

LKL Awards & Engraving DBA Crown Trophy



Code of Conduct

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Employees of Crown Trophy will conduct business operations in a manner that conforms to the highest ethical, moral, and legal principles.

All LKL Awards and Engraving DBA Crown Trophy Plano employees impact the trust and respect others have for our organization. Therefore, our job performance and interpersonal work relationships should meet the highest ethical, moral, and legal standards. Crown Trophy leaders—those who influence company direction and policy—are expected to set examples of conduct and behavior within and outside of the organizations. While we look to our managers to model behavior standards, every employee is responsible for his or her own behavior and is accountable to hold others responsible for their behavior. Trust is essential for effective, open communication, and acknowledging a job well done is an important part of building and maintaining trust and communication.

Since its inception, the Company has held the belief that the result of its business enterprise would be determined by two forces: the satisfaction of its clients and the adherence to moral principles. Such beliefs have proven true for the company and remain the yardstick today for all decisions.

The following guidelines are provided to assist us in conducting our daily work within Crown Trophy and in making decisions about workplace behavior. Everyone is expected to “Do the Right Thing”, but it is not always easy to quickly decide what “the right thing” may be. If the right thing to do isn’t clear, we need to know where to go to get more information and guidance. We have a personal and professional responsibility to ask questions when we’re uncertain whether particular actions meet ethical, moral, or legal standards.

Protect the Health & Safety of our Employees

Crown Trophy (“the Company”) is strongly committed to providing a workplace that protects the health and safety of our employees and visitors/guests. To do so, the Officers of our company (“Officers”) require the commitment of each employee to eliminate all accidents, injuries, and occupational illnesses. One of the ways we can ensure this objective is to restrict each employee from bringing their children and/or pets to the workplace (i.e., inside the office buildings) during regular working hours (employees’ children are allowed in the office on an incidental basis). An employee may have their child(ren) and/or pet accompany them into the worksite outside the normal work day, but only if the employee can ensure the child’s/pet’s presence will not unduly interfere with other employees who may be working at that time.

Have Zero Tolerance for Drugs, Alcohol, and Firearms

In the interest of safety, the Officers prohibit all employees from using, possessing, distributing, or being under the influence of alcohol or illicit mind-altering drugs in the workplace. The Company also prohibits the possession of firearms, weapons, ammunition or explosives in the workplace by anyone other than security or other authorized personnel.

Comply with the Law

Complying with the law is an absolute requirement of all employees. When there is uncertainty about what is required for compliance, seek help to clarify requirements and prevent violations. Employees must

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promptly inform their supervisor or an Officer of the Company if it appears the Company is operating in violation of any law or regulation.

Be Fair and Honest in all Business Dealings

All of our business dealings must be conducted with fairness and integrity, just as we expect others to treat us. Our reputation in the industry and in the community depends on our dealings with others, and will be enhanced or damaged by the nature of our actions. Our reputation is a priceless asset.

Accountability

When we make promises or other commitments, we know people rely on us to perform certain tasks. Recognizing that others expect us to live up to what they think we have promised, we ensure other people understand what we are committing to do. We make all reasonable efforts to fulfill our commitments. We interpret contracts and other commitments in a fair and reasonable manner. We avoid justifications for not meeting commitments.

Ethical Decision Making

Six core ethical values, as defined by the Josephson Institute of Ethics, provide the basis for our behaviors. They are trustworthiness, respect, responsibility, fairness, caring and citizenship.

Trustworthiness: Be honest. Don't deceive, cheat or steal. Be reliable. Do what you say you'll do. Have the courage to do the right thing. Build a good reputation. Be loyal, meaning stand by your family, friends, and country.

Respect: Treat others with respect; follow the Golden Rule. Be tolerant of differences. Use good manners, not bad language. Be considerate of the feelings of others. Don't threaten, hit or hurt anyone. Deal peacefully with anger, insults and disagreements.

Responsibility: Do what you are supposed to do. Persevere: keep on trying! Always do your best. Use self-control. Be self-disciplined. Think before you act and consider the consequences. Be accountable for your choices.

Fairness: Play by the rules. Take turns and share. Be open-minded; listen to others. Don't take advantage of others. Don't blame others carelessly.

Caring: Be kind. Be compassionate and show you care. Express gratitude. Forgive others. Help people in need.

Citizenship: Do your share to make your community better. Cooperate. Stay informed. Vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.

Employees are expected to report concerns related to business ethics to their supervisor or an Officer so that proper investigation and actions can be taken.

Contribute to a Positive and Open Business Environment

We commit to a positive and open business environment. An open business environment means employees will demonstrate their commitment by treating others with respect, integrity and courtesy. It means we are responsible for our own job performance and workplace behavior, and we will hold others accountable for their behavior. Technical competence to perform our jobs is not a sufficient basis for continued employment if we cannot work harmoniously and productively with others.

Communicate Recognition in the Workplace

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Recognition and appreciation are important parts of doing a job well. We are often required to perform our jobs under extraordinarily difficult situations or conditions. Communicating our appreciation of, and support for, those around us acknowledges their contribution to the efforts of the team.

Do Not Harass, Intimidate, Retaliate, or Discriminate Against Anyone Because of Race, Ethnic Background, Religion, Gender or Age

The Company's Officers value openness and diversity and are firmly committed to the principle of equal opportunity employment. The Company offer employment, training, compensation, and advancement on the basis of qualification and merit, regardless of religion, gender, national origin or age. The Officers will not tolerate discrimination, harassment, or intimidation of employees. The Company **extends** the same considerations to qualified disabled persons, consistent with an individual's abilities to perform the essential job functions safely.

Employees as individuals and the Company will not tolerate harassment of co-workers or others, or the creation of an atmosphere that would make them uncomfortable, on matters relating to race, color, religion, national origin, gender, physical or mental disabilities, marital or family status, or otherwise. Harassment includes, but is not limited to, any oral, written, or physical conduct that is sufficiently severe, pervasive, or persistent that it substantially interferes with or limits an individual's work performance or creates an intimidating, hostile or offensive work environment.

Encourage Civic Responsibility

Important rights and responsibilities of citizens of a democracy include voting, contributing financially to the party or candidate of one's choice, keeping informed on political matters, and serving in civic bodies. The Company **encourages** employees to fulfill their civic duties. As private citizens, we can engage in political activity. Personal political contributions, or the decision not to make contributions, will not influence actions regarding compensation, job security, and promotion opportunities.

Company's Communications Systems/Personal Usage

While you are at work, we expect all communications to be conducted in a responsible and professional manner reflecting the Company's commitment to honest, ethical and non-discriminatory business practice. However, we understand there is "life beyond the workplace" and you may need to conduct some personal business during the work day. As such, you may occasionally use the Company's resources (e.g., telephones, email, internet access, facsimile transmissions and photocopies) or your personal cell phone for short, incidental periods for personal reasons and emergencies so long as the use does not interfere with business use and your job performance. However, you may not use the Company's long-distance service for incoming (toll-free) or outgoing personal calls at any time without your supervisor's permission. It is not acceptable for an employee to spend time during the workday, or to use either Company's communications systems, to be searching for other employment opportunities, to conduct personal shopping activities, to conduct research for personal reasons, etc.

How We Avoid Conflicts of Interest

While striving to meet the highest ethical, moral and legal standards during our daily business dealings, it is important to avoid both actual conflicts of interest as well as leaving the appearance of having a conflict of interest. Although many ways to accomplish this lofty ideal have been covered in the preceding guidelines, employees should always be vigilant to:

- Deal honestly and lawfully with both Crown Trophy
- Avoid using Crown Trophy property or confidential information for personal gain
- Avoid conducting Crown Trophy business for personal gain
- Never take or give bribes

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- Avoid accepting inappropriate gifts, entertainment, and services intended to influence their decisions and/or actions
- Ensure participation in any outside business activity is fully disclosed to the Company' Officers

Dress Code

Our dress code consists of “casual” attire. Crown Trophy apparel is preferred. After successfully completing their introductory period (90 days unless extended) full time employees will receive 5 short sleeve and 5 long sleeve Crown Trophy shirts. Blue jeans and pants should be in good condition with no holes or fraying. Shorts should be in good condition with no fraying and worn no higher than 6 inches from the knee. All clothing should look presentable to clients. No logos or printed material will be allowed on clothing unless approved by general manager. All clothing should fit properly in order to represent Crown Trophy in a professional manner.

Acknowledgement of Receipt, Understanding, and Willingness to Follow:

_____	_____
Employee Signature	Date

Printed Name	
_____	_____
Supervisor's Signature	Date