

Human Skills & Resources, Inc.

Code of Ethics

We promote freedom of expression and open communication. But we expect all employees to follow our code of ethics. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Compliance with law: All employees must protect our agency's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our agency's finances, clients, community partners and public image.

Respect in the workplace: Employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization.

Protection of Company Property: Employees should treat our agency's property, whether material or intangible, with respect and care.

Employees should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

Professionalism: Employees must show integrity and professionalism in the workplace:

- **Personal appearance:** employees must follow our dress code and personal appearance guidelines.
- **Corruption:** Do not accept gifts from clients. We prohibit briberies for the benefit of any external or internal party.
- **Job duties and authority:** Employees should fulfill their job duties with integrity and respect toward clients, stakeholders and the community. Supervisors and managers mustn't abuse their authority. Likewise, we expect employees to follow managers instructions and complete their duties with skill and in a timely manner.
- **Absenteeism and tardiness:** Employees should follow their schedules. We expect employees to be punctual when coming to and leaving from work.
- **Conflict of interest:** We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.
- **Collaboration:** Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.
- **Communication:** All employees must be open for communication with their colleagues or managers.
- **Policies:** All employees should read and follow our company policies. If they have any questions, they should ask their managers or Human Resources (HR) department.