

## CODE OF ETHICS

The search for excellence begins within myself, to do the best in each of my conscious acts, must be a goal that as an individual must strive for, to bring meaning into my life, and to give meaning to those who are touch by my existence.

### **This is my Code of Ethics:**

- I should be proud of my job and the company I represent
- My constructive criticism should not be of people but of processes.
- They should be in truth and should be given in a friendly manner.
- I commit to continuous search for efficiency of myself and of my department.
- I should not abuse my position for personal gain or for self-satisfaction.
- I should stand firm where there is conflict of interest on the side that favors the company.
- I should not use confidential information for private profit.
- I should have genuine concerns for the problems and development of the people in my department.
- I should treat them fairly, humanely and lead by example.
- I should assure that all reasonable access and appeal to superiors are warranted.
- I should deal fairly with my colleagues whether peer or otherwise.
- I should commit to cooperate fully with my colleagues and will not ensure personal advantages at their expense.
- I admit the importance of proper communication and dissemination of information especially when affects the required performance of someone else.
- I should at all time dress and attire myself in a manner befitting my position.
- I should serve as an example of punctuality and commitment for others to follow.
- I must strictly observe office hours and utilize it for productive purposes.
- I am perfectly conscious of the code ethics which I am expected to observe to the latter,  
I am in search for excellence,  
A search that nobody else can do, but me.