

## COMPANY INTEGRITY POLICY

### **Purpose**

The success of our business is dependent on the trust and confidence we earn from our employees, customers, suppliers and shareholders. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching company goals solely through honorable conduct. It is easy to *say* what we must do, but the proof is in our *actions*. Ultimately, we will be judged on what we do.

### **Policy**

The Company's commitment to integrity begins with complying with laws, rules and regulations and respecting the rights and dignity of all people while performing any Company activity or business. The Company shall not participate in any corrupt activities or facilitate unlawful financial dealings. We expect employees to avoid any personal, financial or other interests that might cause real or perceived conflicts or hinder their ability to perform their job duties. Employees will be allowed to accept a meal or other customary business courtesy not exceeding \$35 in actual value which is furnished contemporaneously to dealings with an outside person or organization. No employee shall accept any other gifts, entertainment, trips, money or any item of actual value, nor accept personal favors, from any person or organization with whom or with which the Company may have or is likely to have any business dealings, including suppliers and customers, except with the written consent of the Chairman or President of the Company. Any such consent shall be limited specifically to the items set forth therein.

The Company has a proprietary interest in all of its assets including its computers, programs, products, and files, and their application or use. No employee shall use such assets, or copies thereof, including the disclosure of names or other information, either during or after employment, unless solely for the Company or unless the written consent of the Chairman or President of the Company has first been obtained. All such assets, including copies thereof, shall be delivered to the Company when the employee is requested to do so, and further without request upon the employee's termination of employment.

Each employee shall devote all of his or her time and attention to the business of the Company, while on a paid status and shall not perform, directly or indirectly, any activity which is not solely for the Company except with the written or verbal permission of an officer of the Company or your supervisor.

Annually, or more often if requested by the Company, each employee is required to disclose any outside activities or interests which may be a potential violation or conflict with the policies stated herein. Violations will be subject to disciplinary action including but not limited to written warnings, suspension or immediate termination. Disciplinary action is at the discretion of management. Action on this policy is an amendment to the employee handbook.