

# BREAK CONDUCT

It's important that all employees follow the company policies regarding breaks and also be courteous to others.

- Before you leave for a break, secure your workspace. If you are using machinery or equipment, ensure it is properly shut down before leaving.
- If necessary, inform your co-workers that you are stepping away, so they are aware of your absence, especially if your work involves shared responsibilities or requires constant coverage.
- Manage your time effectively throughout the workday and while you are on breaks. Do not leave the worksite during a break if you know you cannot return on time.
- Breaks should be taken in approved areas only. During break time do not disrupt or distract others who are working. Do not eat or drink in non-designated areas.
- Avoid distractions that prolong your break. Keep your rest breaks within the allotted time to maintain workflow efficiency and respect for others.
- Clean up after yourself in the break area to maintain a clean and sanitary environment for everyone. Throw your trash away.
- Return to work on time. Being punctual after a rest break is crucial to maintaining productivity and ensuring that the team functions smoothly.
- If something unexpected happens while you are on break and you are unable to return on time notify your supervisor immediately. Do not rush back but instead prioritize safety.
- If you notice any unsafe conditions in break areas, report them immediately.
- After a break, take a moment to refocus and ensure you are mentally and physically prepared to resume your tasks safely.
- Inappropriate, unsafe, prohibited, and illegal activities are strictly prohibited during break time and will not be tolerated under any circumstances.



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## Discussion

***What are the rules for break areas and why should they be followed?***

***How can workers ensure they are prepared to safely return to work after a break?***