

*ProBizAssoc.com*

## **Statement on Integrity**

ProBizAssoc.com is committed to conducting all of its business in an ethical and transparent manner that is above reproach. This company operates in such a way that we will never be ashamed to see our company featured on the front page of a newspaper, even in Mama's hometown. The following list of tenets in support of our statement on integrity is not all-inclusive and is in no particular order that would indicate the importance of one tenet over another. This policy is maintained, and may be amended or changed from time to time, by the president of ProBizAssoc.com.

Confidentiality of all client material is strictly maintained unless we are compelled by law to release it. Because this is a sole proprietorship and micro-enterprise, only company president Beth Philley has routine access to company records and client information. When subcontracted or temporary labor is used, ProBiz will conduct a background check on each individual prior to releasing any confidential information to him/her.

When an error is made in work product, business case assumptions, billing, or any other area, the mistake will be acknowledged promptly, responsibility will be accepted, apologies will be made, and the error will be rectified as fully as is possible.

If a project deadline will be missed, ProBiz will notify the client as soon as the problem becomes known. If a new deadline cannot be negotiated, ProBiz will refund any moneys previously accepted on behalf of the project.

ProBiz will remain current on all accounts payable and will pay all taxes due promptly.

ProBiz regularly scans its computer equipment for viruses and other malware, and makes every attempt to keep client equipment and files free from destructive programming. In the event that any malicious content is passed from ProBiz to a client in a file or on any electronic media, ProBiz will pay for any remediation the client deems necessary to correct the problem.

ProBiz will respect the patents, copyrights, trademarks, and trade secrets of clients.

ProBiz will not collude or cooperate with clients, public officials, or any other vendors in setting prices for contract bids. Donations of a political nature will be immediately disclosed to any clients whose work is in any way affected by, or could be construed to be affected by, the cause to which the donation was made. ProBiz does not accept nor pay gratuities of any amount in an effort to sway business decisions.

ProBiz business and financial records will be open and available to anyone with a legitimate interest in examining them, although client confidentiality will be maintained by any means necessary, including redaction and / or refusal to allow access to records which cannot be suitably protected.

ProBiz will remain in compliance with both the letter and the spirit of all rules and laws of the United States, Ohio, Canton, and any other jurisdiction in which the company operates.

ProBiz is committed to the highest standards of ethics, non-discrimination / harassment, and equal opportunity.

ProBiz does not send spam or junk mail and does not share mailing list information with any other organization.

ProBiz maintains a drug-free workplace.

ProBiz is committed to performing its work in a manner that minimizes its effect on the planet and maximizes natural resource sustainability.