



## Code of Ethics

AOC Solutions presents this document with the understanding that specific words and phrases used to produce any professional code of ethical behavior are often subject to interpretation and that any individual ethical principal may conflict with another ethical principle in certain situations.

For this reason, the AOC Solutions *Code of Ethics* is meant to be a thoughtful consideration of the broader fundamental principles expected to be adopted and displayed by our employees in their professional endeavors.

### We will act with honesty and integrity

- We will not knowingly make false or deceptive claims regarding our capability to meet client requirements
- We will acquire and maintain the professional competence necessary to serve our clients in an extraordinary manner
- We will represent AOC with integrity and professionalism in our relations with our clients, colleagues and the general public.
- We will honor our commitments
- We will never require performance of assignments in violation of an individual's personal standards of behavior
- We will put forth our best effort in support of our company's commitment to achieving client objectives
- We will assign staff to client engagements based upon their experience, knowledge, and expertise

### We will honor confidentiality

- We will respect all obligations of confidentiality unless discharged from that obligation by the client or by requirements of law



# AOC Solutions

*Creating innovative solutions*

## We will respect diversity in our workplace

- We will develop and enforce policies and procedures that foster fair, equitable, and tolerant treatment for all
- We will require adherence to the above standard
- We will not tolerate work associates or work situations that knowingly allow acts of discrimination or harassment towards anyone

## We will avoid conflicts of interest

- We understand that our foremost objective is the interests of our clients
- We will refrain from inviting an employee of an active client to consider alternative employment without prior discussion with the client
- We will not use the unauthorized influence of our professional positions for personal financial gain
- We will review and disclose any personal interest that produces the appearance of a conflict of interest.

## We will require accordance with this code

My signature below acknowledges that I have read and understand these fundamental principles of behavior and that I accept, and will adhere to these principles as a condition of my employment.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_