**Employee Code of Conduct**

All employees of Micro Tech Staffing are expected to follow the company’s Code of Conduct. The company believes that our employees are responsible and concerned individuals who are interested in Micro Tech Staffing’s growth so everyone will prosper. Everyone should be aware of the company Code of Conduct, which must be observed if we are to achieve continued success and maintain a safe and healthy workplace. The following is not a complete list of offenses for which an employee may be subject to discipline, but it is illustrative of those offenses that may result in immediate discipline, up to and including dismissal, *for a single offense*:

1. Failing to follow any of the policies or safety regulations either of Micro Tech Staffing or any of its clients to whom you may be assigned.
2. Falsifying a company record or report, such as an application for employment, a work record or a time card (which includes punching in or punching out for someone else).
3. Excessive or unauthorized absence or tardiness.
4. Threatening, coercing, intimidating or interfering in any way with the work and safety of other employees.
5. Possession of, consumption of, or being under the influence of alcoholic beverages while on company premises, the premises of any client to whom you have been assigned, or while conducting business.
6. Reporting for work under the influence of illegal drugs or unprescribed controlled substances.
7. Selling, purchasing or using drugs on company premises or the premises of any client to whom you have been assigned (excluding the legitimate use of prescription drugs).
8. Possession of weapons, firearms, ammunition, explosives, or fireworks on company premises or the premises of any client to whom you have been assigned.
9. Fighting, disorderly conduct, horseplay, or any other behavior, which is dangerous or disruptive.
10. Instigating or participating in acts of violence.
11. Stealing, misappropriating, damaging, or destroying company or employee property.
12. Insubordination, including failure to comply with any work assignments or instructions given by any supervisor.
13. Commission of a crime, or other conduct which may damage the reputation of the company or its clients.
14. Gambling or engaging in activities related to gambling on company premises.
15. Sleeping or appearing to be asleep while on duty or work time.
16. Willful neglect of safety practices, rules, and policies.
17. Violation of the company’s Equal Employment Opportunity Policy or Harassment Policy, or similar policies of clients to whom you have been assigned.
18. Interference with the work performance of others.
19. Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of work rules and company policies, including this Code of Conduct.

*The above Code of Conduct does not alter or limit the employment at will status of all employees and does not guarantee continued employment in the absence of unacceptable conduct. All employees’ employment may be terminated at any time for any reason, with or without cause or notice.*

**Acknowledgement of Receipt**

I understand that the Code of Conduct describes important information about how I am to conduct myself while at work and that I should consult my supervisor regarding any additional questions.

As an employee, I understand I have an obligation to read and adhere to the policies of the company, including this Code of Conduct, and failure to do so may result in my termination

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Date Employee Signature