

Code of Conduct

Employees are expected to follow guidelines and instructions, perform their assigned tasks, be responsive to direction from supervisors, and comply with all IMS policies and rules as well as state and federal mandates.

The following are examples of conduct prohibited by Company policy and are not intended to constitute a complete and exhaustive list of prohibited conduct. In addition, IMS reserves the right to change the examples listed below at any time with or without notice.

1. Theft, fraud, embezzlement, or other proven acts of dishonesty.
2. Any harassment of another employee (verbal, physical, or visual- see Harassment Policy section above), including sexual harassment such as offensive gestures, unwelcome advances, jokes, touching, or comments of a sexual nature made to or about another employee, vendor, or customer.
3. Obtaining employment or promotion based on false or misleading information.
4. Soliciting any gift or accepting gifts (money, services or merchandise in excess of a \$50 value) in connection with Company business without approval from IMS Senior Management.
5. Reporting for work under the influence of alcohol or any illegal substances, or, possession, sale, or distribution of illegal substances or use of alcohol while on Company premises, or abusing such items while representing IMS or conducting Company business.
6. Engaging in unauthorized employment elsewhere while on paid benefits, or while on an extended absence (LWOP or LOA).
7. Assisting anyone whom you know or suspect to be involved in or committing any crime or engaging in any conduct that rises to the level of a crime.
8. Falsifying Company documents or records including misuse of timekeeping records or falsely inputting payment data.
9. Insubordination, meaning refusing to follow legitimate instructions of a supervisor directly related to performance of one's job or disrespectful behavior toward a supervisor.
10. Disrupting the work environment.
11. Excessive absenteeism or unacceptable patterns of absenteeism.
12. Job abandonment, meaning the failure to report to work without properly notifying one's immediate supervisor or leaving a job assignment prior to completion of your responsibilities.
13. Conduct that is likely to cause another employee, customer, or vendor of IMS embarrassment, loss of dignity, feelings of intimidation, or loss of opportunity including all forms of discrimination and harassment.
14. Unauthorized use of Company or customer supplies, information, equipment, funds, or computer codes/passwords.
15. Intentional mishandling of a customer's or potential customer's account; this includes improper discriminatory practices.
16. Refusing to repay documented overpayment of any compensation.
17. Possessing firearms or weapons while on Company premises or carrying them while on Company business or threatening the personal safety of fellow employees, customers, or vendors.
18. Committing any act, on or off IMS's premises, which threatens or is potentially threatening to the reputation of IMS or any of its employees, customers, or vendors.
19. Failing to meet job responsibilities, job budget, or quality requirements.