



George's Farm Products, Inc.
160 Kirkland Ave., Clinton, NY 13323
Phone 315-853-5547 Fax 315-853-4745

**POLICIES AND PROCEDURES
AS OF SEPTEMBER 2020**

PERSONAL RECORDS:

It is important the company personnel records be accurate and current at all times. In order to avoid losing benefit eligibility or having form W-2 returned, all employees must promptly notify George's Farm Products, Inc. of any changes in name, home address, telephone number, marital status, number of dependents or any other pertinent information.

ATTENDANCE:

Employees are expected to arrive at work before they are scheduled to start and be at their work station productively working by their scheduled start time. Each employee must punch themselves into the time clock when they begin work and punch out when they finish. No employee may sign in or punch in for another employee.

Attendance is considered very important. All absences will be noted in the employees personnel file. Excessive absences, including sick days, will result in disciplinary action, up to and including termination as determined in the company's reasonable business discretion.

SMOKING POLICY:

Smoking is not allowed at any time within the work area or in any building. Smoking is only allowed outside of the work area during break times.

ANTI-SUBSTANCE ABUSE POLICY:

Any employee who is visibly under the influence of alcohol or illegal drugs; or found in possession of illegal drugs on company premises, will be subject to disciplinary action and including termination of employment.

ABUSIVE LANGUAGE POLICY:

All employees have the right to work in an environment free of abusive or vulgar language. Abusive or vulgar language is prohibited and may lead to disciplinary action up to and including termination of employee.

DRESS CODE:

All employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.

SAFETY RULES:

George's Farm Products, Inc provides a safe environment in which to work in accordance with the Occupational Safety and Health Act of 1979. You are expected to take part in maintaining a safe work environment. You must observe all posted safety rules, adhere to all safety instructors provided by your supervisor, and use safety equipment where required.

As an employee, you have a duty to comply with the safety rules and report any accidents, unsafe equipment, or working conditions to a supervisor.

All work related accidents are covered by Workers Compensation Insurance pursuant to the laws of New York State.

EQUAL OPPORTUNITY:

George's Farm Products, Inc is an Equal Opportunity Employer. The company will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, age, disability, handicaps, or veterans status. This policy affirms our commitment to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist.

SEXUAL HARASSMENT:

George's Farm Products, Inc will not, under any circumstance, tolerate conduct which may constitute sexual harassment on the part of its management, supervisors or non-management personnel. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment. Any employee found to have engaged in such conduct will be subject to immediate discipline up to and including discharge.

Sexual harassment is defined as:

- 1) Making submission to unwelcome sexual advances or requests factors a term or condition of employment.
- 2) Basing an employment decision on submission or rejection by an employee of unwelcome sexual advances, requests for sexual favors, or verbal or physical contact of a sexual nature.
- 3) Creating or intimidating hostile or offensive working environment or atmosphere either by:
 - a. Verbal actions, including calling employees by terms of endearment, using vulgar, kidding or demeaning language
 - b. Physical conduct which interferes with an employees work performance

It is also prohibited for an employee to retaliate against employees who bring sexual harassment charges or assist in investigating charges. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will be discriminated against, or discharged because of bringing or assisting in the investigation of a complaint of sexual harassment.

ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES:

This document has been prepared for your information and understanding of the policies of George's Farm Products, Inc. PLEASE READ IT CAREFULLY. After reviewing our policies, please sign the bottom, indicating that you understand and agree to comply. A signed "Policies and Procedures" document is required before you begin work.

I, _____, have received and read a copy of the George's Farm Products, Inc. Policies and Procedures. By my signature below, I accept and agree to comply with the rules described. I understand this document is not intended to cover every situation which may arise during my employment, but is simply a general guide to rules and procedures.

I understand that violation of the rules described may result in a disciplinary action, including termination of employment.

I also understand that this Policy and Procedure document is not a contract of employment and should not be deemed as such, and that I am an employee at will.

Signature

Date