

RURAL DEVELOPMENT POLICIES AND PROCEDURES	Issued by: RDP Management Committee	Policy No.: OPR 007
<i>House Rules</i>	Approved by: RDP Statewide Director, Daniel Regan	Effective Date: 03/04/2009

I. POLICY: For the maintenance of proper order within our Project and to safeguard its property, it is necessary that certain rules be adopted. Therefore, any employee who violates any of the following rules will be subject to discipline or discharge. [It must be understood, however, that the following list is not all inclusive and conduct not listed may result in discipline or discharge in certain cases. Management may modify or add to these House Rules as appropriate. In addition, employment with RDP is on an at-will basis and may be terminated by either you or RDP at any time, with or without cause or reason and with or without notice.]

II. RULES:

1. Violation of any RDP policy, rule, or procedure, including those set forth by RCUH and RDP/RCUH's policies against discrimination and sexual or other harassment.
2. Insubordination or failure or refusal to obey instructions or to perform work as required or assigned, or willful slowdown; or refusing to cooperate in any management investigation.
3. Use of profane or abusive language when used maliciously against another employee and/or when it constitutes insubordination.
4. Fighting, attempting or threatening to cause bodily injury to another employee.
5. Neglect, carelessness, or mischief that results in loss, damage, or destruction of RDP property or equipment.
6. Theft of RDP property or the property of fellow employees.
7. Falsification of timesheets or time on PAR; repeated failure to timely submit timesheets or PAR.
8. Falsification of employment application or other RDP/RCUH records or reports; or providing false or misleading information during the application process or at any time during employment.
9. Failure to report accidents, breakage, or damage to RDP property or equipment which occurs when assigned to operate or use such equipment or falsifying or refusing to provide testimony when accidents are being investigated or during any RDP/RCUH investigation.
10. Repeated tardiness, absenteeism or unexcused absences; abusing a leave of absence.
11. Leaving the job without permission.