**Code of Conduct**

**Policy brief & purpose**

Our Employee Code of Conduct company policy outlines our expectations regarding employees’ behavior towards their colleagues, supervisors, and overall organization.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes, and disrupting our workplace. We also expect them to foster a well-organized, respectful, and collaborative environment.

**Scope**

This policy applies to all our employees regardless of employment agreement or rank.

**Shared Expectations**

Tungsten Parts Wyoming Inc can only operate effectively when there is a shared expectation between the Tungsten Parts Wyoming Inc and its employees. This is a two-way commitment that benefits both the employer and employee when expectations are met.

Set out below is a summary of the expectations that Tungsten Parts Wyoming Inc as the employer, has of you, and the expectations that you, as an employee, may have of Tungsten Parts Wyoming.

**Expectations of Employees**:

* Be safe at all times and ensure we always provide the highest quality parts per our customer needs
* Act with integrity at all times
* Be present and productive during work hours
* Operate within law
* Demonstrate a sense of respect, loyalty, good faith, and responsibility toward one another
* Work diligently and meet the requirements of your employment agreement
* Show proper and reasonable care when using Tungsten Parts Wyoming property, resources, or funds

**Obligations to Employees:**

* adequate training and equipment to perform your duties
* regular and appropriate feedback and communication on your work performance
* effective communication of information
* good and safe working conditions
* opportunity for the enhancement of your abilities
* safe, healthy, respectful, and productive work environment
* an environment free from discrimination and harassment that promotes and protects

**Unacceptable Behavior**

Failure to observe these standards of conduct by an employee may result in disciplinary action, which could include termination of employment.

**Acknowledgement of Receipt of Code of Conduct**

I (*name*)

acknowledge that I have received a copy of the Code of Conduct issued by Katya Weaklim

I have also been advised/received a presentation outlining my obligations under the Code.

I understand that a breach of the Code may lead to disciplinary action, including dismissal.

Signed Date