

Code of Conduct

Our expectation is that you conduct yourself in a manner which fosters a work environment characterized by mutual respect, open communication and receptiveness to new ideas and feedback.

Further, we expect you to abide by the rules embodied in our various policies. Violation of any Company policy may result in disciplinary action up to and including termination of employment.

We have communication channels and procedures in place to investigate and take corrective action whenever situations develop that could adversely affect work performance or the work environment.

We will not tolerate behavior that is disruptive to the office/warehouse environment, including any threats, offensive remarks, language or offensive physical contact by any employee directed toward another employee.

All of our employees are expected to conduct themselves in a manner that promotes the best interest of our employees and the Company while on Company time, on Company premises, or at Company-sponsored events.

We will address violations of these rules of conduct and any other violations of Company policy on an individual basis. Pursuant to the Company's at-will policy, the Company reserves the right to impose whatever form of discipline it deems necessary. Disciplinary action may include verbal or written warnings, unpaid suspension, demotion, or involuntary termination. Nothing in the employee Handbook should be construed as a promise of specific treatment in a given situation or as a progressive discipline policy.