Work Rules and Guidelines

These work rules and guidelines are crucial to your success and the success of your company. Work rules are meant to guide your work, and they are stated here so that you know clearly what is expected of you. Some of these work rules are explained more fully elsewhere in this handbook or in the Policy and Procedures On-line System. Your first assistant may have additional work rules and guidelines for you to follow.

Violation of these rules and policies may result in discipline, up to and including discharge. Termination for cause may result in forfeit pay for vacation and personal days. Of course, it would be impossible to list all the actions which a good worker is expected to avoid, but general guidelines and examples of unacceptable conduct are given here.

- Theft, unauthorized removal or possession of company property or property of others from or on company premises.
- Drinking, eating or sampling merchandise during work time.
- Unauthorized use of business equipment and supplies for personal use, including telephone facilities, fax machines and copy machines.
- Damage or destruction of company property or property of others while on company property or work time.
- Rudeness or any other conduct which is detrimental to or demonstrates a disregard for customers, Meijer team members or company interests.
- Unauthorized posting, removal or defacement of any notices on bulletin boards or on company property at any time.
- Provoking or engaging in physical violence or fighting on company property or on work time.
- Threatening, intimidating, coercing or interfering with any team member at any time or using abusive language toward another.
- Disorderly, immoral or indecent conduct on company premises or use of obscene language or gestures.
- Unauthorized presence on company property.
- Horseplay, pranks or practical jokes which could endanger the health or safety of team members or property, or which could interfere with the work of any Meijer team members.
- Possession or use of guns, knives or other weapons on company property or during work time.
- Violations of safety rules or common safety practices; unsafe work behavior.
- Operating a Hilo without a valid license.
• Dishonesty, deception or fraud.

• Writing checks to Meijer with insufficient funds.

• Failure to report an overpayment made to you by the company or on the company’s behalf.

• Any conduct or action off the job that could reflect negatively on the company.

• Alteration of, falsification of, or misrepresentation or omission on any employment application, expense or benefit form or any other company records or records of a customer, vendor or supplier.

• Failure to provide the company with medical substantiation of inability to work during a period of absence due to illness or injury.

• Failure to report an accident you are involved in, which occurs at a Meijer location or while on Meijer business, as soon as reasonably possible and at the latest, before leaving that location.

• Misuse of company time.

• Solicitation or distribution of literature during working hours or in work areas for any purpose.

• Recording the work time of another team member or permitting your work time to be recorded by another person or any manipulation of your time record or another team member’s time record.

• Preparing, serving or purchasing merchandise for oneself during work time.

• Not purchasing merchandise through normal customer checkout procedures.

• Testing positive for illegal drug use after an accident or failing to cooperate with testing procedures.

• Sleeping or giving the appearance of sleeping on company property or during work time.

• Excessive or repeated absenteeism and/or tardiness.

• Three days’ absence without notification.

• Leaving work without authorization.

• Failure to notify the company in case of absence for any reason, within one hour of scheduled shift.

• Unauthorized absence or failure to return from a leave of absence.

• Unauthorized merchandise markdowns or discounts.
- Unauthorized use or misuse of Team Appreciation Card and Community Rewards Card

- Not paying the established price for merchandise.

- Not selling merchandise and promotional items as requested.

- Use of intoxicating liquors and/or non-prescription drugs or intoxicants immediately before your shift, or during working hours, including meal or break periods.

- Sale or possession (unless required by your job), use or being under the influence of intoxicating liquors and/or non-prescription drugs or intoxicants on company premises or company time. This includes giving the appearance of being under the influence or having a detectable odor of alcohol about you.

- Selling alcoholic beverages or tobacco products to or purchasing for persons under the minimum legal age. Attempting to or purchasing alcoholic beverages or tobacco products, or requesting to have alcoholic beverages or tobacco products purchased for you, if you are under the minimum legal age.

- A minor possessing alcohol or tobacco products for purposes other than a work assignment.

- Entering the break rooms or other areas not open to the public at any time other than the scheduled shift without permission.

- Taping conversations without permission.

- Smoking in “No Smoking” areas.

- Commission of a crime on Meijer property or against Meijer or Meijer team members or Meijer customers.

- Parking in unauthorized areas.

- Consumption of food or drinks outside of authorized locations.

- Not observing company standards of dress and grooming.

- Insubordination or willful disobedience of assignments or instructions.

- Sexual harassment or harassment of any nature to another person.

- Conviction of a felony or being unavailable for work due to incarceration.

- Mishandling a situation that causes a customer complaint.

- Misuse or unauthorized disclosure of customer, team member, advertising or other company information.

- Unsatisfactory job performance.
• Violation of any other policy or procedure in this handbook, Company’s Policy and Procedures System or elsewhere.