



Title Standards of Conduct and Performance	
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Applies To	AEROJET ROCKETDYNE HOLDINGS and SUBSIDIARIES
Content Expert	Johnson, Keri
Nature of Change	Minor. Revised to update reference.

PURPOSE AND SCOPE	<p>Aerojet Rocketdyne believes in creating a safe and productive work environment for all employees. Every employee has responsibility for helping to create and maintain such an environment. Standards of Conduct are a necessary part of Aerojet Rocketdyne’s efforts to manage the business so employees can be treated fairly and work safely and effectively. Aerojet Rocketdyne’s Standards of Conduct apply to all employees.</p> <p>Aerojet Rocketdyne seeks to provide the best possible work environment and therefore expects all employees to conduct themselves in accordance with Aerojet Rocketdyne’s Standards of Conduct set forth here as well as the work standards and performance expectations established for each job. Rules may be changed or added at any time at the option of Aerojet Rocketdyne.</p> <p>The employment terms set out in this Policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the Company.</p>
REQUIREMENTS ORIGIN	Company Mandate

STANDARDS OF CONDUCT

1. Violation of Aerojet Rocketdyne’s Standards of Conduct or any of its Directives may call for some form of disciplinary action. Employment with Aerojet Rocketdyne or any of its subsidiaries (the Company) is at-will and employment may be terminated at-will by either the employee or the Company at any time for any reason, without following any formal system of discipline or warning. However, when either performance or conduct does not meet the Company’s standards or expectations, the Company may exercise its discretion when it deems appropriate to use forms of discipline that are less severe than termination.
2. Examples of less severe forms of discipline may include verbal or written counseling, suspension, or demotion. While one or more of these types of discipline may be imposed, no formal order or system of discipline is required.
3. Nothing in this Standard of Conduct alters or in any way limits the Company’s policy of employment at-will. An employee may quit at any time and the company may terminate an



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employee at any time without following any steps of discipline if such action is warranted, even in the absence of employee misconduct.

Specific Examples of Performance Standards and Prohibited Conduct

It is impossible to identify every type of possible misconduct, rule, infraction, or performance deficiency that could result in discipline and/or termination. The following are examples of misconduct or unsatisfactory performance that may result in disciplinary action, up to and including termination. Employees should be aware that conduct not specifically listed below, but which has a negative effect on the Company or is otherwise detrimental to the Company's interests, other employees, or customers, may also result in disciplinary action, up to and including termination. In addition, where appropriate, employees engaged in misconduct may be subject to prosecution to the full extent of the law.

1. Failure to immediately report an environmental spill, release, or incident, or failure to comply with any other Company environmental directive or procedure which has been communicated to the employee, or which should be known to the employee because of job responsibilities.
2. Failure to immediately report an accident in the workplace causing injury or property damage, failure to immediately report a dangerous condition in the workplace, or failure to comply with any other Company health and safety directive, procedure, rule, or regulation, including wearing appropriate uniforms, which has been communicated to the employee or which should be known to the employee because of job responsibilities.
3. Excessive or unjustified absences or tardiness. Failure to inform the supervisor promptly by telephone when unable to report for work. Unreported or unexcused absence of three consecutive working days.
4. Unauthorized possession or use of firearms or weapons, explosive materials, cameras, or recording equipment on the Company premises.
5. Deliberate or careless damage to, or defacing of, Company or Government owned property or equipment.
6. Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or other proper authority, or the use of threatening or abusive language toward any manager or member of management. Employees are expected to participate in investigations of misconduct and refusing to do so is also considered insubordination.
7. Providing false or misleading information or refusing to fully disclose information in the course of a Company investigation.
8. Inefficient, poor or careless performance of duties, including failure to maintain reasonable standards of workmanship or productivity, failure to follow standard operating procedures and wasting of materials.
9. Disorderly conduct on the Company premises, such as fighting, practical jokes, horseplay, profanity and foul language, and gambling.



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10. Possessing, drinking, or being under the influence of intoxicants or drugs on the Company premises; reporting to work or being at work in an unfit physical and/or mental condition to work, regardless of whether the conduct amounts to a separate violation of the Substance Abuse Directive.
11. Falsifying employment applications, personnel security questionnaires, or other Company records, including altering or falsifying work or job records.
12. Failure to observe security regulations which have been communicated to the employee or which should be known to the employee because of job responsibilities, including unauthorized use of Company badges, decals, passes, or permitting any other person to use badges, decals, or passes.
13. Abuse or unauthorized use of the Company telephones, public address systems, or other Company equipment including removing Company property without authorization.
14. Theft of any kind, including but not limited to unauthorized removal of Company, government, or other customer, blueprints, drawings, records, or other property.
15. Altering timecards, recording on another employee's timecard, or allowing someone else to record hours or accounts on the employee's own timecard, and/or recording false time or charge numbers. Instructing others to charge work numbers or time for work other than work performed without proper authorization through the timekeeping system.
16. Failure to observe department work schedules, including rest and meal periods. Loitering on the Company property during other than scheduled working hours.
17. Leaving department, job, or plant premises during working hours without proper permission.
18. Working on unauthorized projects on the Company premises or on Company time.
19. Immoral or indecent conduct.
20. Sleeping or malingering on the job.
21. Misrepresenting reasons when applying for a leave of absence or other time off from work. Failure to return to work upon expiration of an authorized leave or vacation.
22. Threatening, intimidating, coercing, harassing or interfering with fellow employees, contractors, or customers.
23. Being disrespectful and not demonstrating sensitivity to and respect for race, color, national origin, ancestry, religion/religious creed, sex, age, sensory, physical or mental disability, medical condition, genetic information, pregnancy, childbirth, or related medical conditions, marital status, sexual orientation, gender, gender expression, gender identity, veteran status or any other factor prohibited by federal, state or local laws when working with other employees or dealing with other individuals doing business with the Company.
24. Working overtime without authorization.



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25. Engaging in illegal conduct that is detrimental to the reputation of the Company or its interests, whether or not related to job performance.
26. Failing to maintain confidential or proprietary information of Company trade secrets or engaging in direct competition with the Company.
27. Placing orders for materials or services with a supplier or otherwise committing the Company to a financial obligation unless specifically authorized in writing to do so by the President of the Company or unless specifically authorized in writing (possessing a written delegation of procurement authority) by a head of Procurement.
28. Soliciting another employee for non-business purposes, including to sell merchandise or making other business solicitations in any way connected with the sale of goods and services while either employee is on working time.
29. Distributing non-Company literature during working time and, whether or not on working time, in work areas.
30. Posting non-business related information on Company bulletin boards (whether hard copy or electronic bulletin boards) without prior written approval.
31. Violating any other Policy or Directive.

Responsibility

1. Any employee who observes or is aware of a potential infraction or violation of the Company Rules of Conduct and Performance, or other behavior not conforming to the intent of this directive, is responsible for immediately reporting the situation to his/her immediate supervisor or other appropriate authority.
2. The supervisor or other appropriate authority to whom such infractions are reported is responsible for taking action appropriate to the situation.

No Retaliation

The Company prohibits retaliation against anyone who reports, is a witness to, or investigates any alleged violation of this Policy.

RESOURCES

Definitions

Non-Working Time: Non-working time includes before or after work, break periods and lunch periods, or other specified periods, if any, during the workday when employees are properly not engaged in performing their work tasks

Solicitation: As used in this Policy, solicitation refers to any manner of communication including written, verbal, or electronic communication



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Acronyms	Acronym	Definition
None		

References	Identification	Title
	HR-POLICY-7.05.01.02	Employment – Hiring & Bridging Service

Training	Identification	Title/Description
None		

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