



CREST COMMUNICATIONS, INC. Code of Conduct Policy

A. Policy brief & purpose

Our **Code of Conduct policy** outlines our expectations regarding member's behavior towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication but we expect all members to follow our code of conduct. 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.

B. Scope

This policy applies to all our members regardless of membership agreement or rank.

C. Policy elements

1. **Components of the Code of Conduct**

Team members are bound by their contract to follow our Code of Conduct while performing their duties as a CREST member.

We outline the components of our Code of Conduct below:

2. Compliance with law

All members must protect our organization's legality. They should comply with all environmental, safety and fair dealing laws. We expect members to be ethical and responsible when dealing with our team's finances, partnerships and public image.

3. Respect in the workplace

All members should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment, or victimization. Members should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

4. Protection of Company Property

All members should treat our team's property, whether material or intangible, with respect and care. Members:

- a. Shouldn't misuse company equipment or use it frivolously.
- b. Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.)
- c. Members should use them only to complete their job duties.
- d. Members should protect company facilities and other material property (e.g. loaned vests, radios) from damage and vandalism, whenever possible.

5. Professionalism

All members must show integrity and professionalism in the workplace:

6. Personal Conduct

All members must conduct themselves without misconduct involving personal or sexual harassment of any kind, physical, verbal, or non-verbal.

"Sexual harassment" is defined as any behavior of a sexual nature that affects the dignity of women and men, which is considered as unwanted, unacceptable, inappropriate and offensive to the recipient, and that creates an intimidating, hostile, unstable or offensive work environment.

Sexual harassment in the workplace can be physical, verbal or non-verbal, and include the major forms as follows:

- (a) Physical forms of sexual harassment such as any unwanted contact, ranging from intentionally touching,

caressing, pinching, hugging or kissing to sexual assault or rape.

- (b) Verbal forms of sexual harassment include socially and culturally inappropriate and unwelcome comments with sexual overtones such as sexually suggestive jokes or comments about a person's dress or body, made in their presence or directed toward them. They also include persistent proposals and unwelcome requests or persistent personal invitations to go out.
- (c) Non-verbal forms of sexual harassment include unwelcome gestures, suggestive body language, indecent exposure, lascivious looks, repeated winks, and gestures with fingers. It also includes the unwelcome display of pornographic materials, sexually explicit pictures and objects, screen savers or posters as well as sexually explicit e-mails, notes or SMS messages.

7. **Personal appearance**

All members must follow our dress code and personal appearance guidelines.

8. **Corruption**

We discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

9. **Job duties and authority**

All members should fulfill their job duties with integrity and respect toward others and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

10. **Absenteeism and tardiness**

Members should follow their schedules. Generally, we expect members to be punctual when coming to and leaving an event.

11. **Conflict of interest**

We expect members to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

12. **Collaboration**

Members should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

13. **Communication**

All members must be open for communications with their colleagues, supervisors or team members.

14. **Benefits**

We expect members to not abuse their membership benefits.

15. **Policies**

All members should read and follow our company policies. If they have any questions, they should ask.

D. Disciplinary actions

Our organization may have to take disciplinary action against members who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Reprimand.
- Suspension or termination from the team for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

On this ____ day of _____, 20__, I, _____
[Printed member's name]

have read and acknowledge receipt of a copy of this Code of Conduct above.

Signature