

Employee Code of Conduct

Earth Friendly Products



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Introduction

Earth Friendly Products Code of Conduct (“Code”) reflects our commitment to working together to promote an ethical, just and responsible work environment for all employees. The purpose of this Code is to focus employees on areas of ethical risk, provide guidance to help employees recognize and deal with ethical issues, provide mechanisms for employees to report unethical conduct, and foster among employees a culture of honesty and accountability. However, no code of conduct can replace the thoughtful behavior of an ethical employee. Accordingly, dishonest or unethical conduct or conduct that is illegal will constitute a violation of this Code, regardless of whether the Code specifically addresses such conduct. Those who violate the standards in this Code will be subject to disciplinary action, including possible dismissal.



Ethical Behavior

Earth Friendly Products aspires to conduct its business in accordance with uncompromising ethical standards. Adherence to such standards should never be sacrificed in favor of financial or other business objectives. High ethical standards are necessary to maintain competitive advantage, the pride and confidence of our employees, and the ability to provide quality services to our customers. The company expects every employee to adhere to high ethical standards and to promote ethical behavior. Every action taken should be legal, fair to all concerned, in the best interests of our employees and customers, and able to withstand the scrutiny of outsiders.



Duty of care

Earth Friendly Products must avoid causing any adverse effect on the human rights of people in the organizations we deal with, the local and wider environments, and society at large. Earth Friendly Products promotes and nurtures a culture in which each employee knows he or she is valued and respected. We recruit the best people available with high personal integrity, intelligence, a strong work ethic, a positive attitude and appropriate expertise. The employees at Earth Friendly Products come from varied cultural, economic, ethnic and religious backgrounds. Earth Friendly Products rewards people for their performance, regardless of their background. Earth Friendly Products cares about its people and we expect all employees to care about one another and the company.



Compliance with the Law

All employees at Earth Friendly Products must respect and obey the laws, rules and regulations of the cities, states and countries in which we operate. Although employees are not expected to know the details of each of these laws, rules and regulations, it is important to know enough to determine when to seek advice from supervisors, managers or other appropriate personnel. All employees must comply with the company's rules and regulations at all times.



Duty to Report Non-Compliance

Every employee is encouraged to report suspected non-compliance with applicable rules and regulations to their immediate supervisor, the director of human resources, or any member of executive management. Such reports will be

investigated promptly, with due respect for the rights and privacy of all who may be involved in such an investigation. Employees who make such reports will be protected from retaliation.



Conflict of Interests

A “conflict of interest” exists when a person’s private interest interferes - or even appears to interfere - with the interests of the company. Conflicts of interest include:

- An employee, or a member of his or her family, receives improper personal benefits as a result of his or her position in the Company.
- Working simultaneously as an employee of Earth Friendly Products and for a competitor, customer or supplier.
- An employee or family member has an investment in any entity with which the company may have a business relationship.

Conflicts of interest are prohibited as a matter of company policy, except as approved by the Board of Directors.



Competition and Fair Dealing

Earth Friendly Products seeks competitive advantages through superior performance -- never through unethical or illegal business practices. Each employee should endeavor to respect the rights of and deal fairly with the company’s customers, suppliers, competitors and employees. No employee should take unfair advantage of anyone through manipulation, concealment, abuse of privileged

information, misrepresentation of material facts, or any other illegal or unethical trade practice. No employee is permitted to engage in anti-competitive activities. Earth Friendly Products' employees must obey the rules of fair trade, not impact competitors' reputations with false allegations against them, and not access competitors' confidential information using dishonest or inappropriate means.



Political activities

The company supports your participation in civic, charitable and political activities so long as such participation does not encroach on the time and attention that you are expected to devote to your duties and responsibilities to the company. You are to conduct any such activities in a manner that does not involve the company or its assets or create an appearance of company involvement or endorsement. Employees may not run for elected public office without obtaining permission. Employees cannot make political contributions using company funds, or accept public positions in industry or government relying on their status as an employee without first obtaining approval from the Chief Executive Officer.



Confidentiality and Intellectual property

All employees at Earth Friendly Products must protect company proprietary information against improper use and access. Confidential or proprietary information must not be revealed outside the context of official duties. All employees must maintain the confidentiality of proprietary information entrusted to them by the company or its customers or suppliers, except when disclosure is authorized in writing by the CEO or required by laws or regulations. Proprietary information includes all non-public information that might be of use to competitors or harmful to the company or its customers or suppliers if disclosed. It includes

information that suppliers and customers have entrusted to us. The obligation to preserve proprietary information continues even after employment ends.



Giving and Receiving Gifts and Gratuities

The company has guidelines concerning the giving and receiving of gifts and gratuities as follows:

- All employees are prohibited from demanding or receiving any benefit from trading parties or other external parties with whom the company is doing business.
- All employees are strictly prohibited from offering any benefit to any trading parties or other external parties in any attempt to persuade them to commit a fraudulent action.
- All employees must refrain from giving gifts or gratuities to any trading parties or other external parties with whom the company is doing business.



Community and Society

Earth Friendly Products is involved in supporting community activities and is attentive to the consequences of the company's conduct on the surrounding environment - beyond the requirements of law. Earth Friendly Products believes fully in social accountability. It is also the company's policy to be a responsible corporate citizen and to contribute to improving quality of life by itself and/or through close collaboration with the relevant authorities and the communities.



Fair treatment and equal employment opportunity

At Earth Friendly Products, each employee is recognized as an important member of our team and we respect the rights and dignity of all employees. Earth Friendly Products aspires to create a work environment of mutual trust and respect, in which diversity and inclusion are valued. The minimum age for employment at Earth Friendly Products shall be 18 years of age. Earth Friendly Products is an equal opportunity employer and abides by all child labor laws.



Indigenous Peoples Policies and Practices

Earth Friendly Products employees agree that they have obligations to indigenous peoples and that they shall abide by the following principles:

1. To acknowledge the importance of indigenous cultural heritage, including sites, places, objects, human remains, to the survival of indigenous cultures.
2. To acknowledge the importance of protecting indigenous cultural heritage to the well-being of indigenous peoples.
3. To acknowledge that the important relationship between indigenous peoples and their cultural heritage exists.
4. To acknowledge that the indigenous cultural heritage rightfully belongs to the indigenous descendants of that heritage.
5. To acknowledge and recognize indigenous methodologies for interpreting, managing and protecting indigenous cultural heritage.

Earth Friendly Products Code of Conduct

I acknowledge that I have received a copy of the Earth Friendly Products Code of Conduct dated _____ (“Code”), that I have read the Code, understand it and will comply with the Code. I acknowledge that the Code is not a contract and that nothing in the Code is intended to alter my at-will employment relationship with the company.

Date

Signature

Employee’s Name (Please Print)