

Code Of Conduct

All employees are expected to observe the highest standards of ethics and integrity in their conduct. This means following a basic code of conduct, which includes:

1. Compliance with the letter and spirit of all applicable laws.
2. Strict observance of company policies, rules and procedures.
3. Honest and fair dealings with clients, co-workers, company management and the general public.
4. Respect for the company's ownership of all company equipment, supplies, books, records and proprietary information.
5. Preservation of confidential company information, customer lists, plans and decisions, information about employees and any other information that is not public knowledge.
6. Understanding that books and records are company property and that it is illegal to remove them. This includes manuals, lists and other information that employees use in their daily work.
7. Declining any gifts, gratuities or payments offered by anyone with whom the company does business. This includes offers of free service, travel or merchandise. Borrowing from such sources is prohibited. Token gifts or promotional material may be accepted.
8. Disclosure of financial interests that might influence an employee.
9. Not accepting any outside employment with a supplier or competitor or any other employment that could interfere with responsibilities to the company.
10. Not using information or authority derived from employment with the company for personal gain.
11. Act in the interest of the clients of Eureka.

Employees who have questions about how this code of conduct applies in particular situations should discuss the exact circumstances with the Chief Operating Officer or a director. Each situation disclosed will be considered on its merits.