

## CODE OF CONDUCT AND ETHICAL VALUES

### “Protection and Proper Use of Company Assets”



All concerned persons shall protect Jordan Chalk Manufacturing Company’s assets and ensure their efficient use. Theft, carelessness and waste have a direct impact on Jordan Chalk’s profitability. As such, Jordan Chalk's assets and resources are to be used only for the legitimate business purposes and objectives of Jordan Chalk and only by authorized employees or their designees. This includes both tangible and intangible assets. Some examples of tangible assets include company vehicles and office equipment such as phones, copiers, computers, furniture, and supplies, production and manufacturing lines, raw materials and ready products.

Jordan Chalk’s email system shall be restricted primarily to company business. Highly confidential information shall be handled appropriately. Files containing sensitive business data shall be appropriately password protected. Jordan Chalk reserves the right at any time to monitor and inspect, without notice, all electronic communications data and information transmitted on the network and electronic files located on personal computers owned by Jordan Chalk or computers on the premises used in company business.

Third party software is provided as a productivity tool for employees to perform their job functions. Concerned persons may be liable as individuals for illegal software use. To the extent permitted under applicable laws, employees, contractors and temporary employees shall assign to Jordan Chalk any invention, work of authorship, composition or other form of intellectual property created during the period of employment.

**Karak - Jordan**

Tel.: +962 238 00 16  
Fax: +962 238 00 14  
Email: [sales@jordanchalk.com](mailto:sales@jordanchalk.com)

Area Code 61110, P. O. Box 32  
Karak, Jordan, Al Hussein bin Abdullah II Industrial Estate  
[www.jordanchalk.com](http://www.jordanchalk.com)

