



## Monument Chemical Kentucky LLC General Plant Work Rules

This is an updating and reaffirmation of our general plant work rules which have been established and applied over the years. Plant work rules are necessary for efficient and orderly plant operations and are posted as a means of communication for the information of all employees. These Plant work rules, as well as any and all Monument Chemical policies, and all safety and departmental rules must be observed by all employees at all times.

### **A. Employees committing rule violations in this section may be subject to immediate termination:**


1. Failure to comply with established Plant safety, health, and environmental rules, policies and procedures. Failure to properly wear or use required safety clothing, safety shoes, and/or equipment.
2. Violating critical work procedures; i.e., line breaking, confined space entry, lock-out, hot work, etc. Tampering with or misusing safety or security devices.
3. Falsifying production or other company records or presenting fraudulent documents or claims, both oral or written, including but not limited to, sickness, pay records, expense reports, employment applications, and other employment records.
4. Disclosure of confidential information to unauthorized persons.
5. Fighting, inciting a fight, injuring, attempting to injure, or threatening to injure others on company property (any employee directly involved).
6. Engaging in any acts which might injure or endanger the lives of others, including but not limited to, any pranks or horseplay.
7. Interference with or failure to cooperate with Plant Guards or Supervisors in the performance of their duty. Refusal to permit inspection by Plant Guards or Supervisors of person, vehicles, lockers, packages, lunch boxes, including packages or bundles brought into or taken from the plant.
8. Deliberately delaying production.
9. Deliberately abusing, destroying, damaging, or defacing company property, tools, safety equipment, and bulletin boards, or the property of others while on company property, including contractors or visitors.
10. Failure to properly record time worked. Recording time worked for another employee unless authorized to do so by supervision.
11. Use of another employee's security badge.
12. Smoking in unauthorized areas.
13. Insubordination, refusal to perform work properly assigned by a Supervisor, and/or willful disobedience of orders from a Supervisor.
14. Any violation of company Substance Abuse policy, including but not limited to:
  - a. Reporting to work in a manner unfit for duty. Being under the influence of controlled substances, alcohol, illegal drugs, or other intoxicants while on company property or in the plant.
  - b. Using, selling, possession of, and/or attempting to obtain controlled substances, alcohol, illegal drugs, or other intoxicants while on company property or in the plant.
  - c. Refusal to submit to a physical examination or tampering with any medical test, including but not limited to, tests to detect the presence of drugs or other controlled substances.
15. Theft of company property or property of others.
16. Using, selling, attempting to obtain, and/or possession of firearms or other lethal weapons on company property or attempting to remove such from or bring such into the plant unless authorized by Management.
17. Possessing gambling devices and/or gambling on company property.
18. Failure to comply with company policies and rules governing use of any and all company Information Technology systems, equipment, and/or electronic devices, including but not limited to:
  - a. Accessing Internet at work for anything other than Monument Chemical business. Limited personal use is acceptable during non-work periods (breaks, lunch time)
19. Failure to comply with company policies and rules governing use of any personal electronic devices, including but not limited to:
  - a. Any type of unauthorized photographic equipment
  - b. Devices capable of recording either voice or images
  - c. Cellular phones
  - d. Portable computers and/or PDAs
20. Neglect of duty (including sleeping or apparently sleeping on company property), neglect causing harm to environment, or other inattention to duty.
21. Failure to adhere to Monument Chemical's policies prohibiting any type of harassment and/or discrimination., including but not limited to, using abusive or profane language that has the effect of creating a hostile work environment, including but not limited to, intimidating, coercing, or provoking any individual.
22. Being absent from work for three consecutive days without notifying the appropriate supervisor.
23. Conviction of a felony. Employees arrested on narcotics-related felonies (possession/distribution of controlled substances) will be suspended pending the outcome of any legal proceedings.

**B. Employees committing rule violations in this section may be subject to discipline up to and including termination.**

1. Failure to comply with procedure covering injury/illness reporting, disability reporting, and/or returning to work.
2. Leaving the job or assigned work area without permission or without being properly relieved; being in an unauthorized work area, quitting early or otherwise wasting time or interfering with production. Changing clothes or bathing at unauthorized times.
3. Failure to obey established operating and safety procedures, security or traffic rules, including but not limited to exceeding established speed limits. Unauthorized and careless use of operating machinery and equipment, including motor vehicles.
4. Unsatisfactory work performance.
5. Entering the plant outside of scheduled work hours without permission or entering the plant prior to the established time for shift change without permission. This also includes leaving the job or the plant during work hours without permission of Supervisor.
6. Unauthorized postings on company bulletin boards or defacing company bulletin boards or material thereon. Unauthorized distribution of written or printed matter of any description on company property during working time or in any working areas at any time.
7. Failure to provide direct notification to your supervisor or to his/her designee of an absence and/or failure to provide as much advance notices as possible.
8. Failure to observe starting time, quitting time, rest and meal periods.
9. Excessive garnishments, as defined by applicable law.
10. Performing unauthorized personal work on company time.
11. Unauthorized solicitation of funds or memberships in any form during working time.
12. Excessive tardiness and absenteeism
13. Failure to inform our occupational medical service or the Corporate medical department of (1) being under prescription or non-prescription drug care that may affect employee's ability to perform any aspect of such employee's position while on company premises or (2) any personal illness which may affect employee's ability to perform any aspect of such employee's position.
14. Unauthorized use of company telephones and/or excessive use of company phones for personal reasons.

**C. Employees are expected to comply with all Monument Chemical rules, policies and procedures. The above rules are not all inclusive and do not attempt to cover all company policies and procedures. Furthermore, acts which are not generally acceptable elsewhere will not be condoned.**

Reissued: June 1, 2022

  
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Wendell Borges, Site Leader