

The Company expects all employees to comply with management and to conform to Company's rules at all times. If these rules are disregarded or the employee behaves wrongly in some other way the Company may discipline employees.

Disciplinary action can consist of formal verbal warning, written warning, a final written warning, dismissal or, in the case of gross misconduct, summary dismissal.

General Rules

1. Employees should comply with the terms of their employment.
2. Employees should satisfactorily perform the instructions for carrying out the function of their employment.
3. Employees should satisfactorily perform any reasonable request relating to their function by their supervisor.
4. All absence from work, except for reasons of sickness, should be pre-authorized.
5. There should be proper and authorized use of the Company equipment, time and property.
6. Making of long or numerous private telephone calls (and emails) is not permitted.
7. Removal of the Company property from the premises without permission is not permitted.
8. Full-time employees are not allowed to take paid employment with another employer without the written permission of the line manager.
9. All safety rules should be adhered to at all times.
10. Personal Protective Equipment should be used at all appropriate times as instructed and sign posted.
11. Threatening, aggressive or violent behavior or language will not be tolerated.
12. Discriminatory behavior, language, or non-verbal language is not permitted.
13. Bullying or Harassment of individuals, whether sexual or otherwise, is not permitted.
14. Behavior or actions that can jeopardize the safety or well-being of other employees is not permitted.
15. Unauthorized disclosure of confidential information concerning the work of the Company or its employees is not permitted
16. Gambling, drinking alcohol or taking illegal drugs is not permitted.
17. Smoking only allowed in clearly designated smoking areas.
18. Employees must not behave in a way that brings or may bring the Company into disrepute.
19. Employees will not bring sexually explicit material (pornographic) into the workplace or engage in inappropriate sexually explicit conversation within the workplace.
20. Employees will treat guests and clients with respect at all times.
21. Employees will dress in a manner suitable for the workplace.
22. Shouting and verbal intimidation is unacceptable.
23. All company employees must carry out their duties to the highest ethical standards and all business interactions with clients, contractors and suppliers will be conducted in an equitable, honest and fair manner.

Example of Behavior Considered Gross Misconduct:

1. Physical violence towards anybody at work or outside of work
2. Behavior that seriously jeopardizes health or safety of yourself or other parties.
3. Serious misuse of the trust that exists between employees and anyone for whom the Company is responsible.
4. Incapacity for work due to being under the influence of illegal drugs or alcohol
5. Gross insubordination
6. Deliberate damage of Company property
7. Serious infringement of the rules of the Company
8. Payment or receipt of bribes or gifts from anyone to facilitate preferential treatment.

.....
Claus Jorgensen
BOL Managing Director
07 Oct 2020