

ALASKA BUILDING MAINTENANCE GROUP

Business Conduct & Ethics Policy



Alaska Building Maintenance Group's Business Conduct and Ethics policy outlines our expectations regarding employees' behaviour towards their colleagues, supervisors and overall organisation. We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

All employees should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimisation. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

All employees should treat our company's property, whether material or intangible, with respect and care and they should protect company facilities and other material property (e.g. company cars) from damage and vandalism, whenever possible.

All employees must show integrity and professionalism in the workplace and must follow our dress code and personal appearance guidelines. We discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members considering their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties and should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

All employees must be open for communication with their colleagues, supervisors or team members. And we expect them not to abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

A handwritten signature in black ink, appearing to read "Shane Rettke", is positioned above the printed name and title.

Shane Rettke
Chief Executive Officer