

MSSC Code of Good Conduct



1. Report to work on time and remain there except for excused absences.
2. Adhere to company tobacco, alcohol and substance use policy.
3. Maintain honesty and take personal responsibility for one's actions.
4. Be attentive and alert on the job at all times.
5. Respect supervisors and follow their instructions.
6. Perform assigned duties productively throughout the workday.
7. Respect company property, tools and equipment.
8. Maintain the accuracy of company records.
9. Maintain the confidentiality of company or government information.
10. Use company funds responsibly and only as authorized.
11. Respect fellow employees, regardless of race, gender, ethnicity, color, creed, or sexual orientation.
12. Maintain appropriate language and conduct towards any company employee or customers.
13. Maintain respectful and violence-free relationships with fellow employees.
14. Adhere to company electronic communications policy & protect company information technology systems.
15. Adhere to company policy prohibiting unauthorized use of cameras, cell phones, audio and recording devices.
16. Adhere to company on-premises non-solicitation policies.
17. Adhere to company policy regarding gambling on company property.
18. Report any unusual or suspicious person or behavior including theft or vandalism observed in the workplace or on company premises.
19. Adhere to company policy regarding weapons on company property or in company vehicles.
20. Adhere to company policy regarding food, drink and chewing gum on the production floor.
21. Maintain good conduct when off premises and in company uniform.