

THE 48FORTY SOLUTIONS CODE OF CONDUCT



48forty.com
info@48forty.com



ALL EMPLOYEES ARE REQUIRED, AS A CONDITION OF THEIR EMPLOYMENT, TO ACT HONESTLY. IN THAT REGARD,

- No employee may violate any federal, state, or local laws, rules, or regulations affecting the business of 48forty Solutions – all laws will be, respected and honored.
- No employee may attempt to cheat or make a false report to any customer or to anyone with which 48forty Solutions does business.
- No employee may make a false report or statement to any government or regulatory agency or personnel, nor may employees inaccurately, or in a misleading way, report any information required to be given to any federal, state, or local government agency.
- No employee may attempt to cheat 48forty Solutions, make a false report to superiors, or make a false entry in the books of the Company.

All employees must refrain from engaging in any prohibited or unlawful employment discrimination, as detailed in the Employee Handbook.

All employees must honestly report their legal status in the United States and their eligibility to work in the United States. No employee will be hired at 48forty Solutions unless they are legally permitted to work in the United States.

All employees must refrain from engaging in any prohibited or unlawful sexual harassment, as detailed in the Employee Handbook.

All employees will honestly report their hours of work as well as the hours of others, and all employees will be compensated in accordance with all federal, state, and local laws relating to employee compensation.

All employees must honor and comply with the Drug and Alcohol Policy outlined in the Employee Handbook.

All employees will refrain from doing anything that jeopardizes the health and safety of any other employee.

All employees will treat each other – whether co-workers, subordinates, or superiors – with respect and dignity.

All employees will preserve and maintain the confidentiality of proprietary information belonging to 48forty Solutions, as that policy is reflected in the Employee Handbook.

All employees must become familiar with the operation of the 48forty Solutions Employee Hotline, by which every 48forty Solutions employee can anonymously report violations of law and violations of Company Policy.

All employees are required to report suspected violations of the law, violations of the Code of Conduct, or violations of Company Policy to their manager or through the 48forty Solutions Employee Hotline. **NO RETALIATION OR NEGATIVE EMPLOYMENT CONSEQUENCE WILL BE SUFFERED BY ANYONE WHO HAS HONESTLY REPORTED A SUSPECTED VIOLATION OF LAW OR COMPANY POLICY.**