

Crystal PC Services Ethics Policy

1. Overview

Crystal PC Services' purpose for this ethics policy is to establish a culture of openness, trust and integrity in business practices. Effective ethics is a team effort involving the participation and support of every Crystal PC Services employee. All employees should familiarize themselves with the ethics guidelines that follow this introduction.

Crystal PC Services is committed to protecting employees, partners, vendors, clients and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When Crystal PC Services addresses issues proactively and uses correct judgment, it will help set us apart from competitors.

Crystal PC Services will not tolerate any wrongdoing or impropriety at anytime. Crystal PC Services will take the appropriate measures and act quickly in correcting the issue if the ethical code is broken. Any infractions of this code of ethics will not be tolerated.

2. Purpose

The purpose of this publication on ethics is to emphasize the employee's and consumer's expectation to be treated to fair business practices. This policy will serve to guide business behavior to ensure ethical conduct.

3. Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at Crystal PC Services, including all personnel affiliated with third parties.

4. Policy

4.1. Executive Commitment to Ethics

4.1.1. Leadership within Crystal PC Services must set a prime example. In any business practice, honesty and integrity must be top priority for executives. Executives will hold themselves to the same standards expected of employees.

4.1.2. Executives must have an open door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the work force.

4.1.3. Executives must disclose any conflict of interests regarding their position within Crystal PC Services.

4.1.4. Executives must be committed to addressing and resolving and violations of this ethics policy.

4.2. Employee Commitment to Ethics

4.2.1. Crystal PC Services employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.

4.2.2. Every employee needs to apply effort and intelligence in maintaining ethics value.

4.2.3. Employees must disclose any conflict of interests regarding their position within Crystal PC Services.

- 4.2.4. Employees will help Crystal PC Services to increase customer and vendor satisfaction by providing quality products and services and a timely response to inquiries.
- 4.2.5. Employees will not use illegal drugs or prescription medications not prescribed by their own doctor. Employees will not come to work under the influence of alcohol.
- 4.2.6. Employees will not be involved in illegal activities at any time whether at work or afterhours.
- 4.2.7. Employees will handle important and private client data with respect, integrity and responsibility. Private client data shall never be viewed, modified, or shared other than to fulfill the service requested by client. All backup copies of client data will be promptly destroyed when the job is complete.
- 4.2.8. Employees will act with integrity and only suggest products and perform services necessary to provide the best service ever.

4.3. Maintaining Ethical Practices

- 4.3.1. Crystal PC Services will reinforce the importance of the integrity message. Every employee, manager, director needs to consistently maintain an ethical stance and support ethical behavior.
- 4.3.2. Employees at Crystal PC Services should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.

4.4. Unethical Behavior

- 4.4.1. Crystal PC Services will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- 4.4.2. Crystal PC Services will not tolerate harassment or discrimination.
- 4.4.3. Unauthorized use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated.
- 4.4.4. Crystal PC Services will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.
- 4.4.5. Crystal PC Services employees will not use corporate assets or business relationships for personal use or gain.

5. Enforcement

- 5.1. Any infractions of this code of ethics will not be tolerated and Crystal PC Services will act quickly in correcting the issue if the ethical code is broken.
- 5.2. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment

I agree to abide by and enforce all guidelines laid out in this ethics policy. I also understand that my own violation of any part of this policy will result in disciplinary action or termination.

Signed _____ Date _____