

Code of Conduct and Business Ethics

As a Company team member, employees are expected to accept certain responsibilities, follow acceptable business principles in matters of conduct, and exhibit a high degree of integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, coworkers, the Company, and/or that might be viewed unfavorably by current, potential clients, candidates, and/or by the public at large. Employee conduct reflects on the Company. Employees are, consequently, expected to observe the highest standards of professionalism at all times. While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

- Violation of the policies and procedures set forth in this handbook.
- Falsifying employment or other Company records;
- Violating the Company's anti-harassment policy;
- Soliciting or accepting unreasonable gratuities from clients or candidates;
- Excessive absenteeism or tardiness;
- Excessive, unnecessary, or unauthorized use of Company property and supplies, particularly for personal purposes;
- Reporting to work under the influence of drugs or alcohol;
- The illegal manufacturing, possession, use, sale, distribution, or transportation of drugs;
- Bringing or consuming alcoholic beverages while engaged in Company business on or off the Company's premises, except where authorized;
- Fighting or using obscene, abusive, or threatening language or gestures;
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Theft of any kind, including misreporting hours worked, Company property, benefits or resources.
- Unauthorized possession of firearms while on Company business on or off the Company's premises;
- Disregarding safety or security regulations;
- Insubordination; and
- Failing to maintain the confidentiality of Company or client information.
- Engaging in outside employment that interferes with your ability to perform your job at this Company.
- Gambling on Company premises.
- Lending keys or keycards to Company property to unauthorized persons.
- Improper use of Company assets, for example inappropriate use of Company equipment/vehicles.

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations either of the above or of any other Company policies, rules, or regulations, the employee may be subject to disciplinary action, up to and including termination.

Before or during imposition of any discipline, employees may be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant. Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

The Company recognizes that its success in achieving superior financial and business results depends on its people – and managing its people resources in accordance with the following principles:

Employees should act with integrity, comply with laws, maintain a professional work environment and comply with company policies. They should treat customers, colleagues, and partners ethically at all times.

We encourage our employees to report any unethical behavior immediately. We do not engage in bribery or corruption, which is subject to disciplinary action including termination.

We welcome and support people of all backgrounds and identities. This includes but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion and mental and physical ability.

Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to:

- Threats of violence
- Insubordination
- Discriminatory jokes and language
- Sharing sexually explicit or violent material via electronic devices or other means
- Personal insults, especially those using racist or sexist terms
- Unwelcome sexual attention
- Advocating for, or encouraging, any of the above behavior

A company's reputation depends on the actions and integrity of its employees. It is essential that they avoid relationships and activities that hurt, or appears to hurt, their ability to make objective and fair decisions. We ascertain that employees are assigned to work sites that are safe, that they understand the nature of the work the customer has called for and can perform such work without injury to themselves or others, and that they receive any personal safety training and equipment that may be required.

Employees should always act to protect company assets, including physical, intellectual, and electronic or digital properties.