



## **OPMA CONDUCT POLICY: DISCIPLINE AND RULES OF CONDUCT**

OPMA representatives are expected to observe certain standards of job performance, good conduct and to use sound judgment and common sense at all times. It is not possible to list all the forms of behavior, performance or conduct that are considered unacceptable in the workplace. The following are examples of behavior, performance or conduct that are not permitted and may result in disciplinary action, up to and including termination:

- Unsatisfactory work quality or quantity as outlined in the Lead Generation Brand Ambassador Compensation and Performance Schedule
- Poor attitude or unprofessional behavior, rudeness, lack of cooperation, insubordination, dishonesty, theft or discourtesy
- Excessive absenteeism, tardiness, or abuse of break and lunch privileges. Please reference Attendance and Punctuality policy as well as Meal and Rest Period Policy
- Failure to follow instructions or the Company's procedures
- Failure to follow established safety regulations for both the Company and any Partners including but not limited to safety regulations posted on-site in event venues
- Misusing or destroying Company or Partner property
- Disclosing or using confidential or proprietary information without authorization;
- Falsifying or altering Company records
- Interfering with the work performance of others
- Engaging in altercations at the workplace with the general public, coworkers or others
- Violating the policy against harassment and discrimination
- Violating the substance abuse policy
- Sleeping on the job or leaving the job without authorization
- Failing to report to work on time, observe the time limits for rest and meal periods, and/or obtain approval to leave work early

On Point Marketing Agency, in its sole discretion, will determine the level of discipline to impose in each given circumstance.