

SECTION 2: ETHICS STANDARD

2.1 Purpose and Scope

This standard implements the *Human Resources Policy*.

2.1.1 Overview

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

Smooth Sailing Solutions will not tolerate any wrongdoing or impropriety at any time. Smooth Sailing Solutions will take the appropriate measures act quickly in correcting the issue if the ethical code is broken.

2.1.2 Purpose

The purpose of this standard is to establish a culture of openness, trust and to emphasize the employee's and consumer's expectation to be treated to fair business practices. This standard will serve to guide business behavior to ensure ethical conduct. Effective ethics is a team effort involving the participation and support of every Smooth Sailing Solutions employee. All employees should familiarize themselves with the ethics guidelines that follow this introduction.

2.1.3 Scope

This standard applies to employees, contractors, consultants, temporaries, and other workers at Smooth Sailing Solutions, including all personnel affiliated with third parties.

Document Name

2.2 Standard

2.2.1 Executive Commitment to Ethics

1. Senior leaders and executives within Smooth Sailing Solutions must set a prime example. In any business practice, honesty and integrity must be top priority for executives.
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.
3. Executives must disclose any conflict of interests regard their position within Smooth Sailing Solutions.

2.2.2 Employee Commitment to Ethics

1. Smooth Sailing Solutions employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.
2. Every employee needs to apply effort and intelligence in maintaining ethics value.
3. Employees must disclose any conflict of interests regard their position within Smooth Sailing Solutions.
4. Employees will help Smooth Sailing Solutions to increase customer and vendor satisfaction by providing quality products and timely response to inquiries.
5. Employees should consider the following questions to themselves when any behavior is questionable:
 - Is the behavior legal?
 - Does the behavior comply with all appropriate Smooth Sailing Solutions policies?
 - Does the behavior reflect Smooth Sailing Solutions values and culture?
 - Could the behavior adversely affect company stakeholders?
 - Would you feel personally concerned if the behavior appeared in a news headline?
 - Could the behavior adversely affect Smooth Sailing Solutions if all employees did it?

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2.2.3 Company Awareness

1. Promotion of ethical conduct within interpersonal communications of employees will be rewarded.
2. Smooth Sailing Solutions will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

2.2.4 Maintaining Ethical Practices

1. Smooth Sailing Solutions will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director needs consistently maintain an ethical stance and support ethical behavior.
2. Employees at Smooth Sailing Solutions should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.
3. Smooth Sailing Solutions has established a best practice disclosure committee to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.
4. Employees are required to re-certify their compliance to Ethics Policy on an annual basis.

2.2.5 Unethical Behavior

1. Smooth Sailing Solutions will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
2. Smooth Sailing Solutions will not tolerate harassment or discrimination.
3. Unauthorized use of company trade secrets and marketing, operational, personnel, financial, source code, and technical information integral to the success of our company will not be tolerated.
4. Smooth Sailing Solutions will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.
5. Smooth Sailing Solutions employees will not use corporate assets or business relationships for personal use or gain.

2.3 Compliance and Control

HUMAN RESOURCES will verify compliance to this standard through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

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No exceptions to this standard will be tolerated.

An employee found to have violated this standard may be subject to disciplinary action, up to and including termination of employment. Any third-party partner company found in violation may have their network connection terminated.

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Document Section Classification: Internal Only

2.3.1 Related Policies, Standards, and Procedures

None

2.3.2 Change Control

Table 2-1: Amendment History

Version	Date	Person	Description of Change
0.1	May 24 2019	T. Ryng	Initialization per template.

2.3.3 Review and Approval

This document is valid as of [date].

The owner of this document is indicated in Table 2-2. This person must review and, if necessary, update the document at least annually.

Table 2-2: Approval

Name	Title	Signature	Date

