PURPOSE

The purpose for authoring this policy is to emphasize the employee’s and consumer’s expectation to be treated to fair business practices and establish a culture of openness, trust, and integrity. This policy will serve to guide business behavior to ensure legal and ethical conduct.

SCOPE

This policy applies to all suppliers, employees, contractors, consultants and temporaries including all personnel affiliated with third parties. Effective ethics is a team effort involving the participation and support of everyone.

1. COMMITMENT TO ETHICS
2. The Company is committed to protecting employees, partners, vendors, and the company from illegal actions by individuals, either knowingly or unknowingly.
3. Management must set a prime example. In any business practice, honesty and integrity must be a top priority.
4. Management must have an open door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert managers to concerns within the workforce.
5. Management must disclose any conflict of interests regarding their position within the company.
6. EMPLOYEE COMMITMENT TO ETHICS
7. Company employees will treat everyone fairly, have mutual respect, promote a team environment, and avoid the intent and appearance of unethical or compromising practices.
8. Every employee needs to apply effort and intelligence in maintaining ethics values.
9. Employees must disclose any conflict of interests regarding their position within the company.
10. COMPANY AWARENESS & MAINTAINING ETHICAL PRACTICES
11. The Company will prompt a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.
12. The Company will reinforce the importance of the integrity message, and the tone will start at the top.
13. Every employee and manager must consistently maintain an ethical stance and support ethical behavior.
14. Company employees shall treat everyone fairly, with honesty and objectivity.
15. OPEN COMMUNICATION
16. The Company encourages open communication to report suspected or actual occurrences of illegal, unethical, or inappropriate behaviors or practices.
17. Individuals shall receive no retaliation or retribution for a report which was provided in good faith that was not done primarily with malice to damage another or the company.
18. Anyone retaliating against an individual for making a report will be subject to disciplinary action, up to and including termination.
19. The Company will act promptly to investigate and resolve reported issues.
20. UNETHICAL BEHAVIOR
21. The Company will avoid the intent and appearance of unethical or compromising practices in relationships, actions, and communications.
22. The Company will not tolerate harassment or discrimination.
23. Unauthorized use of company trade secrets and marketing, operational, personnel, financial, source code, and technical information integral to the success of our company will not be tolerated.
24. The Company will not permit impropriety at any time, and we will act ethically and responsibly in accordance with laws.
25. CODE OF CONDUCT
26. The Company will comply with all application laws and regulations.
27. The Company will provide a workplace free from discrimination, harassment, or any other form of abuse.
28. The Company will treat employees fairly and honestly, including with respect to wages, working hours, and benefits.
29. VENDORS
30. The Company expects vendors to conduct business responsibly with integrity, honesty, and transparency.
31. Complying with this Business Ethics and Conduct Policy is a condition of employment.
32. ENFORCEMENT
33. Any infractions of this policy will not be tolerated.
34. The Company will take the appropriate measures and act quickly in correcting issues if the policy is broken. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

|  |
| --- |
| **Reviewed and Approved** |
| Quality Manager or President |   |   |
|   | Date |