

Ethics Policy

1. Purpose

The purpose of this policy is to establish a culture of openness, trust and to emphasize the employee's and consumer's expectation to be treated to fair business practices. This policy will serve to guide business behavior to ensure ethical conduct. Effective ethics is a team effort involving the participation and support of every Robotech CAD Solutions employee. All employees should familiarize themselves with the ethics guidelines that follow this introduction.

2. Scope

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

3. Policy

4.1 Executive Commitment to Ethics

4.1.1 Senior leaders and executives within Robotech CAD Solutions must set a prime example. In any business practice, honesty and integrity must be top priority for executives.

4.1.2 Executives 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 executives to concerns within the work force.

4.1.3 Executives must disclose any conflict of interests regard their position within Robotech CAD Solutions.

4.2 Employee Commitment to Ethics

4.2.1 Robotech CAD Solutions 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 Robotech CAD Solutions.

4.2.4 Employees will help Robotech CAD Solutions to increase customer and vendor satisfaction by providing quality products and timely response to inquiries.

4.2.5 Employees should consider the following questions to themselves when any behavior is questionable:

- Is the behavior legal?
- Does the behavior comply with all appropriate Robotech CAD Solutions policies?

- Does the behavior reflect Robotech CAD Solutions values and culture?
- Could the behavior adversely affect company stakeholders?
- Would you feel personally concerned if the behavior appeared in a news headline?
- Could the behavior adversely affect Robotech CAD Solutions if all employees did it?

4.3 Company Awareness

- 4.3.1 Promotion of ethical conduct within interpersonal communications of employees will be rewarded.
- 4.3.2 Robotech CAD Solutions will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

4.4 Maintaining Ethical Practices

- 4.4.1 Robotech CAD Solutions will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director needs consistently maintain an ethical stance and support ethical behavior.
- 4.4.2 Employees at Robotech CAD Solutions should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.
- 4.4.3 Robotech CAD Solutions 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.
- 4.4.4 Employees are required to recertify their compliance to Ethics Policy on an annual basis.

4.5 Unethical Behavior

- 4.5.1 Robotech CAD Solutions will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- 4.5.2 Robotech CAD Solutions 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 Robotech CAD Solutions will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.
- 4.5.5 Robotech CAD Solutions employees will not use corporate assets or business relationships for personal use or gain.



4. Policy Compliance

5.1 Compliance Measurement

The <Employee Resource Team> will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback.

5.2 Exceptions

None.

5.3 Non-Compliance

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