



Personal Conduct Policy for PassPass LLC

Introduction

This Personal Conduct Policy applies to all employees and affiliate salespeople of PassPass, whether full-time, part-time, or independent contractors. Our aim is to promote a professional and positive work environment that reflects our company's values and standards. This policy outlines the behaviors expected of all team members to maintain the integrity and reputation of PassPass.

Scope

This policy covers all forms of conduct, including but not limited to, interactions within the workplace, dealings with clients and suppliers, use of company property and resources, and public behavior that could reflect on the company.

Professional Behavior

Respect and Integrity: All team members must conduct themselves with respect and integrity towards colleagues, clients, and business partners. This includes honest communication, ethical behavior, and respect for diversity and individual differences.

Communication: Maintain professional and courteous communication in all business dealings. This includes email, phone calls, social media interactions, and face-to-face meetings.

Confidentiality: Protect confidential and proprietary information. Do not disclose sensitive company information without authorization.

Conflict of Interest: Avoid situations where personal interests could conflict with the interests of PassPass. Disclose any potential conflicts of interest to management.

Compliance with Laws: Adhere to all applicable laws, regulations, and industry standards. This includes regulations related to employment, competition, and intellectual property.



Workplace Conduct

Harassment and Discrimination: PassPass is committed to providing a work environment free from harassment and discrimination. Treat all colleagues, clients, and business partners with respect and fairness.

Substance Abuse: The use of illegal drugs or the abuse of legal drugs or alcohol on company premises or during work hours is strictly prohibited.

Health and Safety: Follow all safety guidelines and procedures to maintain a safe work environment.

External Conduct

Social Media: Exercise caution and professionalism when posting on social media platforms, especially when discussing work-related matters or when identifiable as a representative of PassPass

Public Behavior: Conduct yourself in a manner that reflects positively on PassPass during public events, conferences, and in any situation where you are identifiable as a representative of the company.

Enforcement and Reporting

Violations: Violations of this policy may result in disciplinary action, up to and including termination of employment or contract.

Reporting: Encourage the reporting of any unethical behavior or policy violations. Reports can be made to a supervisor, HR, or through an anonymous hotline or email if available.

No Retaliation: PassPass prohibits retaliation against anyone who reports a policy violation in good faith.

Acknowledgment

All employees and affiliate salespeople are required to acknowledge that they have read, understood, and agreed to adhere to this Personal Conduct Policy.