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CONFLICT OF INTEREST

The Company recognizes that a balance must exist between employment and the personal outside interests of the employee. However, if an employee becomes associated with an activity that conflicts with the company's interest or has a negative affect on the Company's reputation the employee has created a conflict of interest and consequences may occur up to and including termination. The following are a list of examples that would be deemed a conflict of interest. This list is not intended to be all-inclusive, but merely illustrations of conflicts of interest:

- Participating in an activity that violates any federal, state, or local law or that violates any regulation to which the company is subject.
- Working for another company where any of the following arises:
 - the other company is a competitor;
 - conflicts with attendance based on hours worked; or
 - work performance is adversely affected.
- Accepting substantial gifts (\$25 or more) from parties:
 - who currently do business with the Company, or
 - who have expressed a desire to become associated with the Company, unless prior approval from the employee's immediate supervisor.