Code of Professional Conduct:

The Code of Professional Conduct requires that an employee <u>must</u>:

1. behave honestly, openly and with integrity at all times;
2. act with care and diligence in the course of performing their job;
3. when performing duties on behalf of _____, treat everyone with respect and courtesy, and without harassment or intimidation, at all times;
4. behave and conduct themselves in a professional business manner; any conduct that is considered to be hostile, verbally offensive, disrupts the work environment or is perceived to be intimidating, undermining to the management team or is considered blatant insubordination will not be tolerated at any time;
5. comply with any lawful and reasonable direction given by someone within the organization who has authority to give the direction – if you're unsure whether someone has the authority to give direction, ask the _____;
6. maintain appropriate confidentiality about dealings that the employee and/or Contractor has with any/all members of staff;
7. disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with your role at _____;
8. not provide false or misleading information in response to a request for information;
9. not make improper use of your role, duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for yourself or for any other person;
10. at all times behave in a manner that upholds the Values, integrity and good reputation of the company;
11. comply with any other conduct requirement that is prescribed by the regulations in the State of California.

Adhere to the "first point of contact" protocol and bring any/all concerns, issues, questions and/or situations where you feel there is conflict (with anyone in the workplace) to the attention of your manager first – unless, of course, the concern is with your manager in which case you should go to HR.

Failure to adhere to these core people principles will result in immediate disciplinary action up to and including termination.