



## **EastGroup Standards of Conduct**

EastGroup Properties expects each person to act in a mature and responsible way at all times. While not intended to list all forms of behavior that are considered unacceptable, some examples of conduct that may result in disciplinary action, including termination of employment, are listed below.

- Willful violation of any company rule; any deliberate action that is extreme in nature and is obviously detrimental to EastGroup Properties.
- Willful violation of security; tampering with Company equipment.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use, possession or sale of controlled substance drugs in any quantity while on company premises, except medications prescribed by a physician which do not impair work performance.
- Unauthorized possession of firearms, weapons or explosives on company property or while at work.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on company premises or when representing EastGroup Properties; fighting or provoking a fight on company property, or negligent damage of property.
- Insubordination or refusing to obey instructions issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
- Threatening, intimidating or coercing fellow employees on or off the premises at any time for any purpose.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
- Theft of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company equipment for profit.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of

absence or other data requested by EastGroup Properties; alteration of company records or other company documents.

- Violating a non-disclosure agreement; giving confidential or proprietary EastGroup Properties information to competitors or other organizations or to unauthorized EastGroup Properties employees; working for a competing business while an EastGroup Properties employee; breach of confidentiality of personnel information.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency at work.
- Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions.
- Sleeping on the job.
- Excessive personal calls.
- Smoking at work.
- Obscene or abusive language toward any employee or customer; indifference or rudeness towards an employee or customer; any disorderly/antagonistic conduct on company premises.

Unacceptable behavior which does not lead to immediate termination of employment may be dealt with in the following manner:

- Verbal Warning
- Written Warning
- Dismissal

Generally, supervisors are expected to follow the procedures outlined. However, each situation will be assessed with its own unique set of circumstances. The seriousness of the offense may warrant the omission of one or more of the steps above. Likewise, there may be times when the Company may decide to repeat a step. The procedure outlined above should in no way be interpreted as a contract of employment.