



## Business Ethics and Conduct Policy

*Abator's established policy requires total integrity in business dealings with clients and consultants. Accordingly, all Abator affiliated staff should avoid even the appearance of impropriety. Abator's Code of Business Ethics and Conduct governs the conduct of all employees and sub-contractors regardless of job title or organizational responsibilities. This code encompasses several areas of activities including:*

### **1.0 Client Relationships**

- 1.1 Maintain and foster integrity and honesty in all dealings with clients.
- 1.2 Maintain and protect the confidentiality of all client systems, proprietary information and materials (supported by non-disclosure agreement).
- 1.3 Prevent the personal use/abuse of client resources.
  - 1.3.1 Including, but not limited to: telephone services; computer usage for personal systems or gain; supplies, etc.
- 1.4 Maintain vigilance against the intentional misrepresentation of qualifications, skills or ability.
- 1.5 Maintain and foster commitment to drug-free workplace policy (supported by Abator's controlled substance agreement).
- 1.6 Maintain and foster commitment to the elimination of harassment in the workplace (supported by Abator's harassment policy statement).
- 1.7 Maintain and foster commitment to safety in the workplace (supported by Abator's safety policy statement).

### **2.0 Consultant Relationships**

- 2.1 Maintain and foster integrity and honesty in all dealings with clients.
- 2.2 Verify and confirm all available information regarding qualifications, skills, ability, education, criminal convictions, etc.
  - 2.2.1 Misrepresentation of qualifications, skills, ability, education and criminal convictions is cause for immediate termination.
- 2.3 Maintain and protect the confidentiality of personal information and the privacy of the individual.
- 2.4 Maintain vigilance against all forms of discrimination.
- 2.5 Maintain vigilance against the intentional misrepresentation of project assignments. Exercise all efforts to eliminate unintentional misrepresentation of project assignments.
- 2.6 Maintain and foster commitment to drug-free workplace policy (supported by Abator's controlled substance agreement).
- 2.7 Maintain and foster commitment to the elimination of harassment in the workplace (supported by Abator's harassment policy statement).
- 2.8 Maintain and foster commitment to safety in the workplace (supported by Abator's safety policy statement).

### **3.0 Corporate**

- 3.1 Maintain and foster integrity and honesty in all business transactions.
- 3.2 Seek and implement policies to encourage ethical conduct in all business relationships.

*Please sign and return one copy of this policy statement, which will indicate your acknowledgement of receipt and intention to comply with these policies.*

By: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: 991117 merlin\aisdocs\ethics.doc