## Code of Conduct

1. **Purpose**

This Employee Code of Ethics and Conduct (“Code”) details our policies for employees. We are committed to a quality business and reputation that values integrity, respect and truthfulness, and a strong commitment to the highest ethical standards.

1. **Conflicts Of Interest**

Employees must avoid having a personal, business, financial, or other interest, activity or relationship that has or may be in conflict with the company. Any material transaction or relationship that may give rise to an actual or perceived conflict of interest should be discussed with the Director of Human Resources.

Conflicts of interest may include, but are not limited to, the following situations:

* Performing work or rendering direct consulting or managerial services for an organization that competes or does business with our company without appropriate approval from management.
* Managers or supervisors may not engage in a sexual, romantic, or dating relationship with subordinate employees.
* Accepting loans or gifts of entertainment, food, or cash of $50 or more from vendors, subordinate employees, regulatory or any outside concern that does or seeks to do business with or is a competitor.
* Obtaining a personal financial benefit in any sale or loan of company property.
* Using or disclosing any confidential information gained during employment for an employee’s personal benefit or the benefit of others, including a future employer.

1. **Employment Practices**

* Discrimination and harassment of employees whether or not the incidents occur on our premises and whether or not the incidents occur during business hours is prohibited.
* All federal, state, and local laws shall be followed to ensure equal recruitment, employment, compensation, development and advancement opportunity for all qualified individuals. Deliberate harassment based on federally protected categories of race, color, religion, sex, national origin, age, or disability is prohibited.
* Workplace violence including threats, threatening behavior, harassment, intimidation, assaults or similar conduct is not tolerated.
* Employees may not carry firearms or other weapons on company facilities unless obtaining prior permission.
* Employees must not distribute, possess or use illegal or unauthorized drugs or alcohol on company property, or in connection with this business.

1. **Use Of Company Resources**

* Employees may use Internet and send and receive electronic mail solely for business purposes.
* Electronic mail system is a company resource, and this company reserves the right to read, view and copy any email communications.
* Employees must take reasonable care not to disclose confidential information, or acquire unauthorized information over the Internet.
* All equipment and supplies purchased by this company including but not limited to office supplies, office furniture, fax machines, computers, software, hardware supplies and equipment may not be used by employees for personal reasons.
* Employees are encouraged to participate in the political process on their own time. Employees may not use company resources, reputation or assets to support a political candidate.
* Employees may not use company facilities to promote non-work related interests of the employee or of third parties without prior consent of their supervisor.
* Employees may only use, transfer, or dispose of funds or assets for the lawful and legitimate business purposes for which they were approved.

1. **Privacy And Confidentiality**

* Employees must exercise care to avoid disclosing non-public, internal, secret, or proprietary information to unauthorized persons, either within or outside the company's property during employment or afterwards, except as such disclosure is legally mandated or approved by the company.
* Only employees that truly need to know confidential information to conduct their business have access to confidential information and must take necessary steps to keep this information private and confidential.
* Employment and medical records of employees are confidential and private. Medical Records may only be disclosed if the employee provides a written release or required by applicable law.

1. **Compliance With The Code**

All employees must know this Code and adhere to its guidelines. Supervisors must take reasonable care to assure that subordinate employees are complying with these guidelines. If questions arise please contact the Human Resources Director.