

## **S. HIMMELSTEIN AND COMPANY WORKPLACE POLICY**

### **WELCOME TO S. HIMMELSTEIN AND COMPANY**

We are proud to have you join our family as a part of the nation's leading torque sensor manufacturer. Our goal is not only to provide you the job but the opportunity to grow in a manufacturing environment.

This handbook provides you with our workplace guidelines and expectations to help you become a successful employee at S. Himmelstein and Company. During your employment with us, let us know if there is anything we can do to help you achieve success.

### **STANDARDS OF CONDUCT**

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of timesheets
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of company owned or client-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in non – smoking areas
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, or other company owned equipment
- Using company equipment for purposes other than business
- Unsatisfactory performance or conduct

## ATTENDANCE POLICY

To be successful, you need to be on time for work every day. You are expected to complete the entire shift and finish each assignment you accept. Policy violations will be documented and may negatively impact your work record. Anytime you are unable to make it into work, you must notify S. Himmelstein and Company.

**Planned Absences**– If you know in advance you will miss work, you should speak directly with your supervisor as soon as possible. Some planned absences may not be acceptable. Your supervisor will be able to provide you with more details regarding this type of absence.

**Unplanned Absences**– If you do not know in advance you will miss work, you must notify your supervisor soon as possible.