

## **ETHICAL POLICY**

### **1. Overview**

Davern Workwear's purpose for this ethical policy is to establish a culture of openness, trust and integrity in business practices. Effective ethics is a team effort involving the participation and support of every Davern Workwear employee. All employees should familiarize themselves with the ethics guidelines that follow this introduction.

Davern Workwear is committed to protecting employees, partners, vendors and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When Davern Workwear addresses issues proactively and uses correct judgment, it will help set us apart from competitors.

Davern Workwear will not tolerate any wrongdoing or impropriety at anytime. Davern Workwear will take the appropriate measures, acting quickly in correcting the issue if the ethical code is broken. Any infractions of this code of ethics will not be tolerated.

### **2. Purpose**

Our purpose for authoring a publication on ethics is to emphasize the employee's and consumer's expectation to be treated to fair business practices. This policy will serve to guide business behaviour to ensure ethical conduct.

### **3. Scope**

This policy applies to employees, contractors, consultants, temporaries, and other workers at Davern Workwear, including all personnel affiliated with third parties.

### **4. Policy**

#### **4.1. Management Commitment to Ethics**

- 4.1.1. Top management within Davern Workwear must set a prime example. In any business practice, honesty and integrity must be top priority for Management.
- 4.1.2. Management must have an open door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert Management to concerns within the work force.
- 4.1.3. Management must disclose any conflict of interests regard their position within Davern Workwear.

#### **4.2. Employee Commitment to Ethics**

- 4.2.1. Davern Workwear employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.
- 4.2.2. Every employee needs to apply effort and intelligence in maintaining ethics value.
- 4.2.3. Employees must disclose any conflict of interests regard their position within Davern Workwear.

27/05/10 - Version 1

4.2.4. Employees will help Davern Workwear to increase customer and vendor satisfaction by providing quality products and timely response to inquiries.

4.3. Company Awareness

4.3.1. Promotion of ethical conduct within interpersonal communications of employees will be rewarded.

4.3.2. Davern Workwear will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

4.4. Maintaining Ethical Practices

4.4.1. Davern Workwear will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director needs to consistently maintain an ethical stance and support ethical behaviour.

4.4.2. Employees at Davern Workwear should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.

4.4.3. Davern Workwear has established a best practice disclosure committee to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.

4.5. Unethical Behaviour

4.5.1. Davern Workwear will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.

4.5.2. Davern Workwear will not tolerate harassment or discrimination.

4.5.3. Unauthorized use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated.

4.5.4. Davern Workwear will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.

4.5.5. Davern Workwear employees will not use corporate assets or business relationships for personal use or gain.

**5. Enforcement**

5.1. Any infractions of this code of ethics will not be tolerated and Davern Workwear will act quickly in correcting the issue if the ethical code is broken.

5.2. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment