



CODE OF CONDUCT

Welcome to AWESOME Transportation Limited ("ATL"). As an employee of ATL you are required to use this policy framework as guide for governing your behavior in the performance of your day-to-day activities and conduct yourself in a manner consistent with the Code.

The company's reputation rests on how customers, suppliers and the public perceive us individually – not only in terms of how competent we are at handling their business, but also on our integrity and how we behave. The following are some examples of situations where our individual actions could affect that perception.

Appropriate Conduct and Behaviour includes but is not limited to:

- Competent performance of all job duties assigned;
- Punctual and regular attendance at work;
- Courtesy to and respect for co-workers, customers, suppliers or any other person who deals with **AWESOME Transportation Limited** in the conduct of its business;
- Wearing approved attire, navy blue pants / shorts, navy blue shirt / approved T-shirt and steel toe footwear during working hours. For this purpose unapproved T-shirts, jeans, or other such casual attire are not acceptable attire; tennis/running shoes, sandals, etc. are not acceptable footwear.
- Employee must hold in confidence any information obtained about a customer, supplier or employee in the performance of their duties consistent with the requirements of the workplace.
- Employees must not engage in, or condone behaviour which causes unnecessary mental, physical distress or loss of dignity, privacy or autonomy to customers, suppliers or employees.
- Employees have a responsibility to promote and safeguard the well-being and safety of the customers, suppliers and fellow employees at all times by ensuring that no act or omission on their part places them at risk or in harm's way.



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Inappropriate Conduct and Behaviour includes but is not limited to:

- Leaving work early or leaving without prior supervisory permission;
- Using obscene, abusive language;
- Spreading malicious gossip or rumours;
- Harassing, threatening, intimidating, coercing any person at any time;
- Horseplay or throwing objects;
- Reporting to work or working while under the influence of alcohol, drugs, or prohibited substances;
- Creating or contributing to uncleanliness conditions in the trucks / van;
- Gambling, or any other game of chance while on company premises;
- Insubordination;
- Excessive personal use of telephones and making long distance call company phone.



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Unacceptable Conduct or Behaviour includes:

- Perceived inappropriate comments directed at an individual related to the person's sex, sexual orientation, racial background, religion, or physical ability.
- Possession of weapons on or in company property including trucks or van;
- Possession, consumption or use of alcoholic beverages or illegal substances while in trucks or on customer premises;
- Willful violation of customer or company safety rules and procedures;
- Willful neglect and/or mishandling equipment and machinery;
- Unsafe driving of company vehicles including but not limited speeding, tailgating and unsafe lane change;
- Theft of any company or customer property;
- Threat of/or actual physical contact of any kind when there is a perception of physical violence. For example: Violent grabbing, pushing, or shoving and throwing of instruments, materials or equipment of any kind.
- Sexual harassment of any kind.
- Fighting;
- Sleeping while on duty

Inappropriate and Unacceptable conduct could result in disciplinary action up to and including termination without notice or pay in lieu thereof.

(print name)

(signature)