

Reference : HUMAN RESOURCES
Section : WORK RULES
Title : ATTENTION TO DUTY – PROHIBITION OF PERFORMING CHILD CARE WHILE ON DUTY; PRESENCE OF MINORS ON PROPERTY; PRESENCE OF NON-EMPLOYEES ON PROPERTY
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I PURPOSE

The purpose of this policy is to define the Authority's position on the importance of giving full attention to the performance of work duties, specifically prohibiting the performance of child care while on duty, the presence of minors on Company property, and the presence of non-employees on Company property.

II APPLICABILITY

This policy applies to all NFTA/NFT Metro employees.

III POLICY

While on duty, employees are required to devote their full attention to the proper performance of their work duties. When an employee is on duty or in a Company vehicle, child care/supervision is prohibited. Employees are also prohibited from leaving minor children in personal vehicles on Company property unless the children are supervised by an adult.

If children do accompany an off-duty employee on Company property for an authorized reason (e.g., to pick up a paycheck), the presence of the children must be brief, they must not enter restricted areas and they must be supervised at all times by the off-duty employee. Other than picking up a paycheck, an "authorized reason" is one approved by the employee's direct supervisor/manager of the work unit for an unusual non-reoccurring reason or a Company- sponsored event. Off-duty employees awaiting assignments are not permitted to bring their children or other non-employees with them into Company buildings or facilities.

For safety and security reasons, all employees are advised that only **authorized** non-employees are allowed on Company property. An "authorized non-employee" is one who has a legitimate business reason to be present on Company property at that time or one whose immediate presence has been approved by management-level personnel. All unauthorized non-employees will be considered trespassers and may be prosecuted as such. In addition, for safety and security reasons, only authorized employees are allowed in restricted areas, which include but are not limited to, vehicle storage and repair areas, employee work areas and assembly areas.

Management reserves the right to designate restricted areas and to determine who has the right to be present on non-public Company property.

Failure to comply may subject an employee to discipline.