

## NETCHANNELS' CODE OF CONDUCT



### **Culture of Integrity**

Netchannels supports and upholds a set of core values and principles. Employees should understand these values and demonstrate that our company is based on integrity. The code of conduct sets the standard on how we work together to deliver services to our clients and how we work with all our constituents. All of us should abide by the code of conduct.

### **Netchannels' Values:**

- Creating a future of opportunities based on equality
- Giving back to our community
- Excellence in all we do, *never* compromising quality
- Transparency in all we do so we all understand how to work together
- Our clients' exceptional experience is at the core of our business model

### **Principles of Conduct:**

- Conduct business with honesty and integrity
- Follow the law
- Treat each other fairly
- Act in the best interests of Netchannels' and avoid conflicts of interest
- Protect the company's assets and reputation.

### **Your Responsibility**

Netchannels' Code of Conduct applies to all employees and sets expectations for how we conduct ourselves in business. The Code of Conduct also applies to independent contractors, consultants, suppliers and others who do business with us. Each employee is responsible for reading, understanding, and following this Code. Employees who violate the Code are subject to discipline, up to and including termination of employment. Anyone who violates the law may also be subject to civil and criminal penalties. Every employee has an obligation to report possible violations of the law and the code. Every employee who learns of a possible violation of the law should report that concern to management. Every employee who is unsure about a potential violation should seek guidance with management. You do not need to be certain about a concern, have evidence of misconduct, or even know that a violation of the Code or law has occurred to report it. No matter how you choose to raise a concern, we take all reports seriously.

The Code of Conduct serves as our guide for conducting business with integrity. It is not an employment contract and confers no rights relating to employment.

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_