

## Raytech Industries, Inc. Ethics Policy

It is the policy of Raytech Industries, Inc., that its employees uphold the highest standards of ethical and professional behavior. To that end, these employees shall dedicate themselves to carrying out the mission of this organization and shall:

1. Hold paramount the safety, health and welfare of the public in the performance of professional duties.
2. Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of the profession.
3. Treat with respect and consideration all people, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
4. Engage in carrying out Raytech Industries, Inc.'s mission in a professional manner.
5. Collaborate with and support other professionals in carrying out Raytech Industries, Inc.'s mission.
6. Build professional reputations on the merit of services and refrain from competing unfairly with others.
7. Recognize that the chief function of Raytech Industries, Inc. at all times is to serve the best interests of its constituency.
8. Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
9. Respect the structure and responsibilities of Raytech Industries, Inc., provide them with facts and advice as a basis for their making policy decisions and uphold and implementing policies adopted by the board of directors.
10. Keep the community informed about issues affecting it.
11. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
12. Exercise whatever discretionary authority they have under the law to carry out the mission of the organization.
13. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
14. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities to inspire confidence and trust in such activities.
15. Avoid any interest or activity that conflicts with the conduct of their official duties.
16. Respect and protect privileged information to which they have access during their official duties.
17. Strive for personal and professional excellence and encourage the professional developments of others.