

## CONDUCT AND WORK RULES

As integral members of RAILS' team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times.

This standard of conduct not only involves sincere respect for the rights and feelings of others but also requires that both in a business and personal setting, employees should refrain from the conduct prohibited in this policy as well as any other conduct that is harmful to employees, the public, or the organization. In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the organization, RAILS complies with all applicable federal, state, and local laws and regulations concerning employer/employee rights and obligations.

Employee conduct reflects on RAILS when an employee is at work, and may also reflect on RAILS when an employee is not working. Employees are expected to observe the highest standards of professionalism at all times. The following is a list of behaviors that could result in disciplinary action up to and including termination. Be aware that this list is not intended to be all-inclusive, and that other behaviors may, at RAILS' discretion, also result in disciplinary action up to and including termination. Establishment of these standards of conduct does not alter the employment-at-will relationship. Employees should seek further clarification from their supervisor on issues related to conduct if they do not understand a particular rule or are uncertain regarding a particular behavior.

### BREACHES OF CONDUCT

- Falsifying an employment application, time sheet, expense report, personnel, or other documents or records of RAILS.
- Unauthorized possession of RAILS' or others' property.
- Possession, distribution, or use of weapons or explosives (including firearms), or violation of criminal laws on the premises of RAILS. (RAILS prohibits firearms in its buildings, even if the employee is licensed to carry.)
- Fighting and/or other disorderly conduct.
- Dishonesty, fraud, theft, or sabotage against RAILS or its employees.
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees of RAILS or its members.
- Insubordination or failure to perform reasonable duties that are assigned.
- Unauthorized use of material, time, equipment, or property of RAILS or a member.
- Damaging or destroying system or member property through careless or willful acts.

- Unlawful, immoral, indecent or otherwise clearly inappropriate conduct or behavior, either on or off the job, which is of such a nature that a reasonable person would conclude that it would have the effect of materially adversely affecting the employee's ability to perform the essential functions of their position, or their relationship with other employees, or the employee's or RAILS' reputation or good will in the community.
- Performance that does not meet the requirements for the position.
- Negligence in observing fire prevention and safety rules.
- Abuse or negligence of RAILS security or confidential materials.
- Installing unauthorized or illegal copies of software on a RAILS-owned computer.
- Revealing any confidential information to any person who isn't authorized to receive it and who does not need to know it. For the definition of confidential information, please see the Confidentiality Policy.
- Repeated tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges.
- Violation of RAILS' drug/alcohol policy.
- Any behavior that results in an employee not performing their job.
- Engaging in such other practices as RAILS determines may be inconsistent with the ordinary and reasonable rules of conduct necessary for the welfare of RAILS, its employees, or its members.

This policy is not intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other conditions of employment or to otherwise interfere with employees' rights under the Illinois Public Labor Relations Act, 5 ILCS 315/1. RAILS will not construe or enforce this policy in a way that limits such rights.

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- Unauthorized use of material, time, equipment or property of RAILS or a member.
- Damaging or destroying system or member property through careless or willful acts.
- ~~Conduct that RAILS feels reflects adversely on the employee, other employees or RAILS.~~
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Nothing in this policy is intended to, nor should be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act, including Section 7 and 8(a)(1) rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.