

Code of Conduct

Intent

Electronic Craftsmen is committed to fostering an environment that promotes efficiency and professional success for its employees. The achievement of such success is dependent on an environment free of behaviours which can psychologically distress or undermine our company's values. An atmosphere of mutual respect, co-operation, fairness, and trust is essential. Electronic Craftsmen is committed to establishing and implementing a standard of excellence in every aspect of our business, while promoting and ensuring the ethical and responsible conduct in all of our operations, with respect for the rights of all individuals and for the environment.

Guidelines

General

We expect these same commitments to be shared by all Electronic Craftsmen employees as well as other organizations that Electronic Craftsmen is in business with.

To preserve the core values and business principles that Electronic Craftsmen is founded upon, we have compiled a list of unacceptable behavioral actions that have been classified as either: (1) hazardous to employee safety, (2) criminal, (3) a negative influence on workplace morale, or (4) detrimental to the success of our business.

Electronic Craftsmen reserves the right to discipline and, in certain cases, terminate the employment of any employee that engages in conduct inappropriate of Electronic Craftsmen standards and policies.

Compliance with Laws and Regulations

Electronic Craftsmen will comply with all applicable laws and regulations, including local and provincial codes, rules and regulations, applicable treaties and industry standards. Additionally, Electronic Craftsmen and its employees must comply with this Code of Conduct.

Safety and Health

Conditions in all work facilities provided by the manufacturer must be safe, clean and consistent with all applicable laws and regulations; ensuring reasonable access to clean, potable water and sanitary facilities, fire safety and adequate ventilation.

Unacceptable Actions / Behaviours

Unacceptable behaviors shall include, but not be limited to the following:

Use of drugs and alcohol

- Electronic Craftsmen employees shall not be under the influence of any recreational drugs or alcohol while they are on company premises, operating a company vehicle, or are in the act of conducting Electronic Craftsmen business regardless of location.
- The use, possession, sale, manufacture or dispensation of any illegal or recreational drug, alcohol, or paraphernalia associated with either.
- Failure to follow and complete the requirements of any drug/alcohol rehabilitation or counseling program in which the employee is enrolled.
- Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform his/her duties.

Violence and harassment

- Possession of a weapon while on Electronic Craftsmen premises, or while conducting Electronic Craftsmen business.
- Causing physical or mental harm to another person.
- Threats of any nature, verbal, or electronic.
- Aggressive behaviour that constitutes a reasonable fear of bodily harm to another person.
- Inappropriate or offensive language
- Engaging in malicious gossip and/or the spreading of rumors.
- Creating a disturbance that interferes with the normal job activities of other employees.
- Any willful breach of Electronic Craftsmen security by way of information theft, sale or other means.
- Theft, including physical and intellectual properties.
- Intentional damage or destruction of property belonging to either Electronic Craftsmen, or its employees.

Absenteeism & Work ethics

- Employees are expected to follow their scheduled hours and be present at their station ready for work by their scheduled time. Employees are to work productively and safely without distractions, ensuring the maintenance of company standards of production.
- Arriving to work late without reasonable cause.
- Failure to properly report a workplace absenteeism or failure to provide reasonable cause for an absence from the workplace.
- Job abandonment without prior authorization with the exception of scheduled breaks (including lunch) or restroom visits.
- Disorderly, immoral, or indecent conduct on Electronic Craftsmen premises or while representing Electronic Craftsmen off site.
- Failing to successfully meet job requirements or insubordination.
- Dishonest, illegal or improper business activities.

Safety & Security

- Causing an unsafe work environment, and thereby endangering the safety of Electronic Craftsmen employees.
- Creation of unsanitary work conditions.

Summary

Strict observance of the Code is fundamental to the activity and reputation of Electronic Craftsmen. It is essential that all employees and its representatives perform their job duties in a manner conducive to a safe workplace while following this code. All employees or representatives of Electronic Craftsmen will certify this by signing a declaration stating they have read, understand and agree to obey by the terms of this code.