

GENERAL RULES.

A. Every employee whose duties are prescribed by these rules, must have a copy of them accessible when on duty.

B. Employees must be conversant with the rules and special instructions and obey them. If in doubt as to their meaning, they must apply to proper authority for an explanation.

C. Employees must pass the required examinations.

D. Persons employed in any service on trains are subject to the train rules and special instructions.

E. Employees must render every possible assistance in their power in carrying out the rules and special instructions.

F. Any violation of the rules and special instructions must be reported.

G. The use of intoxicants by employees, while on duty, is prohibited. Their use, or the frequenting of places where they are sold, is sufficient cause for dismissal.

H. The use of tobacco by employees when on duty in or about passenger stations, or on passenger cars, is prohibited.

I. Employees must be courteous and considerate in their dealings with their fellow employees and the public, and particularly so with passengers and other patrons of the Company.

J. Employees, on duty, must wear the prescribed badge and uniform, and be neat in appearance.