

# ***EXELON NUCLEAR***

## ***Three Mile Island Generating Station***



### ***EMPLOYEE STANDARDS OF CONDUCT***



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The rules in this booklet represent generally established and accepted principles of business and social conduct. Each of us, in accepting the obligations of our job, has also accepted responsibility for personally adhering to these principles and contributing to a friendly, cooperative and effective work group.

We believe that the great majority of employees maintain acceptable standards of conduct and a courteous cooperative attitude toward their fellow employees and the Company's customers. We also recognize that when a large number of employees work together, reasonable standards of conduct are essential to protect the majority against those few who fail to follow acceptable standards of conduct and behavior. In those instances where unacceptable behavior and conduct occur, management must take

corrective action to maintain an orderly and efficient work environment.

To inform employees of the standards regarding the behavior and conduct expected of Exelon Nuclear employees, the *Employee Standards of Conduct* have been established. The rules listed below are not new. The vast majority of employees have been observing them all along. The *Employee Standards of Conduct* are intended as a guide to appropriate employee conduct during employment with the Company. These standards include a list of rule violations and the disciplinary action measures that can be imposed. However, this list is not intended to be a complete list of all violations that could possibly occur since no list of rules can cover every conceivable circumstance. Any conduct that is not listed, but which is harmful and unacceptable, will also be cause for appropriate disciplinary action as if it were listed. Moreover, other existing policies regarding sexual harassment, Attendance

Program, etc. remain in force and should be followed.

Many performance or behavior problems can be addressed and corrected by means of counseling and communications between the supervisor and the employee. Moreover, an Employee Assistance Program (EAP) is also available to address employee problems that may affect work performance. Employees are encouraged to seek and obtain any assistance required to correct problem performance or behavior before any disciplinary action becomes necessary.

Once behavior or performance problems arise, it is appropriate for management to investigate such occurrences. When incidents under investigation are identified as being in violation of the established rules or standards of employee conduct, corrective action is usually necessary.

Many corrective measures can be handled in the earliest steps of the progressive discipline process, through counseling or written reprimands. If such measures are inappropriate for a particular offense, or have previously been invoked without success, disciplinary action in the form of time off without pay may be necessary.

Progressive Discipline Steps are as follows:

Level 1: Verbal Warning (Counseling)

Level 2: Written Reprimand

Level 3: 1 day (8 hours) disciplinary time off

Level 4: 3 days (24 hours) disciplinary time off

Level 5: 5 days (40 hours) disciplinary time off

Level 6: Discharge

In appropriate circumstances as determined by the Company, particular disciplinary steps may be skipped or repeated.

The following is a representative list of the typical employee standards of conduct / offenses which, if violated, will be considered



for corrective action. The list is subject to change, in whole or in part, at any time, and is not intended to be all-inclusive. The administration of any rule must, of course, be consistent with the applicable Collective Bargaining Agreement.

For purposes of these rules, “on the job” is defined as all hours at work including lunch and break periods. “During work time” excludes breaks and lunch.

**Violations of one or more of the following rules will result in disciplinary action, up to and including discharge, depending on the circumstances involved and the employee’s record. Discipline will normally commence at the level specified unless the particular situation or the employee’s disciplinary record warrants a higher level than that specified.**

1. Poor work performance – Neglecting job duties or failure to satisfactorily perform

assigned work or comply with standard procedures in performing assigned work.  
Level 1 to discharge.

2. Insubordination, disobedience or refusal or failure to carry out a reasonable order of a supervisor or security personnel, any serious act of disrespect for a management representative or security personnel, or any attempt to degrade a supervisor or security personnel, or any act of interference or refusal to cooperate in a Company authorized investigation.  
Level 4 to discharge.

3. Sleeping during work time or giving the appearance of sleeping during work time.\*  
Level 3 to discharge.

**\*This rule does not apply to situations where sleeping at the work site is specifically authorized in order to expedite completion of work as in an outage or other emergency.**

4. Failure to give proper and timely notice of any absence or tardiness.  
Level 2 to discharge.
5. Engaging in solicitation or distribution of literature during working time or engaging in the distribution of literature in working areas.  
Level 1 to discharge.
6. Engaging in immoral, illegal or indecent conduct while on the job or any such conduct at any time which may be harmful to the reputation of the Company or its employees.  
Level 4 to discharge.
7. Posting, altering or removing notices or signs on Company bulletin boards or premises without specific authority, or defacing such notices or signs.  
Level 1 to discharge.
8. Engaging in pranks, horseplay, practical jokes, or other types of irresponsible

conduct while on Company premises, at company job sites or on the job.

Level 2 to discharge.

9. Absence from assigned work areas without supervisory authorization.

Level 1 to discharge.

10. Gambling on Company property or on the job.

Level 3 to discharge.

11. Deliberately restricting work performance, engaging in a work slowdown, sick out, or encouraging others to do so.

Level 5 to discharge.

12. Failure to promptly notify management of any arrests or the suspension of any licenses, certificates or other documents as required for the performance of assigned job duties.

Level 5 to discharge.

13. Any unauthorized use of Company property including equipment, materials, supplies, tools, vehicles, computers, related hardware and software, or access codes and passwords.

Level 3 to discharge.

14. Reporting for work or being at work under the influence of prohibited substances.\*\*

Level 4 to discharge.

**\*\*An additional policy exists for jobs covered by NRC Fitness for Duty Regulations.**

15. Use of abusive or profane language directed toward other employees, supervisors or security personnel, while on the job or in connection with Company business.

Level 3 to discharge.

16. Violation of Company Safety Rules.

Level 1 to discharge.

17. Unauthorized or improper entry onto, presence on or exit from Company property, job sites or facilities, including improper use of gate entry passes and any circumvention of or tampering with automatic gate or turnstile entry systems or other security measures.

Level 1 to discharge.

18. Failure to report or take action to mitigate the affects of a spill, release, permit exceedance (air, water or waste), and/or failure to follow a Company or facility environmental procedure.

Level 1 to discharge.

**Violations of one or more of the following rules will result in discharge unless unusual and compelling mitigating factors are considered applicable.**

19. Possession of firearms, deadly weapons explosives or other dangerous substances or instruments while on Company

premises or on the job unless specifically authorized by the Company.

20. Use, possession, or exchange of prohibited substances\*\*\* while on the job.

**\*\*\*Prohibited substances include alcohol and alcoholic beverages, illegal or controlled substances, or the improper use of prescription drugs.**

21. Falsification of Company records or reports, including time sheets or payroll records, or falsifying another employee's time sheets or records.

22. Falsely claiming sick, occupational or other paid leave or Worker's or Unemployment Compensation benefits or furnishing false information concerning absence.

23. Theft, or attempted theft, or unauthorized possession or removal or attempted possession or removal of any Company

property including records or confidential or private information, or property of employees or customers.

24. Acts of dishonesty or deception, or unauthorized alteration or falsification of documents, related to an employee's job, job performance, or other matters of concern to the Company.

25. Actual or attempted deliberate destruction, defacement, misplacement or damage of Company property or the property of others.

26. Any act of physical aggression or fighting while on the job or in connection with Company business.

27. Threatening or intimidating employees or others while on the job or in connection with Company business.

28. Dishonesty or falsification of information related to an authorized investigation or



investigative interview conducted by the Company, including Company security personnel or other Company authorized investigative agents.

29. Repeated violations of Company Rules.

## **DISCLAIMER**

You should know that the Employee Standards of Conduct are not intended to create any sort of contract of employment. Rather, it is simply intended to describe many of the Company's present disciplinary policies and procedures. These policies and procedures may, and likely will be, changed from time-to-time as the Company deems appropriate.

