

OUR CODE OF CONDUCT

As a Company, we have established these important core values to guide our behaviours when dealing with Customers, Employees and Suppliers.

HONESTY

We abide by moral, ethical and legal standards. We provide honest, constructive feedback. We protect the Company's assets.

SELF-RESPONSIBILITY

We are accountable for our decisions and actions. We seek assistance when we have or notice a problem. We share a responsibility for our own career development.

COMMITMENT

We provide high levels of professional service to our Customers, both internal and external. We show up for work and perform our job to the best of our abilities. We look for opportunities to improve the Company's processes and performance.

TEAMWORK

We work with others in a cooperative manner to achieve Company goals. We share information necessary for others to do their jobs effectively. We pro actively pursue the resolution of any conflict that impacts team effectiveness.

TRUST & MUTUAL RESPECT

We treat each other with dignity. We use appropriate, non-offensive language when communicating with others. We demonstrate care and concern for other people and their challenges. We respect other people's points of view.

FUN

We like to have fun. We celebrate success.