



# Cyber Tree Systems

## A Business IT Solution Company

<b>POLICY NAME</b>	<b>Ethics Policy</b>		
<b>DATE OF LAST REVISION:</b>	9/4/2003	<b>VERSION NO.</b>	1.43
<b>ADMINISTRATOR RESPONSIBLE</b>	Kevin McKnight		

### Overview

CTS purpose for this ethics policy is to establish a culture of openness, trust, and integrity in business practices. Effective ethics is a team effort involving the participation and support of every CTS employee. All employees should familiarize themselves with the ethics guidelines that follow this introduction.

CTS is committed to protecting employees, partners, vendors, and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When CTS addresses issues proactively and uses correct judgment, it will help set us apart from competitors.

CTS will not tolerate any wrongdoing or impropriety at any time. CTS will take the appropriate measures to act quickly in correcting the issue if the ethical code is broken. Any infractions of this code of ethics will not be tolerated.

### Purpose

The purpose of authoring a publication on ethics is to emphasize the employee's and consumer's expectation to be treated to fair business practices. This policy will serve to guide business behavior to ensure ethical conduct.

### Scope

This policy applies to board members, employees, contractors, consultants, temporary workers, and other workers at CTS, including all personnel affiliated with third parties. All CTS email information is categorized into four main classifications with retention guidelines:

### Policy Statement

- Board of Directors Commitment to Ethics

The Board of Directors within CTS must set an example for the company. In any business practice, honesty and integrity must be top priority for board members.

Board Members will be involved in any ethics violation with regards to executive management. Board Members must disclose any conflict of interests regarding their position within CTS.

- Executive Commitment to Ethics

Top brass within CTS must set a prime example. In any business practice, honesty and integrity must be top priority for executives.

Executives 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 executives to concerns within the workforce. Executives must disclose any conflict of interests regarding their position within CTS.

- Employee Commitment to Ethics

CTS employees will treat everyone fairly, have mutual respect, promote a team environment, and avoid the intent and appearance of unethical or compromising practices.

Every employee needs to apply effort and intelligence in maintaining ethical value. Employees must disclose any conflict of interest regarding their position within CTS.

Employees will help CTS to increase customer and vendor satisfaction by providing quality products and timely responses to inquiries.

- Company Awareness

Promotion of ethical conduct within interpersonal communications of employees will be rewarded.

CTS will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

- Maintaining Ethical Practices

CTS will reinforce the importance of the integrity message, and the tone will start at the top. Employees, managers, and directors need to consistently maintain an ethical stance and support ethical behavior.

Employees at CTS should encourage open dialogue, get honest feedback, and treat everyone fairly, with honesty and objectivity.

CTS has established a best practice disclosure committee to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.

- Unethical Behavior

CTS will avoid the intent and appearance of unethical or compromising practices in relationships, actions, and communications. CTS will not tolerate harassment or discrimination.

Unauthorized use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated.

CTS will not permit impropriety at any time, and we will act ethically and responsibly in accordance with laws.

CTS employees will not use corporate assets or business relationships for personal use or gain.

## **Enforcement**

Any employee found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

**Terms and Definitions**

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION

**Revision History**

Revisions made 9/4/2023
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