

Code of Ethics/Employment Expectations

Our Promise to Our Talent: At Atterro, we are committed to the success of our corporate clients and our talent. We truly believe that by matching our talent's interests and skills to the right assignments at the right client company, we are helping our talent realize their fullest potential.

Our talent are consistently professional. They are punctual, personable, flexible, and committed to completing their assignments. We retain exceptional talent because we treat them in the same manner we want to be treated. The result is success for the client company, the talent, and Atterro.

One of our key values is integrity. As a representative of Atterro, we expect you, our talent to have integrity in every decision and action that you make.

The purpose of this policy is to provide guidance to our talent on what is acceptable vs. unacceptable behavior by the company and by its talent in effort to continuously be viewed as a company of integrity.

Our Expectations:

It is our expectation that every talent will conduct themselves with high integrity and honesty. More specifically, it is expected that all talent conduct themselves by the following expectations:

- Comply with Atterro's policies and procedures.
- Notify Atterro in a timely manner if you will be absent from or late for an assignment.
- Produce exceptional quality of work.
- Maintain high ethical standards in all decisions that are made.
- In all interactions with Atterro and Atterro's client associates, act with respect, professionalism, and integrity.
- Respect others' opinions.
- Report to your assignments.
- Be dependable and maintain your regular work schedule; give your best effort to the company at all times.
- Work the scheduled hours; don't walk off an assignment.
- Perform the duties required on an assignment satisfactorily, safely, and efficiently.
- Turn in your timecards in a timely manner; all information must be accurate and true, with no alterations.
- Make personal phone calls only during scheduled breaks or lunch breaks. Cellular phones and pagers should be used for emergency use only.
- Contact Atterro when you have completed an assignment, are available for work, or have been requested by a client to return to another assignment or work on a full-time basis.
- Provide a working home telephone, pager, or personal voice mail number in order contact you regarding status of assignments.
- Hold confidential any information given to you on an assignment.
- Conduct yourself professionally.

It is our expectation that you will not display the following behaviors:

- Supply false or misleading information when applying for employment or at any time during your employment.
- Possess, consume, sell or be under the influence of narcotics or related drugs including alcoholic beverages while at work or on Atterro property.
- Discriminate against or unlawfully harass a fellow employee, employee of a client or customer of a client because of race, religious creed, national origin, sex, disability, age, marital status, veteran status, sexual preference or membership in any other group protected by law.
- Make unwelcome advances, requests for sexual favors and other verbal or physical expressions of a sexual nature to fellow employees, employees of a client or customers of a client.
- Conduct yourself unprofessionally with behavior such as fighting or use of vulgarity.
- Take or otherwise misappropriate Atterro property or property of a Atterro client.
- Access Atterro or client computer systems (including access to electronic mail systems, internet, etc.) without prior approval or use these systems for non-business related reasons.

- Use Atterro's or Atterro's client computer systems in any way that may reasonably be considered illegal, insulting, disruptive, or offensive by other personnel, or harmful to workplace morale.
- Have excessive absenteeism or tardiness.
- Engage in any dishonest or fraudulent act.
- Misappropriate any funds, securities, supplies or other assets of Atterro or of a Atterro client.
- Engage in impropriety in the handling or reporting of money or financial transactions.
- Disclose confidential and/or proprietary information of Atterro or Atterro's clients to outside parties or to parties within the organization that do not have a need to know.
- Destroy, remove, or inappropriate the use of records, furniture, fixtures, and equipment.

Failure to Meet our Expectations:

Failure to meet our expectations or engaging in unacceptable conduct may result in discipline up to and including termination. Please understand that the expectations of proper and improper conduct discussed above are not all inclusive.

If ever your employment with Atterro is suspended pending an investigation into a workplace conduct violation regarding harassment, discrimination, theft, violence, misappropriation of Atterro or Atterro client property, providing false information, or other egregious conduct, Atterro reserves the right to treat that suspension as unpaid time, for full day absences, pending the outcome of the investigation. For clarification purposes, "other egregious conduct" would not include that relating to your attendance and/or performance.

Your employment with Atterro is at-will. Employment at-will means that either Atterro or any employee may terminate the employment relationship at any time, without prior notice and for any reason. Any representatives to the contrary are not binding upon Atterro unless signed in writing by an authorized Atterro representative.

Reporting Unethical Behavior or Fraud:

If Atterro is not informed of inappropriate and/or unethical or fraudulent behavior, we will be unable to fully respond to your concerns of inappropriate behavior and/or unethical or fraudulent behavior. Talent must follow any of the procedures below for reporting such conduct:

1. The talent can immediately report the incident directly to Atterro by notifying their local Atterro office or corporate Human Resources.
2. The talent can report the incident to Ethics Point, Atterro's third party vendor, by calling toll-free at (877) 228-5416.
3. The talent can report the incident to Ethics Point via the web at www.ethicspoint.com and click on "file a report".
4. The talent can report the incident to Ethics Point via the portal page at www.Atterro.ethicspoint.com.

It is important to note that all complaints will be kept as confidential as possible, however, Atterro cannot guarantee absolute confidentiality because of its need to investigate the conduct and take appropriate action. In addition, Atterro will not retaliate or tolerate any retaliation against persons for making any good faith complaints under this policy or participating in any investigation.