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| DENLEY  **INVESTMENT & MANAGEMENT COMPANY** |
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# Memorandum

To: Employee

From: Call Center Manager

RE: Code of Conduct

Date: 07/30/17

## As of Sunday, July 30, 2017, it has come to my attention that employee are using private phone and texting during company time. Therefore, I would like to remind everyone that private phone and text message use on company time is viewed as a violation of the company’s code of ethics. As a result, the use of private phone and texting during company time is not allowed.

Should you happen to receive an emergence call, talk to you supervisor or a team leader to give you time. And such call can be made in a private office or a conference room. To be ready for such calls, cellphones should be set to vibrate and a reasonable amount of time will be given.

Thanks everybody and enjoy working with us.

and should be treated as such. If you choose to permit texting in the office, cellphones should be set to vibrate in order to minimize sounds that will

inevitably annoy those nearby.