



Code of Ethics and Professional Conduct

At Ess Eye we know that Quality and Service are our strengths. They are the drivers for our success and yours. Purpose is why we do what we do, and it means something different to everyone. At Ess Eye we encourage every employee and contractor to be clear about their purpose and know what it is that makes them strive.

No matter what job you do or where you do it, you are Ess Eye Transport & Logistics. Think about this as you consider how you behave, how you present yourself (and your vehicle) and how you treat others. We ask that your actions always reflect our values.

1. Be inclusive.

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, colour, immigration status, sex, age, size, family status, political belief and religion.

2. Be considerate.

We all depend on each other to produce the best work we can as a company. Your decisions will affect clients and colleagues, and you should take those consequences into account when making decisions.

3. Be respectful.

We won't all agree all the time, but disagreement is no excuse for disrespectful behaviour. We will all experience frustration from time to time, but we cannot allow that frustration become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

4. Choose your words carefully.

Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behaviour aren't acceptable. This includes, but is not limited to:

- Threats of violence.
- Insubordination.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behaviour.

5. Don't harass.

In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

6. Make differences into strengths.

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes and blaming each other doesn't get us anywhere.

Instead, focus on resolving issues and learning from mistakes.

7. Attendance and punctuality.

Employees and Contractors are expected to be regular and punctual in attendance. This means being ready to work, at the required starting time each day. Absenteeism and tardiness burden other contractors, clients and the company.

8. Absence without notice.

Employees and Contractors who are unable to work due to illness or an accident should notify management. This allows the company to arrange for coverage of their work and helps others continue to work in their absence. If an employee or contractor does not report for work and the company is not notified of an employee's or contractor's status for 3 days, it is job abandonment.

9. Presentation.

A professional appearance is important when employees and contractors work with customers or potential customers. Employees and contractors should be well groomed and dressed appropriately for the business and for their position. We expect Contractors to respect that how they present themselves and their vehicle is always a reflection on Ess Eye.

10. Be law abiding.

Employees and Contractors of Ess Eye Transport & Logistics should always "do the right thing", follow the law and ensure that their actions or omissions do not result in breaking the law.

Signed:	Print Name:
For and on Behalf of:	Signatory's Title:

I have read and agree to the Code of Ethics and Professional Conduct	<input type="checkbox"/>
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