

POLICY MANUAL
CHAPTER 6 - HUMAN RESOURCES POLICIES
6.29 EMPLOYEE CONDUCT AND WORK RULES POLICY

PURPOSE:

The Mississippi Lottery Corporation (“MLC”) adopts this Employee Conduct and Work Rules Policy to ensure orderly operations and provide the best possible work environment. The MLC expects employees and others who are engaged to provide services, such as temporary personnel, consultants, and independent contractors, to follow these rules of conduct while on company premises, attending company functions or otherwise performing work-related activity.

POLICY:

The MLC is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the company are treated in a respectful and fair manner.

In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the organization, the MLC complies with all applicable federal, state, and local laws and regulations concerning employer/employee rights and obligations.

PROCEDURE:

It is not possible to list all forms of behavior that are unacceptable in the workplace. However, the following are examples of behavior that would be considered infractions of the MLC rules of conduct. Such behavior may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive:

1. Theft or inappropriate removal or possession of company property or the property of a fellow employee
2. Willful destruction of company property or the property of a fellow employee
3. Working under the influence of alcohol or illegal drugs (including prescription drugs for which the employee does not have a valid prescription or is not following the prescribed dosage)
4. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
5. Fighting or threatening violence in the workplace
6. Sexual or other harassment
7. Using excessively abusive, threatening, or obscene language including comments of a racist nature

8. Using intimidation tactics and making threats
9. Sabotaging another's work
10. Making malicious, knowingly false, and harmful statements about others
11. Publicly disclosing another's private information
12. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
13. Unauthorized disclosure of trade secrets or company confidential information
14. Falsifying company records, documents, or reports, including, but not limited to, one's time records or the time records of another employee