

## ClickDimensions Employee Conduct and Work Rules

ClickDimensions adopts this policy to ensure orderly operations, to deliver superior service to our clients, and to provide the best possible work environment for our team. ClickDimensions expects employees and others who may be engaged to provide services from time to time (such as temporary personnel, consultants and independent contractors) to adhere to these standards of conduct while on company premises, attending company functions or otherwise performing work-related activity and representing ClickDimensions. ClickDimensions is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with our company are treated in a respectful and fair manner. While not intended to list all the forms of behavior that are considered unacceptable, the following are examples of conduct that may result in disciplinary action:

- Unsatisfactory performance or conduct
- Insubordination or other disrespectful conduct
- Excessive absenteeism or tardiness or any absence without advance notice
- Working under the influence of illegal drugs
- Fighting or threatening violence in the workplace
- Violation of safety and health rules
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Theft or inappropriate removal or possession of property
- Falsification of business contracts, reports or records, including employment applications and timekeeping records
- Posting negative or harassing comments regarding the company, the company's clients and/or employees on a social networking website
- Unauthorized disclosure of business secrets or confidential information
- Sexual or other unlawful or unwelcome harassment, touching, or advances
- Verbal, physical, or written abuse or unwelcome joking or bullying
- Actions that interfere with the job performance of other employees
- Actions that create a work environment that is intimidating, hostile, abusive, immoral or offensive
- Excessive absenteeism or any absence without notice
- Using company equipment for purposes other than business
- Violation of employment policies as outlined in the Employee Handbook

Any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment.