

GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION
GRAYSON, KENTUCKY

BOARD POLICY NO. 501

SUBJECT: WORK RULES

I. OBJECTIVES

- A. To define the Cooperative's work rules and the consequences of violation of these rules.
- B. To provide the basis for management control and discipline of the work force.

II. POLICY

These work rules are to be enforced fairly and uniformly, and not in an arbitrary manner by supervisors. Employees are entitled to adequate notice and warning of the consequences of their behavior and a fair and objective investigation of the facts must be made before discipline is administered. Where immediate action is required, an employee may be suspended, pending investigation. Discipline short of discharge shall be used whenever possible for violations of these work rules.

A. Scope

This policy applies to all employees of the Cooperative.

B. Policy Conditions

Violation of any of these work rules will constitute just cause for disciplinary action up to, and including, discharge.

1. Misrepresentation in seeking employment.
2. Fighting
3. Insubordination. (Refusal to work; refusal to carry out a work assignment; abusive language toward or assault on a supervisor; disrespectful attitude.)
4. Dishonesty, stealing or removal of another employee's property or Cooperative property without permission.
5. Falsification of a time sheet.
6. Falsification of any records.
7. Disclosing confidential information
8. Horseplay, scuffling, or other dangerous practices.
9. Failure to follow required system safety regulations.
10. Failure of any employee injured on the job to report the injury immediately to his supervisor.
11. Destruction of Cooperative property deliberately or through negligence.
12. Bringing intoxicants or drugs onto Cooperative property, or consuming intoxicants or drugs on Cooperative property, or reporting for work under the influence of intoxicants or drugs. The Cooperative reserves the right to require an employee to submit to alcohol or substance abuse testing.
13. Using profane or abusive language to fellow employees or supervisors.

14. Making false or malicious statements concerning any employee or the Cooperative, including management and the board of directors.
15. Unauthorized use of Cooperative equipment.
16. The use of any Cooperative equipment for illegal, profane or pornographic activity.
17. Immoral conduct.
18. Gambling during working hours or at any time on Cooperative property.
19. Unauthorized soliciting or collecting for any purpose whatsoever in work areas on Cooperative premises during work hours.
20. Poor work, incompetence, or carelessness; restricting production
21. Excessive absenteeism (irregular attendance, unexcused absences, etc.)
22. Excessive tardiness in reporting to work.
23. Leaving the job or regular working place during working hours without authorization, from supervisor, or conducting personal business during working hours.
24. There shall be no firearms carried by an employee while working for the Cooperative or in a vehicle when being used on company business.
25. Bypassing the Cooperative's managerial structure by reporting gripes, complaints or grievances to any member of the Cooperative's board of directors without first reporting same to Cooperative Management or filing a written grievance.
26. All new employees will be provided a copy of these work rules and all current employees will be provided with copies of any amendments hereto made from time to time by the Board of Directors. All employees will be deemed to have accepted and agreed to these rules after being given notice thereof.

III. RESPONSIBILITY

- A. All Cooperative supervisors shall be responsible for enforcing these work rules fairly and uniformly.
- B. Exceptions or changes in this policy will be approved by the President & CEO and the Board of Directors.
- C. Final decisions rest with the President & CEO.


Roger L. Trent, Chairman


Bill E. (Eddie) Martin, Secretary/Treasurer

GRECC BOARD POLICY NO. 501
PAGE 3

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