

SOFT_BITS

Industrial Minillas 170 Carr 174,
Bayamón, PR, 00959-1919



I. Harmful Practices

Must avoid intentional loss of company's information and/or property also intentional damage of the company's property supplied. The employee must keep the best practices regarding computing technology in order to guarantee our user's safety. The intentional destruction or modification of files leading to serious loss of expenditure shall be tolerated and should be informed by the employee. The employee is responsible to undo any negative consequences made by an assigned duty. It is Soft Bits employee's responsibility to follow generally accepted standards for system design and testing.

II. Copyright

Our company is proud to produce world's leading products and we respect all competitors on our market. Following our company's best practices the employee must honor any property rights. The violation of copyright, patents, trade secrets is prohibited by the law and the company will inform the pertaining authorities if any employee is responsible for such act. It is our company's policy to honor the employees intellectual work, we expect our employees to follow this and not to take credit for other's ideas or work.

III. Insider Information

It is the employee's responsibility to protect any information from our users and the company's. Confidentiality is the company's promise to users, clients and employees it is all of Soft Bits responsibility to honor this obligation. Any information leak will be prosecuted and not be tolerated under any circumstances except where it is evidence for the violation law or Soft Bits regulations.

IV. Job Quality

We as professionals have the obligation to take responsibility on all areas of our job tasks. This means that we must do independent study, take seminars, conferences and get involved in all activities that supplements our knowledge. The employee has to be able to accept any review coming from professionals and communicate effectively between team members at all times. In the communication process the employee must follow any instructions coming from the client or user and provide, if available, credible evaluations and effective alternatives.

V. Client Contracts

Soft Bits client's contracts must be honored always and our employees must respond urgently to all of our client's concerns. Soft Bits employee must diligently work to fulfill every agreement reached between the company and the client. The client must be informed at all times about every detail regarding the progress toward completing any work.

VI. Employee's Obligation

The voluntary signing of this form is an acceptance to all written information on the contract. The employee must adhere to the ethical practice of the profession and noncompliance with any of the written items can result in the immediate termination of the job.

EMPLOYEES SIGNATURES

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____