



CONDUCT AND WORK ENVIRONMENT POLICY

It is Power Component System Inc.'s policy that employees maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among employees and is free from all forms of harassment and violence.

OBJECTIVE

This policy identifies the respective responsibilities of Power Component Systems and its employees regarding conduct and the working environment.

PROCEDURES

Employees are expected to conduct themselves in an appropriate manner as judged by a reasonable person.

Employees have the right to conduct their work without disorderly or undue interference from other employees. Power Component Systems prohibits employees from violating this right of their co-workers.

Power Component Systems encourages a congenial work environment of respect and professionalism. Therefore, PCS prohibits employees from harming or threatening to harm other employees, clients, vendors, visitors or property belonging to any of these parties. This prohibition includes but is not limited to acts such as:

- Physically harming others.
- Verbally abusing others.
- Using intimidation tactics and making threats.
- Sabotaging another's work.
- Stalking others.
- Making malicious, false and harmful statements about others.
- Publicly disclosing another's private information.
- Employees are responsible for maintaining their work area in a neat and professional manner.

Employees are responsible for assuring the security of the company's confidential/proprietary material in their possession. Employees are similarly responsible for maintaining the security of PCS provided equipment. Employees concerned for the security of their work area or equipment must inform their supervisor of such concerns.

PCS reserves the right to search unlocked and/or publicly used Company property at any time without consent. PCS may request a search of personal property at the worksite or locked company property assigned to an individual if there is reasonable suspicion that evidence of illegal or prohibited activities resides therein. Refusal of such a request may result in disciplinary action up to and including termination.

PCS may take disciplinary action against employees whose conduct violates this or other Company policies and practices. The supervisor should consult the department manager and/or the Human Resources Manager on such matters.