

CODE OF CONDUCT AND ETHICAL VALUES

Employee Relations Policy



Jordan Chalk Manufacturing Company's policy stated that all concerned persons, regardless of level, shall strive to meet the following objectives:

1. Respect each employee, worker and representative of customers, suppliers and contractors as an individual, showing courtesy and consideration and fostering personal dignity.
2. Make a commitment to and demonstrate equal treatment of all employees, workers, customers, suppliers and contractors without regard to race, color, gender, religion, age, national origin, citizenship status or disability.
3. Provide a workplace free of harassment on the basis of race, color, gender, religion, age, national origin, citizenship status or disability.
4. Afford employees a reasonable opportunity, consistent with the needs of Company, for training to become better skilled in their jobs.
5. Encourage promotion from within, consistent with the needs of the company, whenever qualified employees are available.

- 6.Ensure that each manager knows personally every employee two levels directly below them to allow employees an avenue to voice opinions to management other than their direct management.
- 7.Treat any suggestions by external consultants brought in to enhance our processes as opportunities to improve skills and not as criticism.
- 8.Provide and maintain a safe, healthy and orderly workplace.
- 9.Assure uniformly fair compensation and benefit practices that will attract, reward and retain quality employees

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