

## STADARDS OF CONDUCT

I-Squared-R wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all of our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By joining the team at I-Squared-R, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what we have outlined is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. These rules are common sense and are only listed so that there is no confusion on the part of any employee as to the requirements for continued employment with the company.

The following will result in immediate discharge:

- Theft
- Willfully damaging or defacing company property
- Falsification of a timecard
- Possession of or reporting to work under the influence of alcohol, cannabis or any illegal drug.
  - Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets, clothing, lockers, wallets, purses, briefcases, lunchboxes, desks & work stations and equipment. Searches can be done visually or with the help of Law Enforcement. We also reserve the right to administer drug/alcohol tests when there is reasonable suspicion. A positive breath analysis for alcohol while on company property will result in immediate termination of employment. All test results will remain confidential. Refusal to submit to a test will result in immediate termination.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in the handbook.
- Possessing, using, distributing, selling, or negotiating the sale of alcohol, cannabis products, illegal drugs or other controlled substances.
- Being under the influence of alcohol, cannabis or other intoxicants during working hours, on Company property or on Company business.
- Inaccurate reporting of the hours worked by you or any other employee(s).
- Knowingly providing inaccurate, incomplete, or misleading information when speaking on behalf of I-Squared-R or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-Company communications, or expense records.
- Taking or destroying Company property.
- Possession of potentially hazardous or dangerous property such as firearms, weapons, fireworks, chemicals, etc., is prohibited on I-Squared-R premises without prior authorization. This prohibition includes licensed handguns, (including pistols with permits), firearms and taser-type stun guns.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of I-Squared-R trade secrets and proprietary and confidential commercially-sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Company or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking or vaping inside enclosed Company building areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Company premises during working hours.
- Failure to dress according to Company policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at I-Squared-R.
- Gambling on Company premises.
- Lending keys or keycards for accessing Company property to unauthorized persons.