



Home Office

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EMPLOYEE RULES OF CONDUCT **Abel Business Services, Inc.**

Abel Business Services, Inc. (the "Company") has established these General Rules of Conduct applicable to all employees. Other more specific rules may be enacted by the Company from time to time concerning more specific issues and areas of operation.

Clearly defined rules of conduct are necessary for the orderly operation of every company. Employees have a right to know what is expected of them. Each employee must familiarize himself or herself with all Company rules and regulations pertaining to their positions and duties.

The Company requires that each employee faithfully abide by these rules and regulations.

The following are rules of conduct of general application and are supplemented by local and departmental regulations which must also be observed. These rules may be modified at any time.

1. Employees shall maintain a **presentable appearance** at all times while on duty and shall wear clothing appropriate to their duties. Attention to good grooming and neatness is mandatory.
2. All governmental, building and Company **smoking regulations** shall be observed.
3. Reporting to work under the influence of **liquor or drugs** or the unauthorized introduction, possession or use of liquor or drugs on Company premises is prohibited.
4. **Violence, fighting**, horseplay, and other inappropriate conduct is prohibited.
5. Neglect of duty and **insubordination** will not be tolerated.
6. **Gambling** of any kind on Company premises will not be tolerated.
7. No employee shall engage in **outside employment** that is detrimental to the Company's interest or where such work is competitive or in conflict with the Company's interest. Employment outside the Company must be reported to the employee's supervisor.
8. Employees shall not reveal **information in Company records** to unauthorized persons. Employees shall not publish or broadcast material in which the Company is identified or Employee's connection with the Company is expressed or implied without first submitting such material to the appropriate Company officials for review and approval.
9. No employee shall knowingly submit **inaccurate or untruthful information** for, or on, any Company record, report or document.
10. Employees must avoid **tardiness**, absence, and departure from work early without the permission of their supervisors. Employees must observe time limitations on rest and meal periods. Every employee shall notify his or her supervisor or specified contact of an anticipated absence or lateness in accordance with Company and departmental procedures. Sleeping or loafing on the job is prohibited.

11. Employees shall not use **Company equipment**, materials or facilities for personal purposes.
12. No employee shall be on or about Company property **soliciting** funds or services, selling tickets, distributing petitions or literature for any purpose (except as otherwise provided by law) at any time without the prior consent of supervisor.
13. All duties shall be performed in a **professional and workmanlike manner** both with regard to the specific conduct of work assignments and as such activities affect one's relationship with others. In the latter instance, harassment for reasons related to sex, color, race, religion, national origin, age or handicap is strictly prohibited.

Further, the Company maintains a policy of non-discrimination with all employees and applicants for employment. All aspects of employment with the Company will be governed in accordance with Federal & State employment laws. Employment decisions will be based on merit, competence and qualifications and will not be influenced in any manner by race, color, religion, sex, age, national origin, qualified handicap and disability, marital status or any other basis prohibited by statutes. Should you feel you have been discriminated against, you may file a grievance with the Regional Manager.

14. Every employee will comply with **safety regulations** and procedures.
15. Every employee has a duty to **protect and safeguard Company property** and the property of customers and employees, and no employee shall occupy, use or operate any Company property without prior authorization.
16. No employee shall be in **unauthorized possession of any property of the Company**, its customers or employees or attempt to remove such property from Company premises.
17. Employees shall not bring their own or any other minor **children** to their place of work or elsewhere on Company premises during the employee's working hours when such accompaniment might interfere with the discharge of the employee's duties and responsibilities.
18. No employee shall be in possession of **firearms** (licensed or unlicensed) or other weapons while on Company premises. The rule applies to all knives not required for the performance of job duties.

Violation of any of these regulations may result in disciplinary action ranging from warning to discharge. The measure of discipline should correspond to the gravity of the offense as weighed by its potential effect on the Company as well as the seniority and work record of the employee involved, among other factors.

The Company reserves the right to make inspections of employee lockers, desks, lunch boxes, vehicles and other items of personal property located on Company premises in those instances where there is reason to believe that they contain evidence of a violation of these regulations. Any refusal to cooperate fully in such inspections or searches will be considered a serious form of insubordination.

Acknowledge on page 3 that you have read, understand and agree to the foregoing General Rules of Conduct and that you have received a copy.

Sign on page 3, print your name and the date. Then separate page 3 and return it to your supervisor or the address provided.

Keep these two pages for your personal records.

Thank you for your cooperation.

Acknowledgement that you have received Employee Rules of Conduct

I acknowledge that I have read, understand and agree to the foregoing **Employee Rules of Conduct** and that a copy of the rules has been provided to me.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

Return this page to your supervisor or

Regional Manager: James L. Stephens
Abel Business Services, Inc.
6106 Tamar Drive
Columbia, MD 21045
Tel: 410-997-9927
Fax: 410-997-5134

Keep the copy of **Employee Rules of Conduct** for your files.