**WORK RULES**

For violation of any of the following rules, an employee shall be subject to penalties ranging from a formal written warning notice up to, and including, discharge:

1. Neglect of duty.
2. Insubordination or refusal to comply with employer’s instructions, unless such instructions are injurious to the employee’s safety and health.
3. Conduct described below:
4. Immoral or indecent conduct.
5. Conviction of a felony.
6. Conviction of a misdemeanor involving moral turpitude while an employee of the Road Commission.
7. Violation of local, state, or federal law which causes unfavorable publicity to the Road Commission, impairs the credibility of the employee to perform the employee’s job, or is otherwise connected to Road Commission employment.
8. Intentional falsification of personnel records, payroll reports or other Road Commission records.
9. Theft, inappropriate removal or possession, intentional destruction, or defacing of Road Commission or the property of a fellow employee.
10. Deliberate or careless conduct endangering the safety of self or others, including fighting or the provocation or instigation of violence in the workplace.
11. Working under the influence of alcohol or illegal drugs.
12. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
13. Abusive, threatening, or coercive treatment of another employee or a member of the public.
14. Sexual or other harassment.
15. Sabotaging another’s work.
16. Making malicious, false, and harmful statements about others.
17. Publicly disclosing another’s private information.
18. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
19. Any other offense of equal magnitude to the above.

When an employee engages in conduct in violation of these Work Rules and the conduct is committed off-duty and not on Road Commission property, the Road Commission may discipline the employee, up to and including discharge, whenever the conduct causes unfavorable publicity to the Road Commission, impairs the credibility of the employee to perform the employee’s job or is otherwise connected to employment at the Road Commission. Conduct that is off-duty but on Road Commission property or that is directed toward Road Commission employees, representatives or property is always connected to employment at the Road Commission. Likewise, conduct that is on duty but off-Road Commission property is always connected to employment at the Road Commission.