YourCause, LLC Ethics Policy

Effective Date: January 1, 2015

1.0 Overview

YourCause, LLC (“YourCause”) implements this ethics policy to establish a culture of openness, trust and integrity in business practices. Effective ethics is a team effort involving the participation and support of every YourCause employee. All employees should familiarize themselves with the ethics guidelines that follow this introduction.

YourCause is committed to protecting employees, stakeholders, third-party partners, vendors and the company itself from any potential illegal or damaging actions by any individuals, either knowingly or unknowingly. When YourCause addresses issues proactively and uses correct judgment, it will help set us apart from competitors.

YourCause will not tolerate any wrongdoing or impropriety at anytime. YourCause will take the appropriate measures to act quickly in correcting the issue if any ethical codes are broken. Any infractions of this code of ethics will not be tolerated.

YourCause strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the company. For that reason, [Company Name] will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the company will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

2.0 Purpose

Our purpose for authoring a publication on ethics is to emphasize the employee and consumer’s expectation to be treated to fair business practices. This policy will serve to guide business behavior to ensure ethical conduct.

3.0 Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at YourCause, including all personnel affiliated with third parties.

4.0 Management and Leadership Commitment to Ethics
4.1 Management and Leadership within YourCause must set a prime example. In any business practice, honesty and integrity must be top priority for all Managers and Leaders.

4.2 Management and Leaders must have an open door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the work force.

4.3 Management and Leaders must disclose any conflict of interests with regards to their position within YourCause.

5.0 Employee Commitment to Ethics

5.1 YourCause employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.

5.2 Every employee needs to apply effort and intelligence in maintaining ethical values while conducting business.

5.3 Employees must disclose any conflict of interests regarding their position within YourCause.

5.4 Employees will help YourCause to increase customer and vendor satisfaction by providing quality products and timely response to inquiries. If unable to maintain an acceptable level individual, it is the expectation that each employee will seek additional support and guidance to achieve their effort.

6.0 Company Awareness

6.1 Promotion of ethical conduct within interpersonal communications of employees will be rewarded.

6.2 YourCause will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

7.0 Maintaining Ethical Practices

7.1 YourCause will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director will commit to consistently maintain an ethical stance and support ethical behavior.

7.2 Employees at YourCause should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.

7.3 The YourCause management team will ensure that the ethical code is delivered to all employees and that concerns regarding the code can be addressed.

8.0 Policies Regarding Unethical Behavior

YourCause, LLC Ethics Policy Amended 1/1/15
8.1 YourCause will avoid the intent and appearance of unethical or compromising practices in relationships, actions and communications.

8.2 YourCause strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the company. Therefore, we will not tolerate discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, YourCause will seek to prevent, correct and discipline behavior that violates this policy.

8.2.1 YourCause will not tolerate discrimination in regards to employment opportunities, benefits or privileges; discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person’s race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

8.2.2 YourCause prohibits harassment of any kind, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for or on behalf of YourCause.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person’s nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

8.2.3 YourCause prohibits sexual harassment of any kind, for any reason, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. There are two types of sexual harassment:

- “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits
such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment.

- "Hostile work environment," where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

8.2.3.1 Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.

8.2.3.2 Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.

8.2.3.3 Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

8.2.3.4 Courteous, mutually respectful, pleasant, noncoercive interactions between employees, including men and women, that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

8.3 YourCause strongly discourages romantic or sexual relationships between a manager and an employee who reports directly or indirectly to that person because such relationships tend to create compromising conflicts of interest, or the appearance of such conflicts. If any employee enters into a consensual relationship that is romantic or sexual in nature with an employee who reports
directly or indirectly to him or her, or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the CFO or HR Specialist. This policy does not apply to employees who do not work in the same department or to parties who do not supervise or otherwise manage responsibilities over the other.

8.4 Unauthorized use of company resources, including both tangible and intangible property, will not be tolerated.

8.5 YourCause will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.

8.6 YourCause employees will not use corporate resources, assets or business relationships for personal use or gain.

8.7 Gifts, favors, and payments may be given to others at Company expense, if they meet all of the following criteria:

- They are consistent with accepted business practices;
- They are of sufficiently limited value and in a form that will not be construed as a bribe or payoff;
- They are not in violation of applicable law and generally accepted ethical standards; and
- Public disclosure of the facts will not embarrass the Company.

Payments, commissions or other compensation to or for the benefit of associates of customers (or their family members or associates) not required by written contract are contrary to Company policy.

8.8 Employees shall not seek or accept for themselves or others any gifts, favors, entertainment, payments without a legitimate business purpose nor shall they seek or accept personal loans other than conventional loans at market rates from lending institutions) from any persons or business organizations that do or seek to do business with or is a competitor of the Company.

8.9 Employees may accept for themselves and members of their families’ common courtesies usually associated with customary business practices. A strict standard is expected with respect to gifts, services, discounts, entertainment or considerations of any kind from clients and vendors. These include but are not limited to:

- Lunch and/or dinner with clients and/or vendor;
- Gifts of small value from clients and/or vendors such as calendars, pens, pads, knives, etc.;
- Tickets to events (such as sports, arts, etc.) if offered by the vendor and/or client and the vendor accompanies the associate to the event. These are not to be solicited by the company associate and must be approved by the appropriate company officer;
- Gifts of perishable items such as cookies, nuts, etc., are acceptable if such gifts meet the recipient guidelines;
• Day outings such as golf, fishing, and hunting are acceptable with prior approval from the appropriate company manager. The client and/or vendor must be in attendance and participation by the associate’s family members is not acceptable;
• Use of personal facilities (vacation homes, etc.) by employees for professional use is prohibited unless prior approval from the CEO or CFO is obtained;
• It is never permissible to accept a gift in cash or cash equivalent such as stocks or other forms of marketable securities of any amount;
• Management should not accept gifts from those under their supervision of more than limited value.

8.10 Employees should avoid any situation, which involves or may involve a conflict between their personal interest and the interest of the company. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, competitors or any person doing or seeking to do business with the company are to act in the best interest of the company. Each employee is required to make immediate and full disclosure, in writing, to their manager of any potential situation which may involve a conflict of interest. Such conflicts may include, but are not limited to:

• Ownership by employee or by a member of their family of a significant interest in any outside enterprise, which does or seeks to do business with or is a competitor of the company;
• Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise, which does or is seeking to do business with or is a competitor of the company;
• Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving YourCause or its interests;
• Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the company.

5.0 Enforcement

5.1 Any violation of this policy will subject the employee to disciplinary action or immediate discharge.

5.2 Any employee having knowledge of any violation of the policy shall promptly report such violation to the appropriate level of management.

5.3 Each YourCause manager is responsible for compliance in his or her area of responsibility.

5.4 Any questions concerning any aspect of this policy should be directed to the CFO or HR Specialist.