



CODE OF ETHICS

- 1) Each employee is responsible for both the integrity and the consequences of his or her own actions.
- 2) The highest standards of honesty, integrity, and fairness must be followed by each and every employee when engaging in any activity concerning the company, particularly in relationships with clients, competitors, suppliers, the public and other employees.
- 3) No employee will undertake any activity while on company premises, or while engaging in company business, that is (or gives the appearance of being) improper, illegal, or immoral, or that could in any way harm or embarrass our company or our clients.
- 4) Each member of the management team will place a high emphasis on the quality of life available to employees and the quality of services give to clients.
- 5) Questions to ask before making a business decision:
 - a. Is it legal?
 - i. Will I be violating either civil law or company policy?
 - b. It is balanced?
 - i. Is it fair to all concerned in the short term as well as the long term? Does it promote win-win relationships?
 - c. How will it make me feel about myself?
 - i. Will it make me proud?
 - ii. Would I feel good if my decision was published in the newspaper?
 - iii. Would I feel good if my family knew about it?