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| EMPLOYEE CONDUCT AND DISCIPLINE | 01 | 1 Jan 2023 |
| 1 | PURPOSE | |
| 1.1 | The purpose of this SOP is to set <u>the guidelines</u> with regards to employee conduct and discipline. | |
| 2 | SCOPE | |
| 2.1 | This SOP covers all employees. | |
| 3 | REFERENCES | |
| 3.1 | na | |
| 4 | RESPONSIBILITIES | |
| 4.1 | All employees shall inform the Human Resource Department if they discover any violation. | |
| 4.2 | The company shall conduct the necessary discipline actions, in cases where employees are found to violate any of the rules, or to have committed a prohibited act. | |
| 5 | PROCEDURES | |
| 5.1 | The company expects that an employee's first priority is to carry out the responsibilities of his job. It is the responsibility of the employee to comply with company's policies and procedures in all areas, including attendance, safe work practices and professional conduct at all times. | |
| 5.2 | To promote and preserve a safe, productive and pleasant work environment, the company has established Rules of Prohibited Conduct which identify conduct that will not be tolerated. These rules are designed to ensure the successful operation of the company. | |
| 5.3 | The following are examples of <u>Rules of Prohibited Conduct</u> . There are examples of prohibited conduct which may be cause for disciplinary action and, depending upon the severity, may warrant immediate involuntary termination at the company's sole discretion. This list is not all inclusive. Obviously, other situations may arise or occur which warrant disciplinary action up to and including termination. <ol style="list-style-type: none"> Failure to report to work for three (3) consecutive regular working days without proper notification will be treated as a voluntary termination. Failure to inform a supervisor or manager personally within one (1) hour of scheduled start time when unable to report to work. Insubordination. Conduct which is disruptive or destructive toward fellow employees, customers of <u>Company Name</u>. Engaging in activities involving the <u>unauthorized</u> use, sale, transfer, conversion, or encumbrance of company property or a fellow employee's property. | |

Tsa Sop Reference Guide

**Mark Feldman, Lawrence S.
Friedman, Lawrence J. Brandt**



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Terrorism: Documents Of International And Local Control Douglas C. Lovelace, 2008-04-02 Terrorism Documents of International and Local Control is a hardbound series that provides primary source documents on the worldwide counter terrorism effort. Chief among the documents collected are transcripts of Congressional testimony reports by such federal government bodies as the Congressional Research Service and the Government Accountability Office and case law covering issues related to terrorism. Most volumes carry a single theme and inside each volume the documents appear within topic based categories. The series also includes a subject index and other indices that guide the user through this complex area of the law. Understanding United States National Security Strategy Relating to Terrorism Part I Foundational Strategies constitutes the inaugural edition of the enhanced version of Terrorism 1st Series. With this new volume Oxford Law introduces the expert commentary and editing of Professor Douglas C. Lovelace, Director of the Strategic Studies Institute at the Army War College. Professor Lovelace's high ranking experience in authoring national security directives makes him the perfect addition to this Terrorism project. Lovelace's expansive background offers readers access to invaluable commentary which has been sensibly organized to aid research. Understanding United States National Security Strategy Relating to Terrorism Part I Foundational Strategies explores the large body of national security and military strategies currently in effect for the U.S. The topical organization of these National Strategies and the expert introductions provided for these documents validate Lovelace's expertise in this area as well as his extensive inside knowledge of U.S. security policy. For readers and researchers in need of a thorough but concise guide to current government plans in the war on terror, Understanding United States National Security Strategy Relating to Terrorism Part I Foundational Strategies will prove indispensable.

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