

Decision Matrix

Type of Conduct	Bases for Denial or Termination	Mitigating Factors
Falsification	<u>Knowingly</u> falsifying or misrepresenting a fact in any written or oral statement, document, or form used by the Company in its decision to employ or grant access to sensitive material, or concealing or omitting a material fact for the purpose of misleading the Company.	No Mitigating Factors.
Incorrect or Missing Information	<p>Non-intentionally misrepresenting a fact in any written or oral statement, document, or form used by the Company that is greater than a six (6) months deviation per employer listed in the employment history of the application.</p> <p>Missing information in the form of proof of employment that is unable to be verified. (i.e. due to closure the business, etc.)</p>	<p>The incident was isolated and the individual subsequently voluntarily provided correct information or satisfactory explanation.</p> <p>Missing information provided by the individual (i.e. proof of employment is lacking, candidate must provide a W2, Check Stub, or offer letter.)</p>
Criminal – Felony⁵	Conviction of, or plea of guilty or nolo contendere, to any felony in the past seven (7) years, even if it is disclosed on the application, and violence offense against another person at any time are not eligible for hire.	<p>The felonious conduct (a) did not involve a violent offense against another person; (b) was an isolated episode; (c) the individual has demonstrated trustworthiness and respect for the law over an extended period (generally seven years) since the offense; and (d) the criminal activity does not relate in any fashion to the job being sought.</p> <p>Exceptions complying with the mitigating factors above must be approved by Human Resources Directors, followed by Corporate HR and/or Corporate Security/Legal by applying the Hiring Excellence Standards.</p>
Criminal - Misdemeanor⁶	<p>Applicants who have been convicted of a misdemeanor are not eligible for hire if it is <u>within the past three (3) years</u> and pertains to the following:</p> <ol style="list-style-type: none"> 1. DUI's or DWI's - (Applies only to positions authorized for company assigned vehicles or use of company owned vehicles and persons driving their own vehicle on company time) if required as an essential function of the job. 2. Convictions of theft 3. Any drug convictions <p>Violence offense against another person at any time are not eligible for hire.</p>	<p>Apply Hiring Excellence Standards.</p> <p>The illegal drug involvement was not recent (not within three years); or (b) the drug involvement was an isolated or infrequent event and did not include the sale or distribution of illegal drugs. Illegal drug involvement not amounting to a felony will be adjudicated under the Hiring Excellence Standards.</p>
Motor Vehicle Violations	<p>When reviewing MVR's the following guidelines will be used:</p> <ol style="list-style-type: none"> 1. No license revocation – past three (3) years. 	Apply Hiring Excellence Standards

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<p><i>Applies only to positions authorized for Company assigned vehicles or use of Company owned vehicle and persons driving their own vehicle on company time, if required as an essential function of the job.</i></p>	<ol style="list-style-type: none"> 2. No license suspension – past (3) years (or upon human resources review of nature of suspension). 3. No convictions for DUI/DWI - past three (3) years. 4. No convictions for Careless or reckless driving – past two (2) years. 5. No more than three (3) moving violations in the past twelve months. <p>Applicant's who do not meet these guidelines are not eligible for hire. If the MVR was not completed prior to offer, it should be stated to the applicant that all offers of employment are contingent upon successful completion of a MVR. It is encouraged that MVR's be conducted prior to extending any offers of employment.</p>	
<p>Work Performance Issues</p>	<p>Includes but not exclusive to the following:</p> <p>Excess tardiness or chronic absenteeism; below standard of performance in previous job; reason for leaving was due to unacceptable circumstances; professional reference provides information regarding misconduct or inappropriate behavior of the candidate.</p> <p>Any prior misfeasance or malfeasance which would be unacceptable had it occurred in the CCE work environment.</p>	<p>Refer to HR and Legal for final decision after applying the Hiring Excellence Standards.</p>
<p>Financial Matters</p> <ul style="list-style-type: none"> ◆ Broad Band 103 and above ◆ Cashiers 	<p>Excessive indebtedness, as indicated by recurring financial difficulties, or a high level of debt without the ability to pay it off. (Note: Pursuant to the U.S. Bankruptcy Code, an employer cannot reject an applicant for employment solely because the individual has been or is in bankruptcy.)</p> <p>Consideration will normally not be given to individuals whose credit report reflects unfavorable history. Unfavorable history is defined as:</p> <ul style="list-style-type: none"> ▪ Suits and judgments within 7 years, whether satisfied or unsatisfied as one indication of financial responsibility. ▪ 60% or more of the individual's reported accounts within 7 years have been charged off or placed for collection. <i>Delinquent accounts related to medical treatment of the individual or a member of the individual's family are not to be counted as negative.</i> ▪ Any collection, bad debt, or repossession items that are listed in the "public records" or "collection items" section of the credit report in excess of a total amount of \$2,000 whether paid or unpaid ▪ Default of loans within the last 7 years. 	<p>Evidence of systematic efforts over a period of time (generally two years) to satisfy creditors; and (b) evidence of a change to a more responsible life-style and favorable change in financial habits over a period of time (generally two years); or (c) unforeseen financial loss not due to the individual's financial mismanagement.</p> <p>Apply Hiring Excellence Standards</p>
<p>Other Factors Affecting an Individuals Integrity or Standing in the Community</p>	<p>Prior activities or conduct which would be embarrassing or damaging to the image and reputation of the Company if performed while in the employ of Coca-Cola Enterprises Inc. Any adverse action based on this type of conduct must be authorized by an HR Director.</p>	<p>Apply Hiring Excellence Standards.</p>