



## Introduction

At Post Glover Resistors, we are committed to fostering a work environment that is respectful, ethical, and conducive to personal and professional growth. This Code of Conduct outlines the principles and standards that guide our behavior and decision-making. All employees, contractors, and affiliated parties are expected to adhere to these guidelines to maintain the integrity of our organization.

### 1. Respect and Integrity

- **Respect for Individuals:** Treat all colleagues, clients, and partners with respect and dignity. Discrimination, harassment, or bullying of any kind will not be tolerated.
- **Integrity in Communication:** Communicate honestly and transparently. Do not engage in deceptive practices or misrepresentation.
- **Confidentiality:** Respect the confidentiality of sensitive information. Do not disclose proprietary or confidential information without proper authorization.

### 2. Compliance with Laws and Regulations

- **Legal Compliance:** Adhere to all applicable local, state, and federal laws and regulations. This includes, but is not limited to, labor laws, environmental regulations, and anti-corruption laws.
- **Reporting Violations:** Promptly report any illegal or unethical behavior to the appropriate authority within the organization.

### 3. Professional Conduct

- **Workplace Behavior:** Maintain professionalism in all interactions. Avoid conflicts of interest and disclose any potential conflicts to your supervisor.
- **Use of Company Resources:** Use company resources, including time, equipment, and information, for business purposes only. Personal use should be minimal and not interfere with work responsibilities.
- **Health, Safety and Environmental:** Adhere to all protocols and procedures. Report unsafe conditions or practices immediately.

### 4. Conflict of Interest

- **Personal Interests:** Avoid situations where personal interests could conflict with the interests of the company. Disclose any potential conflicts to your manager or Human Resources.



- **Gifts and Entertainment:** Do not accept or offer gifts or entertainment that could be perceived as influencing business decisions.

## 5. Social Media and Public Communication

- **Social Media Use:** When using social media, clearly identify yourself as a Post Glover Resistors employee if discussing work-related topics. Do not share confidential or proprietary information.
- **Public Statements:** Only authorized spokespersons may speak on behalf of the company. Ensure that any public communication aligns with company policy and values.

## 6. Reporting and Accountability

- **Reporting Mechanisms:** Use the established channels to report any concerns or violations of this Code. All reports will be treated with confidentiality and investigated promptly.
- **Consequences of Violations:** Violations of this Code may result in disciplinary action, up to and including termination of employment.

## 7. Training and Awareness

- **Code of Conduct Training:** Participate in mandatory Code of Conduct training sessions. Stay informed about updates and changes to the Code.

## 8. Review and Amendments

- **Periodic Review:** This Code will be reviewed periodically as part of the Employee Handbook and updated as necessary to reflect changes in laws, regulations, and company policies.