



CODE OF CONDUCT

The Artemus Group LLC does not tolerate unacceptable behavior. The following list of behaviors is unacceptable; however this is merely a sample list. Any employee found engaging in any unacceptable behavior will be subject to disciplinary action (whether or not the behavior appears on the following list). Disciplinary action includes but is not limited to: reprimand, suspension, and dismissal.

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1. Neglecting work responsibilities during work hours
 2. Consistent tardiness or unexcused absences
 3. Punching another employee's time card or falsifying records
 4. Giving false, incomplete, or misleading information to obtain days off
 5. Failure to comply with the instructions of the supervisor(s)
 6. Stealing, damaging, or destroying company property/co-worker property
 7. Neglecting company property
 8. Unauthorized use of company property
 9. Violation of safety or health rules
 10. Violating company smoking policy
 11. Workplace violence (including threats and verbal abuse)
 12. Harassment of any type including that of a sexual nature.
 13. Engaging in horseplay or other disorderly conduct
 14. Possession of weapons while on company property
 15. Working under the influence of drugs or alcohol
 16. Violating company dress code

I have read and understand The Artemus Group LLC. Code of Conduct. I further agree to Comply with the Code of Conduct and the policies of the company for which I am assigned.

Signature _____