



Our Code of Conduct appears in the HR Handbook and for IAB, it is the following,

### **SECTION THREE: STANDARDS OF CONDUCT**

#### **3.1. Absences and Tardiness**

Each employee was hired to perform an important function at Boundless. Therefore, it is important that everyone adheres to their work schedule as closely as possible. Unnecessary absences and lateness are expensive, disruptive, and place an unfair burden on fellow employees and supervisors. Consequently, excessive absenteeism or tardiness will result in corrective action up to and including termination.

We do recognize that there are times when absences and tardiness cannot be avoided. If employees are unable to report to work for any reason, they are to provide notification no later than their normal reporting time. If unable to reach the supervisor or the designated person, please contact the Human Resources Department to report the situation.

Hourly employees are expected to be at their work station ready to begin work at the beginning of their scheduled shift and at the end of their scheduled meal period. Non-exempt employees must have their supervisor's permission to leave work before they are regularly scheduled to do so.

A tardy or absence is considered excused only when an employee calls ahead of time, and the tardy or absence is for a compelling reason. Boundless reserves the right, at its sole discretion, to determine what constitutes a compelling reason.

Employees who fail to call in or report to work for three consecutive workdays will be considered to have voluntarily terminated from employment with Boundless.

#### **3.2 Ethics**

All employees are expected to maintain the highest possible ethical and moral standards and to perform within the laws of the State of Ohio, and other rules and regulations as may be applicable. It is essential that the public and our clients maintain confidence in the employees of Boundless. For this reason, it is important that Boundless employees refrain from any action(s) which involve(s) using his/her position for additional private gain or for improperly giving preferential treatment to any individual, group, or entity. Employees shall, at all times adhere to the following standards of conduct.

- Employees shall not engage in outside employment that results in a conflict of interest with their duties as Boundless employees, nor shall employees allow any outside employment to adversely affect their job performance with Boundless. Should Boundless feel that an employee's outside employment is in violation of this policy, the CEO or designee will notify the employee that the outside employment is irreconcilable with the employee's continued employment with Boundless. If the employee persists in the employment in question, his/her employment with Boundless will be terminated.



- Employees shall not solicit or accept anything of economic value from any individual or entity engaged in business dealings or seeking to engage in business dealings with Boundless.
- Employees shall not use Boundless property for other than assigned work activities.

Employees should report any apparent violation of this policy to the Boundless human resources director who shall investigate and, if the circumstances warrant, report the matter to the Boundless CEO to ensure corrective action. Employees shall comply with all confidentiality laws and rules related to consumers and shall consult with their supervisor if they have questions in this area.

### 3.3. Personal Appearance

Boundless operates in a business casual style. Employees are encouraged to dress and act accordingly. However, keep in mind that appearance reflects not only on an individual but also on Boundless. Employees need to be careful that the exercise of freedom does not cause them to act or dress unprofessionally. Boundless expects employees to take pride in their appearance and strive to achieve a positive image when representing Boundless. Boundless reserves the right to enact a dress code in whatever circumstances it, in its sole subjective judgment, deems appropriate.

### 3.4. Use of Telephones, Email, and Internet

Boundless' communication and computer systems are intended for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any policies. Employees are expected to conduct themselves honestly, appropriately, and with respect to Boundless' standards and guidelines. Employees who violate this policy may be subject to corrective action, up to and including termination.

Boundless' communication system should not be an employee's sole source of personal phone, email, or internet access. Boundless reserves the right to inspect any and all files or communication sent, received, or stored on our network.

### 3.5. Social Media

Employees should recognize that information posted on social media is neither private nor confidential. Employees must be cognizant that we are always representatives of Boundless in public and in private and that their communications can impact Boundless through the employee's association with Boundless.

Only authorized persons may post, publish or otherwise disseminate content, information or images on social media sites for or on behalf of Boundless. No employee shall speak, post, publish or otherwise disseminate such items for or on behalf of Boundless without express written authorization to do so from a department leader and or the vice president of advancement and communications.

Content posted to social media sites – even those posted in a personal context – may subject an employee to corrective action, up to and including termination.

### 3.6. Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which includes all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Non-employees may not trespass or solicit or distribute materials anywhere on company property at any time.