



TRI-STATE PAINTING LLC

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## **Employee Code of Conduct**

**Tri-State Painting, LLC employee code of conduct expects each employee to:**

- Report to work every day, on time, and prepared to work.
- Maintain a professional demeanor
- Respect the dignity and well-being of others
- Respect and safeguard the rights and properties of others
- Adhere to all safety guidelines as set forth by Tri-State Painting, LLC and the Client
- Prohibit discrimination, while respecting the differences in people, ideas, and opinions
- Practice personal and professional integrity, and to discourage all forms of dishonesty, deceit, and noncompliance to the code of conduct

### **Disciplinary Offenses**

Employees should be aware that Tri-State Painting, LLC does not tolerate certain acts and behaviors which are unproductive and detrimental to our company or the client. These include, but are not limited to:

- “No Call, No Show”
- Incompetency, inefficiency, dishonesty
- Intoxication (drugs or alcohol)
- Immoral conduct
- Insubordination
- Discourteous treatment of co-workers, the client’s employees, or the public
- Neglect of duty
- Violation of any safety policy or work rule

The progressive disciplinary process is designed to identify and correct problems that may affect employees’ work performance or the overall performance of a department. This process provides employees and their supervisors with an opportunity to discuss specific problems, to determine when and how these problems can be corrected and set objectives to correct problems.

By signing below employee acknowledges receipt of the Employee Code of Conduct and accepts the terms above.