



La Posada Providencia's WORKPLACE CONDUCT POLICY

La Posada Providencia (the “Company”) endeavors to maintain a positive work environment, and every employee plays a role in fostering this environment. Accordingly, all employees are expected to abide by certain standards of conduct, based on honesty, common sense, and professionalism.

The rules set forth below are intended to establish standard expectations for employee conduct and performance but are not intended to be exhaustive. Employees should be aware that unacceptable or inappropriate conduct, even if not specifically listed below, may result in disciplinary action, up to and including termination, at the Company’s sole discretion.

Employees may be disciplined and/or terminated for unacceptable or inappropriate conduct, including but not limited to the following:

1. Obtaining employment on the basis of false or misleading information; falsifying employment documents or work records, including completing another employee’s time record
2. Theft or unauthorized taking or removal of Company property or the property of another employee
3. Breach of confidence, including disclosure, misappropriation or misuse of confidential information
4. Violation of safety rules and/or policies, including failure to report any unsafe condition, damage to equipment or a job-related injury
5. Fighting, threatening, bullying or disrupting the work of others
6. Insubordination or derogatory behavior toward supervisory or management personnel
7. Derogatory, aggressive or malicious behavior towards any personnel
8. Poor work performance, exhibiting carelessness or negligence in the performance of your job
9. Violation of the Company’s punctuality and attendance standards, including but not limited to irregular attendance, habitual lateness or unexcused absences
10. Illegal gambling on Company property
11. Willful destruction or careless usage or damage to Company assets or to the equipment or possessions of another employee
12. Unauthorized use or wasting of Company supplies, resources, and other work materials
13. Excessive use of work time to engage in conduct of a personal or social nature, or other conduct that detracts from the employee’s performance of their job duties
14. Carrying or possessing a weapon such as a gun, dangerous devices, or other weapons on or around Company premises, including parking lots
15. Participation in a business in competition with the Company, pursuant to applicable law
16. Use, possession, or sale of unlawful drugs or alcohol while on Company premises, while on duty, or reporting to work under the influence of alcohol or any unlawful drugs
17. Sleeping or malingering on the job



Created 5/26/2023

Version: 1

18. Violation of a confidentiality agreement that exists between Company and any employee
19. Violation of any Company policy on harassment, discrimination, and/or retaliation
20. Any other violation of Company policies, which are subject to change from time to time, at the Company's sole discretion

The Company reserves the right to impose whatever discipline it chooses, or none at all, if and when a violation of this policy occurs. The Company will deal with each situation individually and nothing in this policy shall be construed as a promise of specific treatment in a given situation.

Observance of these rules will help to ensure that our workplace remains a safe and desirable place to work, and all employees are expected to observe this policy as outlined above, at all times.