

As an employee of Contract Partner NATKA CLEANING SERVICE INC engaged by W Services Group, it is important for you to know what personal conduct is expected of you while on the job. In most instances, your own good judgment will tell you what the right thing to do is.

In addition to complying with W Services Group policies and job specific requirements, you are also expected to obey the rules and regulations of W Services Group, LLC job sites. If your performance does not meet position requirements, you may be subject to disciplinary action, up to and including immediate termination, with or without notice, and with or without cause at any time. The following are examples of conduct prohibited by W Services Group, LLC policy:

(The following examples are not intended to constitute a complete and exhaustive list of prohibited conduct. In addition, W Services Group reserves the right to change the examples listed below at any time with or without notice. Violations of these or any other W Services Group, LLC. policies may subject you and/or your employees to immediate removal of our account.

Please initial by each statement:

- Any anti-discrimination, harassment and abuse of another employee (verbal, physical, or visual), including sexual harassment & pregnancy discrimination which includes offensive gestures, unwelcome advances, touching, or comments of a sexual nature made to or about another employee, and/or client. _____.
- Conduct that is likely to cause another employee and/or client of W Services Group, LLC. embarrassment, loss of dignity, feelings of intimidation, or loss of opportunity, including all forms of discrimination and harassment. _____
- Committing any act, on or off the W Services Group, LLC.'s premises, this threatens or is potentially threatening to the reputation of W Services Group, LLC. or any of its employees, customers, clients, consumers and/or Contract Partners. _____
- Violation of Consensual Romantic or Sexual Relationship policy _____
- Violation of the WSG Compliance Program (WCP) policy _____
- Violation of Whistleblower Protection and Anonymous Compliant policy _____
- Violation of Prevention of Involuntary Labor and Human Trafficking policy _____
- Violation of Labor Laws as it pertains to discrimination and unfair practice and underage labor laws _____
- Violation of work hours, including overtime, employees must be given one day off



- every seven _____
- Violation of Freedom of Association and Collective Bargaining policy _____
- Employees need to be compensated for hours worked, overtime, vacation, leave periods and time off for legally recognized holidays _____
- Violation to the Grievance Policy _____
- Employees should follow the safety procedures of the company, employee should report any unsafe work conditions _____
- Employees should be provided with job-related appropriately maintained personal protective equipment and instruction on its proper use _____
- Employees must be given or be instructed the emergency plans and response procedures that minimize harm to life, environment, and property _____
- Employees must report all health and safety incidents and near-misses to their immediate manager _____
- Employees must report ergonomic risk such as excessive force, improper lifting positions, or repetitiveness _____
- Employees must report unsafe working and living space conditions _____
- Employees must be provided with appropriate workplace health and safety training in their primary language _____
- Employees are encouraged to participate in any health and safety committees _____
- Employees must be responsible for following the business practices of the company _____
- Theft, fraud, corruption, extortion, embezzlement or other proven acts of dishonesty, bribery or destruction or misuse of W Services Group, LLC. or another employee or client's property (without permission) including the Foreign Corrupt Practices Act (FCPA) and applicable international anti-corruption conventions _____
- Possessing, threatening or carrying firearms or weapons while on W Services Group locations threatening the personal safety of fellow employees and clients _____
- Unauthorized use of W Services Group, LLC. or client supplies, information, equipment, funds, or computer codes/passwords _____



- Knowingly mishandling a client's or potential client's account. This includes improper discriminatory practices _____
- Assisting anyone, whom you know or suspect to be involved in, or committing any crime or engaging in any conduct which rises to the level of a crime. _____
- Soliciting or accepting or receiving gifts (money, services or merchandise) in connection with W Services Group, LLC. business _____
- Reporting for work under the influence of alcohol or any illegal substances; or possession, sale or distribution of alcohol or illegal substances while on W Services Group, LLC. premises or abusing such items while representing the W Services Group, LLC. or conducting W Services Group, LLC. business. _____
- Falsifying W Services Group, LLC. documents or records, including misuse of timekeeping records (IVR), or falsely inputting payment data. _____
- Insubordination, meaning refusing to follow legitimate instructions of a superior directly related to performance of one's job _____
- Disrupting the work environment while on working _____
- Repeatedly working an unauthorized schedule without the approval of a supervisor or manager _____
- Repeatedly failing to meet job responsibilities, job budget or quality requirements _____
- Creating or ignoring safety or environmental hazards as it pertains to the scope of work _____
- Violation of written standards, performance objectives, targets, and implementation plans, including periodic assessments of the performance against those objectives _____
- Violation of Company Statement _____
- Failure to comply with any of the rules, policies or procedures in this CODE OF CONDUCT _____



Receipt and Acknowledgement

The undersigned acknowledges receipt of W Services Group, LLC.'s Code of Conduct.

The contents of the Code of Conduct are presented as a matter of information. I have received and read W Services Group Code of Conduct. I understand to follow the guidelines and policies set forth in the Code of Conduct and any amendments made along with other policies and procedures of the Company. I understand and agree to abide by the company's "Code of Conduct".

It is specifically understood and agreed that the Code of Conduct is for informational purposes only and is not intended to create a contract, nor is it a contract, of employment or continuing employment between myself and the Company. It is further understood that neither the Code of Conduct nor any policy of W Services Group is a guarantee or promise of employment or continuing employment.

I understand that I am not being hired for any definite period of time. I further understand that I am employed with a contract partner and my employment can be terminated at any time, with or without cause and with or without prior notice either by my employer, client or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with the Company only under certain circumstances or after certain events.

This Code of Conduct supersedes all other or previous Company Policies whether written or oral.

I understand that I am an employee of NATKA CLEANING SERVICE INC, a contractor partner, who has engaged in performing work for W Services Group, LLC.

Dated

Employee Signature

Employee Name

NATKA CLEANING SERVICE, INC
Contractor Partner Name