

Front Range Roofing Co.

1100 Plum Creek Parkway, Suite 210, Castle Rock, CO, 80104
(720) 555-0129 · office@frontrange-roofing.example
<https://frontrange-roofing.example>

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Discipline

Acceptable employee conduct is necessary for the orderly operation of any business and for the benefit, protection and safety of persons and property. You are expected to conduct yourself in an honest, responsible and polite manner with respect for your fellow employees, management and individuals with which Front Range Roofing LLC does business.

The following are some examples of behavior Front Range Roofing LLC believes are not appropriate in connection with your work:

- Possession of firearms, or other weapons on or off company property while performing any job duty.
- Verbal or physical abusive, malicious or disrespectful conduct to others.
- Insubordination or refusal to obey instructions.
- Releasing confidential information to unauthorized individuals.
- Dishonesty, including without limitation, unauthorized use or possession of property belonging to Front Range Roofing LLC and/or another individual.
- Fighting, horseplay or being involved in a situation which has an adverse effect on Front Range Roofing LLC .
- Abuse, misuse or destruction of Front Range Roofing LLC and/or another individual's property.
- Falsification of any record/document, including without limitation: time records; business records; employee information forms and records; and employment applications.
- Sleeping or loitering on the job during company time.
- Possession, consumption, use or being under the influence of illegal drugs or controlled substances or other prescribed controlled substances on work-site locations, company premises or while performing services for Front Range Roofing LLC .
- Possession, consumption, use or abuse or being under the influence of alcoholic beverages on work-site locations, company premises or while performing services for Front Range Roofing LLC .
- Actions which create unsafe or unhealthy conditions.
- Acts detrimental to the morale of other employees or customers.
- Failure to perform your job or work assignment satisfactorily.
- Violation of other company policies and procedures.
- Abuse of any privileges extended to employees under the various benefit and leave programs.

These rules are not all inclusive. Front Range Roofing LLC reserves the right, at its sole discretion, to impose disciplinary action most appropriate to any given behavior or situation.

Certain situations and events may arise which require disciplinary action. The following forms of discipline may be taken, at Front Range Roofing LLC 's discretion, when appropriate:

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- Verbal reprimand
- Written reprimand
- Probation
- Demotion
- Suspension without pay
- And/or discharge

The listed disciplinary measures above are not exhaustive and do not obligate Front Range Roofing LLC to discipline on a progressive basis. Front Range Roofing LLC , at its discretion, may impose the level of disciplinary action it deems appropriate in any situation, up to and including termination. Nothing set forth in the “Discipline” section alters, or should be construed to alter, the at-will employment relationship as defined in this Handbook.