



Code of Conduct

Issue Date: December 2019	Effective Date: December 2019	Approved By: 
Next Review Date: December 2020		

POLICY:

The purpose of this Policy and Procedure is to outline the employee's ethical decision and behaviour while performing duties at the workplace, representing the company at an event or at a company function. All employees will be accountable for their work and behavior and to support the value and principles of this policy. This Policy applies to all employees of Jan K. Overweel Ltd.

Jan K. Overweel observes and complies with all the federal, provincial and municipal laws, rules and regulations with affect Jan K. Overweel and its employees. Jan K. Overweel employees are to avoid any activity that might possible create the appearance of improper or questionable conduct.

RESPONSIBILITY

Professionalism

All employees will conduct themselves professionally and with personal integrity in and out of the workplace. Ensure that your decisions and behaviour are compliant with applicable laws and regulations.

We are all committed to supporting a safe, healthy and positive workplace for all Employees. We will not tolerate behaviour that interferes with an Employee's ability to perform his or her duties. The use or effects of alcohol or illegal drugs are not acceptable in our work environment.

Conduct with Customers/Vendors

Dealing with customers and vendors is an integral part of our business. Our customers and vendors deserve the highest quality service and standards in all contacts. Provide our customers and vendors with value and deal with them fairly. Act with integrity and do everything possible to provide great service to our customers and vendors, either directly or by supporting the work of other individuals or business.

Conflict of Interest

Employees must be free of any conflict of interest and be able to exercise independent judgement with the regard to the company's best interest. Employees may not have any direct or indirect interest in, financial or otherwise, or relationships with, any organization that might affect the objectivity and independence of judgement or conduct in carrying out their duties and responsibilities.

Email Etiquette

Email is not a secure or private means of communication. All employees should treat all correspondence as public and ensure the communications are in a professional manner. When composing an email it should be clear, polite and concise.

Financial Integrity

The integrity of the company's accounting is based on the validity, accuracy and completeness of supporting documents and original entries in the records.

All transactions affecting the company, directly or indirectly, shall be recorded on a properly and accurately documented in the company's records in accordance with company's policies and procedures and generally accepted accounting principles.

No company fund or asset that is not disclosed or recorded shall be established or maintained, directly or indirectly, for any purpose.

Gifts

Employees are not to accept any gifts, payment, or other benefits from a current or prospective supplier, customer, competitor, or other individual or organization of more than token value or that goes beyond that which is customary or considered normal business practice.

Confidentiality

Employee are bound by the confidentiality and non-disclosure agreement they signed at the time of hire. Information that is deemed confidential from Jan K. Overweel, vendors or suppliers which is acquired as a result of their employment is not to be released to the public, including but not limited to:

- Customer information of any description.
- Technical information, including computer software, processing system techniques, new ideas, and inventions.

- Business information, including information relating to costs, pricing, profit margins, customers, markets and suppliers.
- Personnel information including information relating to salaries, evaluations and profitability.

Personal Appearance and Dress Code

All employees must maintain a professional, business-like appearance. Each employee must present in a professional manner, with regard to attire, personal hygiene and appearance.

Attendance and Punctuality

All employees are expected to report to work punctually and arrive at work in accordance to their work schedules. Employees are expected to be punctual when representing the company at an event and/or meeting with customers or vendors.

Company Property

All employees should treat Jan K Overweel's property, whether material or intangible, with respect and care. All company equipment and machinery should not be misused. Employees are expected to adhere to all operating instructions and guidelines, safety standards and general care instructions.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

EVALUATION

This policy will be reviewed annually by management

