



# TELEPATHIC GRAPHICS

## CODE OF CONDUCT

### Principles

The following are the basic principles of business conduct on which this Policy is based.

We are all expected to behave consistently with and conduct the business of "The Company" according to the letter and spirit of these principles:

**Compliance with Applicable Laws:** It is our policy to comply with all laws and regulations applicable to our activities. You should not take any action on behalf of "The Company" that you know or suspect violates any law or regulation.

**Business Loyalty:** You should not put yourself or anyone else (including fellow employees or customers) in a position where your personal interests or relationships could conflict or appear to conflict with the best interests of "The Company". This means you should avoid doing anything that would compromise or appear to compromise "The Company" or yourself as an individual.

**Observance of High Ethical Standards:** In keeping with our Value of Integrity, you should exercise the highest standards of ethical behavior, good judgment, honesty and fairness when conducting company business.

### Discrimination

Not only is discrimination inconsistent with our Values, it may be illegal. All employment decisions must be made and carried out only on the basis of job-related factors and individual merit. Any employment decision or action that is based on race, sex, sexual orientation, age, religion, disability, color, national origin, veteran status or any other basis prohibited by law will not be tolerated. This commitment applies to all aspects of employment, including recruitment, hiring, training, compensation, job assignment, advancement, performance feedback and termination. It also includes a commitment to provide reasonable accommodations to enable qualified disabled individuals to perform the essential functions of their jobs.

### Harassment

As part of living our Values, each of us is responsible to ensure our work environment is free from harassment or intimidation on the basis of race, sex, sexual orientation, age, religion, disability, color, national origin, veteran status, and any other basis prohibited by law. Employees are prohibited from acting in ways that could be construed as harassment or that could create a hostile, offensive, intimidating or demeaning environment. Harassment includes, for example, using racial or religious slurs, as well as abusive, demeaning or derogatory comments made about age, religion, gender, pregnancy, ethnicity or disability. Sexual harassment includes, for example, displaying sexually suggestive material in the workplace, unwelcome flirting or advances, requests for sexual favors, or using offensive words or gestures of a sexual nature. The focus of this Policy is on the effect of an individual's action, not the intent. Consequently, if the actions of an employee have the effect of intimidating or demeaning others, it is a violation of this Policy, even if the employee believes he or she was "just kidding around" or "didn't mean any harm."

### Confidentiality

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past clients, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the business services concerned. We extend the same standards to all our customers, suppliers and associates.

**Ethics**

We always conduct our own services honestly and honorably, and expect our clients and suppliers to do the same. Our advice, strategic assistance and the methods imparted through our training, take proper account of ethical considerations, together with the protection and enhancement of the moral position of our clients and suppliers.

**Quality assurance**

We maintain the quality of what we do through constant ongoing review with our clients, of all aims, activities, outcomes and the cost-effectiveness of every activity. We encourage asking questions and making sure the product is the best it can be.

**Professional conduct**

We conduct all of our activities professionally and with integrity. We take great care to be completely objective in our judgment and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of our clients. There will be no "Locker room" talk within company grounds.

**Health and Safety**

The Company strives to provide each employee with a safe and healthy work environment. Each employee has a responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.

The Company will not tolerate violence and threatening behavior. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs or alcohol. The Company will not tolerate the use of illegal drugs in the workplace or on the Company's property.

**ACKNOWLEDGEMENT OF RECEIPT OF CODE OF BUSINESS AND ETHICAL CONDUCT**

I have received and read the Company's Code of Business and Ethical Conduct. I understand the standards and policies contained in the Code and understand that there may be additional policies or laws specific to my job. I further agree to comply with the Code.

If I have questions concerning the meaning or application of the Code, any Company policies, or the legal and regulatory requirements application to my job, I know I can consult my manager, and it will be maintained in confidence.

If I violate of any part of the code of conduct I understand the following will insure.

- 1st violation will be a Verbal warning
- 2nd violation will result in a written warning
- 3rd violation will be a 2 week suspension without pay.

After 3 warnings I understand I will be on a 90 day probation period. If I violate any company policies within those 90 days it will result in immediate termination.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_