

POL-04	Code of Conduct		
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EMPLOYEE CONDUCT

1. BUSINESS CONDUCT AND ETHICS

1.1 MSR-FSR is committed to the highest standards of ethical conduct in dealing with our customers, employees, suppliers and society in general. Each employee must make a personal commitment and effort to maintain the highest ethical standards. All employees are expected to:

- a. Conduct all company business in an ethical manner.
- b. Report any suspected ethics violations to their supervisor or an officer of the company.
- c. Cooperate with Company investigations, except where voluntary participation is required by law.
- d. Seek counsel regarding any potential conflicts of interest or any questions concerning their ethical responsibilities with their supervisor or an officer of the company.

2. EMPLOYEE CODE OF CONDUCT

2.1 All Company employees shall be required, as a condition of employment, to read and sign a form acknowledging receipt and understanding of the Company's Handbook and Employee Code of Conduct. By providing a copy of the Employee Code of Conduct to employees, the Company seeks to ensure that employees understand their obligations and liabilities. The Code of Conduct is not intended to and will not be enforced in a manner that would interfere with employees' rights under federal law, including but not limited to the right to engage in concerted activity relating to terms and conditions of employment.

2.2 The Company expects every employee to maintain high standards of personal conduct and responsibility, and to promote a feeling of pride in being a part of the Company. Actions on the part of any employee that are contrary to this policy, including but not limited to the following actions, will be grounds for discipline up to and including termination of employment:

- e. Tardiness or failure to show up on time and be professional.
- f. Unauthorized access, use, and/or disclosure of Company proprietary or Company confidential information, including but not limited to: product specifications and non-public proposals; pricing and competitive strategies; non-public financial information; business strategies; and similar confidential, proprietary, or trade secret information.
- g. Malicious conduct and/or knowingly and maliciously false accusations that tend to hinder production, such as disrupting production or preventing any employee from performing his or her job.
- h. Possession of firearms, dangerous weapons, or explosive materials on Company premises except as otherwise required by applicable state laws.
- i. Failure to observe safety rules and procedures, to wear personal protective equipment, or to observe traffic regulations, or failure to report an injury, illness,

or accident immediately (same shift preferred but in no instance more than 24 hours after the incident).

- j. Disorderly conduct on Company premises including, but not limited to: fighting, physical threats, or other threatening conduct.
- k. Offensive or indecent conduct or display of offensive or pornographic material while on Company premises.
- l. Harassing, coercing, abusing or insulting another employee because of that employee's race, color, ethnicity, sex (including pregnancy), gender identity or expression, sexual orientation, religion, age, physical or mental disability, national origin or veteran's status, or other protected status.
- m. Deliberate or careless damage to property of the Company or others.
- n. Unauthorized removal or theft of property of employees, customers, or the Company or misappropriation of Company funds or taking of Company business opportunities.
- o. The unlawful manufacturing, distribution, dispensation, possession, sale or use of illegal drugs, marijuana, or alcohol; and the misuse of any legal drugs or alcohol while on Company premises, while using Company property, or while conducting Company business off Company premises is prohibited. Being under the influence of a substance of abuse while on Company premises, while using Company property or while conducting Company business off Company premises is also prohibited.
- p. Altering or falsifying your own timecards or time related documents, transacting another employee's timecard and time records, or permitting another employee to alter your timecard or time records.
- q. Falsifying an employment application, Company enrollment or benefit claim forms or other work-related documents.
- r. Sleeping during working time.
- s. Absence from an assigned work area during working time without notifying a Supervisor or excessive tardiness or absence or failure to contact your Supervisor during an absence in excess of two (2) working days.
- t. Refusal or failure to perform work assigned or to comply with the orders and directions of the Supervisor concerning a job-related matter for which you have been trained and are able to perform safely.
- u. Failure to maintain proper standards of workmanship or productivity or careless or inefficient performance of duties.
- v. Using or asking others to use Company materials, computers, telephones or other facilities or labor for personal benefit or gain or the benefit of a competitor of the Company.
- w. Smoking in buildings, vehicles, or outside areas that have been designated as "no smoking." Smoking prohibited under this policy includes the use of E-Cigarettes or "vaping."

- x. Failure to cooperate with the Company in the investigation of violations of Company rules or the employee code of conduct, or similar matters, except where voluntary participation is required by law.
- y. Violation of any Company policies, practices or procedures.
- z. Conflict of Interest. Employees shall refrain from any private business or employment with another company, such as a competitor or vendor, that might adversely affect the discharge of their obligations to the Company. Conflicts of interest may include such outside activities or investments that compete with the Company or exploiting one's position at the Company for personal gain, accepting gifts from third parties given in exchange for benefits from the Company, a conflict of interest may be deemed to exist even though it does not result in financial loss to the Company and irrespective of the motive of the person concerned.



Dan Tobin, CEO MSR-FSR, LLC