uncalled for complaining and bickering with fellow employees to the extent that affects their production.
5. Horseplay on the job.
6. Failure to follow established procedures, instructions in machine or equipment set-up (non-serious).
7. Inability to communicate and/or work with others.
8. Abusing telephone privileges.
9. Unsatisfactory work performance.
10. Being disrespectful of customers.

You may clear your record of these warnings provided you do not receive another warning within 180 calendar days from the date of the last warning. One hundred eighty calendar days without a warning clears your record on the **PART II WORKING RULES**.

## **WORKING RULES- PART III**

### **TARDINESS POLICY**

1. Please punch within 5 minutes before your starting time or within 5 minutes after your starting time.
2. Should you be more than 5 minutes late but less than 15 minutes late, you will be counseled by your supervisor in each instance and this will be noted on your time card. Should you have been counseled 5 times within a 60 calendar day period for being late, it is up to your supervisor whether or not your employment will continue with the company upon the sixth or subsequent counseling sessions.
3. Should you be more than 15 minutes late, the supervisor may, based on the reason given for being late, issue a written "Working Rules Violation Warning/Counseling Notice". Should your supervisor issue two of these written notices within a 60 calendar day period and should you be late in excess of 15 minutes for a third time within the 60 day calendar day

period (which may call for a written notice) it will be up to your supervisor whether or not your employment will continue with the company.

Discharge under **WORKING RULES PART III**, requires recommendation of immediate supervisor and approval of the General Manager.

## **WORKING RULES- PART IV**

### **ABSENCE POLICY**

1. Any employee who fails to notify his/her immediate supervisor at least one hour prior to starting time that they will be absent, the reason shall automatically be counted as "absent without excuse". Should you have two of these within any 6 calendar month period, it will be up to your supervisor whether or not your employment will continue if a third incident within such 6 calendar month period.
2. Two consecutive scheduled workdays absent without notification to your immediate supervisor will be counted as "quit without notice".
3. Any other absence will be determined to be "excused" or "unexcused" by your supervisor. Should you have two "unexcused" absences within a 6 calendar month period then it will be up to your supervisor whether or not your employment continues after the third "unexcused" absence during any 60 calendar day period.
4. Absences due to personal illnesses will be recognized as "excused" for periods of five days upon presentation of a physician's statement containing the following:
  1. Name/address of Physician
  2. Date of personal service by physician
  3. Diagnosis
  4. Medication and/or treatment prescribed
  5. Recommended number of days off work
  6. Signature of physician

### **Habitual Offenders:**

Those persons whose incidents of absence would be considered too numerous by a reasonable person will be considered as habitual offenders. After 2 counseling sessions, the habitual offender may be terminated.

Discharge under **WORKING RULES PART III**, requires recommendation of immediate supervisor and approval of the General Manager.

## **WORKING RULES-PART V**

### **SUSPENSION**

In cases of serious nature such as possible theft, embezzlement, drug abuse, alcohol abuse, mishandling of controlled substances, attempted fraud, deceit, unprofessional conduct, violation of a drug law or any other situation determined to be serious by the company all of which require an in-depth investigation, an employee is subject to suspension without pay pending the outcome of the investigation.

Should such investigation prove no cause for action, the employee will be paid and the suspension cancelled. Should such investigation prove a cause for action, the employee may be discharged, reprimanded or discharged and turned over to the proper authority for further disposition or prosecution.

#### **SCOPE OF WORKING RULES**

The foregoing Working Rules list is not an exhaustive list of the reasons why an employee can be disciplined or discharged and the company reserves the right to add or delete from the list at any time and may discharge an employee without cause and the employee may resign, quit, and cease their employment without cause.