



Code of Conduct Policy

- Maintain honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships
- Provide customers with information that is accurate, complete, objective, relevant, timely, and understandable
- Comply with all applicable rules and regulations of federal, state, provincial, and local governments, and other appropriate private and public regulatory agencies
- Act in good faith, responsively, with due care, competence and diligence, without misrepresenting material facts or allowing one's independent judgment to be subordinated
- Respect the confidentiality of information acquired in the course of one's work except when authorized or otherwise legally obligated to disclose. Confidential information acquired in the course of one's work will not be used for personal advantage
- Share knowledge and maintain skills important and relevant to customers' needs
- Proactively promote ethical behavior as a responsible partner among peers in the work environment and community
- Achieve responsible use of and control over all assets and resources employed or entrusted

All violations of this code will be brought to the attention of Northwinds of Wyoming, Inc. management and may result in disciplinary action up to and including termination.

Be accountable for adhering to this code.