



CODE OF CONDUCT





CODE OF CONDUCT POLICY

Effective Date: 07/07/2026

Barnett's Buddies, hereafter referred to as "the Company," recognizes the importance of maintaining a workplace culture characterized by professionalism, integrity, and ethical conduct. The following detailed Code of Conduct outlines specific principles and expectations for all employees, contractors, and representatives of the Company.

1. Professionalism and Integrity

a. Professional Behavior:

Employees are expected to uphold the highest standards of professional behavior. This includes dressing appropriately, communicating effectively, and maintaining a positive and collaborative attitude towards colleagues and clients.

b. Integrity:

Integrity is a fundamental value of the Company. Employees are expected to act with honesty and transparency in all business dealings, avoiding conflicts of interest and ensuring their actions align with the best interests of the Company and its stakeholders.

2. Compliance with Laws and Regulations

a. Legal Compliance:

Employees are required to adhere to all applicable laws, regulations, and industry standards relevant to their roles. Any legal uncertainties should be promptly addressed with the legal department.

b. Conflicts of Interest:

Employees must promptly disclose any situation where personal interests may conflict with the Company's interests. The Company will work to resolve or manage such conflicts in a fair and transparent manner.

3. Confidentiality

a. Confidential Information:

Employees must respect the confidentiality of information belonging to the Company, clients, and colleagues. This includes trade secrets, financial data, client lists, and any other proprietary information.

b. Non-Disclosure Agreements:

Employees must strictly adhere to any non-disclosure agreements they have signed, both during the term of their employment and after its termination.

4. Workplace Behavior

a. Harassment and Discrimination:

The Company is committed to maintaining a workplace free from harassment and discrimination. Employees are expected to treat each other with respect and courtesy, avoiding any form of discrimination or harassment based on protected characteristics.

b. Drug-Free Workplace:

The use, possession, or distribution of illegal drugs or alcohol on Company premises or during work hours is strictly prohibited. Employees are expected to report to work in a fit condition to perform their duties.

5. Use of Company Resources

a. Company Property:

Employees are expected to use company resources responsibly, including equipment, facilities, and time. All resources should be utilized for business-related purposes.

b. Information Technology:

Employees must follow the company's IT policies and guidelines, exercising caution and responsibility when using email, the internet, and other technology resources.

6. Social Media and External Communications

a. Social Media Usage:

When representing the Company on social media, employees are expected to do so professionally and responsibly. Confidential information must not be disclosed, and comments about the Company, colleagues, or clients should be respectful.

b. Media Relations:

Employees interacting with the media must coordinate with the designated spokesperson or communications department to ensure consistent messaging and protect the Company's interests.

7. Gifts and Gratuities

a. Acceptance of Gifts:

While small, token gifts are generally acceptable, employees must exercise caution and good judgment when accepting gifts or gratuities from clients, vendors, or other business associates. Any gifts of significant value should be reported to the appropriate department.

8. Reporting Violations

a. Whistleblower Protection:

The Company encourages employees to report any suspected violations of this code of conduct without fear of retaliation. The Company has established procedures to protect whistleblowers from any adverse consequences.

b. Reporting Procedure:

Employees should report violations to their immediate supervisor, human resources, or use the designated reporting channels provided by the Company. Reports will be treated confidentially to the extent permitted by law.

9. Consequences of Violations**a. Disciplinary Action:**

Violations of this code of conduct may result in disciplinary action, the severity of which will be commensurate with the nature and severity of the violation. Disciplinary actions may include verbal or written warnings, suspension, or termination of employment.

10. Review and Updates**a. Regular Review:**

The Company will conduct regular reviews of this code of conduct to ensure its effectiveness and relevance in the evolving business landscape. Employees are encouraged to provide feedback for continuous improvement.

b. Updates:

The Company reserves the right to update or modify this code of conduct at its discretion. Updates will be communicated to employees, and the effective date of the policy will be revised accordingly.

11. Acknowledgment**a. Employee Acknowledgment:**

By continuing employment with the Company, employees acknowledge their understanding and agreement to abide by this code of conduct. Employees are responsible for staying informed about any updates or modifications to the code.

Barnett's Buddies

This policy is subject to change at the discretion of Barnett's Buddies.

Last updated: [Insert Date].

This detailed code of conduct is designed to guide employees on expected behaviors and ethical standards, fostering a workplace culture that aligns with the values and principles of the company. It should serve as a comprehensive resource for employees to reference and understand the expectations placed upon them as representatives of the organization.