

Code of Conduct



It is the responsibility of every employee to perform their job functions as described by management to the level of expectation communicated by C&C Wind, hereafter referred to as the “company”. Each employee shall conduct themselves in a manner that is competent, diligent, trustworthy, and professional (and) in accordance with all company policies and procedures, at all times, during working hours (or) while on assignment to a work location while residing in company sponsored accommodations or lodging.

Management reserves the right to periodically amend and update these policies and procedures, as necessary, based on the dynamic needs of the business and it’s clients.

For the purpose of this policy, the following definitions apply:

Workplace: Any owned or leased property, parking lot, land space and/or location at which company employees or clients conduct business for (or) on behalf of the company to include; company vehicles (leased or owned), equipment, or mobile jobsite offices and surrounding property.

Work Location: Any location outside of the regular workplace (as described above) in which company business is conducted either internally or between the company and its clients. Work locations can include, but are not limited to, the following:

Off-site facilities for manufacturing or Distribution

Remote work locations where field work is conducted for service, maintenance, or installation

Company sponsored events or seminars

Meetings with Clients (current and potential) at their facilities (or) 3rd party locations

In the even that conduct rules or company policies are violated, management will take appropriate steps to correct the situation. These actions can result in disciplinary actions up to and including termination of employment.

Due to the fact that it is not possible to list *all* forms of conduct or behavior to be considered unacceptable in the **workplace (or) work location**, the following are to serve strictly as **examples** of infractions of conduct, but are not limited to these examples:

- Any discussion of wages, per diem, or other compensation with colleagues other than C&C Management
- Falsification of employment records, including application and citizenship status.

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- Theft or deliberate damage of any company owned assets or property to include property owned by other employees, customers, suppliers, or a 3rd party, while at work or assignment to a remote work location.
- Falsification of time sheets, expenses, or other time keeping system used for customer billing purposes, payroll, and/or expense reimbursement.
- Removing, stealing, or borrowing company property without prior authorization from direct supervisor or manager
- Possession, distribution, selling, transferring, or using, alcohol, illegal drugs, or controlled substance while at work or at a worksite location. Using (or) Under the influence are considered one in the same, for the purpose of policy.
- Carriage or firearms or any other weapon, at any time, while on company property or any other work location. This does not include tools or other necessary equipment required to complete one's work function or other positional duties.
- Engagement in any criminal activities whether on duty or not regardless of location or assignment.
- Insubordination or other refusal to follow direction from immediate supervisor or manager. This **does not** include the worker's rights to refuse unsafe work based on local, provincial, or federal legislation, provided the appropriate actions are assumed by the employee and supervisor, and documented as such.
- The use of any abusive, threatening, or demeaning language towards any other employee, customer, or vendor / supplier.
- Excessive absenteeism or unauthorized absence(s). Exception is in emergency situation(s) where prior notice is not possible, permitting arrangements are made as soon as practicable.
- The intentional violation of any safety, health, environmental, or security policy, rule, or procedure of the company.
- Retaliation for reporting misconduct by any other employee or other behavior that may be interpreted as such. To include retaliation by other employees not involved directly with such reporting.
- Unauthorized disclosure of company secrets, proprietary, or financial information, both intentionally or unintentionally, to any customer, vendor, 3rd party, or competitor.
- Unsatisfactory performance of required positional requirements or delegated job duties as deemed necessary by management or functional supervisor.
- Unprofessional attitude or behavior that could be damaging to company image or reputation both during, or outside of, scheduled working hours and/or on assignment to a work location.