



GENERAL RULES OF
CONDUCT

&

ATTENDANCE POLICY

Century Aluminum – Hawesville Operations

Revised November 01, 2001

CENTURY ALUMINUM

EMPLOYEE RULES OF CONDUCT

In a plant community such as Century Aluminum, there are specific rules that govern the conduct of employees just as there are rules that govern citizens in the community in which we live. Employee Rules of Conduct at Century Aluminum are established to ensure a safe orderly and efficient working environment for all employees. Compliance with the rules is the responsibility of each employee. Enforcement of these rules in an impartial and consistent manner is the responsibility of the Company.

Employee rules of conduct are not designed to be all-inclusive. It would not be practical to list all possible misconducts. As adults, each employee is responsible for reasonable common sense behavior. Prior to any disciplinary action being taken, a thorough investigation will be conducted. Depending on the severity of the misconduct, there may be cases where employees are suspended during the investigation.

These rules of conduct are designed for your protection as well as that of the Company. Without them, the fair-minded and honest majority of Century Aluminum employees would suffer for the actions of the minority.

GROUP I RULES -- INTOLERABLE VIOLATIONS

These are rules of such importance that any violation cannot be tolerated.

Such violation warrants a 5-day suspension prior to discharge.

NO EMPLOYEE SHALL:

1. Be in possession of, distribute or sell narcotics, alcohol, or any intoxicants or use alcoholic beverages, narcotics or intoxicants on Company premises at any time. **(Article 16 of the Labor Contract specifically addresses the remedy for employees testing positive as being “under the influence” of these substances)**
2. Maliciously damage or intentionally destroy Company property or property belonging to others on company premises.
3. Engage in fighting, disorderly or immoral/indecent conduct on Company premises at any time.
4. Falsify any record or willfully give false information for Company records.
5. Obtain material at the Storeroom or other assigned places on fraudulent order or by misrepresentation.
6. Have possession of weapons or explosives on company premises without proper authorization.
7. Engage in concerted activity resulting in interruption or cessation of work.
8. Be insubordinate to the directions of his/her Supervisor or any other member of Management.

9. Willfully or deliberately, disregard safety rules or common safety practices. This includes, but is not limited to, non-compliance with job safe practices, and rendering ineffective, safety and fire protection devices; willfully violate plant lock out or tag out procedures and policies. Remove safety locks other than his/her own without prior authorization.
10. Threaten, intimidate, coerce, or use abusive or profane language to another employee or supervisor; or make false malicious statements to another employee or supervisor. This also includes Sexual Harassment.
11. Remove Company property, a sub-contractor's property, or another employee's property from the plant premises. In all theft cases, the Company will pursue legal action.
12. Falsify, punch, or fill out another employee's time card or have another employee falsify, punch, or fill out his/her time card.
13. Deliberately or intentionally, sleep on Company premises at any time.

GROUP II -- MAJOR VIOLATIONS

These violations are considered major infractions:

First offense - Written Warning and 3-Day Suspension

Second Offense - 5-Day Suspension Prior to discharge

NO EMPLOYEE SHALL:

1. Gamble or engage in games of chance on Company premises at any time.
2. Have possession of cameras or recording devices on Company premises without proper authorization.
3. Engage in activities unrelated to the performance of his/her duties during working hours, i.e., reading unauthorized material, lying down, game playing, engaging in card playing, or horseplay.
4. Borrow or lend identification badges.
5. Leave the plant/department during work hours without permission.
6. Interfere or refuse to cooperate with members of the Plant Security Department in the performance of their duties.
7. Engage in malicious mischief, horseplay, or other conduct endangering personal safety or that of a fellow employee, or encroaching upon the rights of a fellow employee.

GROUP III - MINOR VIOLATIONS

Violations in which progressive discipline will be applied.

First Offense - Written Warning

Second Offense - Written warning and 3-Day Suspension

Third Offense - 5-Day Suspension Prior to Discharge

NO EMPLOYEE SHALL:

1. Create or contribute to unsanitary conditions.
2. Distribute written or printed literature of any description on the plant premises without proper company authorization
3. Post upon, or remove signs or documents in any form from bulletin boards or company property without prior Company approval.
4. Fail to report injuries immediately to supervision and/or the Medical Department.
5. Solicit for personal gain or solicit for any other purpose, within the plant without permission of the Department Manager.
6. Fail to notify management of any accident or significant incident.
7. Perform substandard quality or quantity in work performance.
8. Take unauthorized extended breaks.
9. Use the Plant telephones without authorization.
10. Leave the assigned work area within a department during work hours without permission.

11. Smoke in an unauthorized location.
12. Fail to wear required protective apparel.

NOTE: Discipline involving absenteeism or tardiness will be administered in accordance with the Attendance Policy that is published separately.

ATTENDANCE POLICY

It is understood that every employee will occasionally have some problem, which may require absence from work. However, it must be fully understood that continued absenteeism cannot be tolerated and will eventually lead to disciplinary action. In order to ensure that plant wide consistency in administering attendance requirements is maintained, the following guidelines will be in effect:

Number of Incidents	Recommended Action
4	Reminder
5	Verbal Warning
6	Written Warning
7	Suspension
8	Termination

- Incidents are accumulated over a floating twelve (12) month period. Consecutive scheduled days absence for illness or injury will be considered as one (1) incident.
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ABSENCES

- An absence **with proper call-off** (no later than thirty (30) minutes prior to the beginning of your scheduled shift) will count as one (1) incident.
- An absence **with proper call-off**, but without just cause on a mandatory overtime shift will count as two (2) incidents.
- An absence **with late call-off** (less than thirty (30) minutes prior to the beginning of your scheduled shift, but no more than thirty (30) minutes after the beginning of your scheduled shift) will count as one and one-half (1 ½) incidents.

- Any absence **without** either a **proper call-off or late call-off** (as defined above) will count as three (3) incidents and will result in an immediate verbal warning.
 - **Three (3) consecutive days of absence without notice is considered grounds for termination.**
 - Absence in excess of three (3) consecutive work days will require a physician's statement before the employee may return to work.
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TARDY

- A tardy with proper call-off will count as one-half (1/2) incident, provided you arrive within one (1) hour following the beginning of your scheduled shift.
 - A tardy without proper call-off, or a late arrival (arriving more than one hour following a proper call-off) will count as one (1) incident.
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LEAVING WORK EARLY

- Leaving work early with two (2) hours or less remaining in your scheduled work shift will count as one-half (1/2) incident unless your supervisor is in a position to allow company option.
 - Leaving work early with more than two (2) hours remaining in your scheduled work shift will count as one (1) incident unless your supervisor is in a position to allow company option.
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SPECIAL NOTES

- All **proper call-offs** must be reported at least **one-half (1/2) hour prior** to your scheduled shift and **must be reported to Plant Security at 270-927-6923 or 270-685-2493**. All **late call-offs** must also be reported to Plant Security at the same numbers.
- **Calling the work area will not satisfy this requirement. You must obtain a call-off verification number from Plant Security. This will be your proof of the call-off.**
- Article 13 of the Labor Agreement between the United Steelworkers of America and Century Aluminum of Kentucky contains further information concerning Discharge Cases and Discipline.