



Code of Conduct

Contents

Introduction.....	3
Ethical Principles and Core Values.....	3
Decision Making and the Code of Conduct.....	3
Reporting/Speaking Up.....	4
No Retaliation.....	4
Equal Opportunity.....	5
Harassment.....	5
Bullying.....	5
Conflicts of Interest.....	6
Confidentiality.....	6
Political Contributions.....	7
Record Keeping.....	7
Insider Trading.....	8
Health and Safety.....	8
Information Technology.....	8



Internet Use..... 9

Corporate Social Responsibility.....9

Code of Conduct Acknowledgement..... 10

Introduction

The code of conduct applies to all employees and managers at FS.COM. We believe that everyone should be treated with respect and we are all equal here at FS.COM.

Ethical Principles and Core Values

At FS.COM our core beliefs and values are what we abide by and use to help shape our business as it grows.

- Honesty
- Integrity
- Respect for others
- Responsibility
- Obedience to the law
- Empathy
- Teamwork
- Being our own customer

Decision Making and the Code of Conduct

Ethical decision making within FS.COM requires you to ask a lot of question. All employees are encouraged to ask questions if they are unsure about any issue.

When making a decision, ask yourself the following:

- Is it legal?
- Does it comply with the code?
- Does it reflect our company values and ethics?
- Does it respect the rights of others?
- If you are unsure about something don't hesitate to ask.

Reporting/Speaking Up

FS.COM encourages all employees to ask questions and raise issues without fear of retaliation and is committed to treating reports seriously and investigating them thoroughly.

Employees must report suspected unethical, illegal or suspicious behavior immediately. The company does not tolerate retaliation against anyone who makes a good faith report of suspected misconduct or otherwise assists with an investigation.

To report a concern:

- Talk to your manager
- Contact Human Resources

No Retaliation

Retaliation is when a business takes action on an employee's decision when they have reported a concern. The form of retaliation may lead to mis-treatment and dismissal of the employee.

At FS.COM we have a NO Retaliation policy to prevent this from happening and employees are encouraged to report any issue without fear of retaliation.

If there is any behavior that does not comply with our policy, there will be consequences and disciplinary actions. We will investigate the report and with guidance from our policy, appropriate decisions will be made.

Employees who report a concern in good faith cannot be subjected to any adverse employment action including:

- Unfair dismissal, demotion, or suspension
- Unfair denial of a promotion, transfer, or other employment benefit
- Bullying and harassment, either in person or online
- Any other behavior that singles out the person unfairly

We believe in respect and honesty and will not let this happen in the workspace.

Equal Opportunity

FS.COM believe in a fair working environment and therefore we do not tolerate discrimination based on race, color, religion, gender, age, national origin, sexual orientation, marital status, disability, or any other protected class.

Harassment

Treat all employees, customers, business partners with dignity and respect at all times.

Any type of harassment (including physical, sexual, verbal, etc.) is prohibited and can result in disciplinary action up to, and including, termination.

Harassment can include actions, language, written words or objects that create an intimidating or hostile work environment, such as:

- Yelling at or humiliating someone
- Physical violence or intimidation
- Unwanted sexual advances
- Visual displays such as derogatory or sexually-oriented pictures or gestures
- Physical conduct including assault or unwanted touching
- Threats or demands to submit to sexual requests as a condition of employment or to avoid negative consequences

Bullying

FS.COM is committed in ensuring that our employees are not subjected to any form of bullying. Our working environment for our employees, contractors and customers must be treated with respect and free from any bullying. Bullying can include:

- Spreading malicious gossip
- Excluding or isolating someone socially
- Withholding necessary information or purposefully giving the wrong information
- Intimidating someone
- Impeding someone's work
- Unfairly denying training, leave or promotion
- Constantly changing work guidelines
- Sending offensive jokes or emails
- Criticizing or belittling someone constantly

Conflicts of Interest

A conflict of interest can occur when an employee's personal activities or associations compromises their judgment act in the company's best interests. Employees should avoid the types of situations that can give rise to conflicts of interest.

It's important for employees to disclose any relationships, associations or activities that could create actual, potential, or even perceived, conflict of interest to their manager or the Human Resources Department.

Confidentiality

FS.COM and our employees are to keep all confidential information secure. Proprietary information includes all non-public information that might be harmful to the company and its customers and business partners if disclosed.

Confidential information can include:

- Customer lists
- Supplier lists
- Pricing information
- Terms of contracts

- Company policies and procedures
- Financial statements
- Marketing plans and strategies
- Trade secrets
- Any other information that could damage the company or its customers or suppliers if it was disclosed

Political Contributions

FS.COM does not make political contributions.

Employees are free to support any political party or entity on a personal level. However, this must be kept separate from company business.

Record Keeping

All documents, databases, voice messages, mobile device messages, computer documents, files and photos are records.

Employees are required to:

- maintain these records
- maintain official record keeping systems to retain and file records required for business, legal, financial, research or archival purposes
- dispose of your records according to the company's records retention and disposition schedule

Employees should never destroy documents in response to, or in anticipation of, an investigation or audit.

Insider Trading

Employees may learn information about the company, associates, clients, business partners or other companies that is not publicly available. It is illegal for any individual to use information obtained in this way for personal gain or to share it with others.

Employees are prohibited from:

- Buying or selling securities based on non-publicly available knowledge gained in the course of business
- Providing information or tips, or encourage another person to buy or sell securities based on inside information

Employees are required to report suspected insider trading immediately to their manager.

Health and Safety

FS.COM conducts business in accordance health and safety requirements and strives for continuous improvement in our health and safety policies and procedures.

All employees are expected to perform their work in compliance with applicable health and safety laws, regulations, policies and procedures and apply safe work practices at all times in all locations.

Applicable safety and health requirements must be communicated to visitors, customers or contractors at any company location.

Employees are required to immediately report workplace injuries, illnesses or unsafe conditions.

Information Technology

At FS.COM we expect our employees to help safeguard all computer equipment and data against intentional malicious acts by individuals inside or outside the company.

The company safeguards against inappropriate access by individuals or groups untrained in correct company policies or procedures

The company does not use software for which it does not have a license.

Internet Use

FS.COM understands that occasional personal use of the internet during work hours is a reasonable request and allows this, within reason. Employees can ask for clarification from their managers if in doubt.

However, FS.COM does not allow internet use to support a personal business, political venture, or embarrass the company and its customers.

Corporate Social Responsibility

FS.COM understands that corporate social responsibility extends to our entire supply chain. This encompasses not only the products and services supplied but also the human rights, ethics and social practices of our company and its suppliers.

One goal of the corporate social responsibility procurement program is to build partnerships with like-minded organisations by actively seeking out business partners who are the most environmentally and workforce friendly.

Forced Labor: FS.COM and its suppliers shall employ all employees under their own free will with no one being subjected to bonded or forced labor. This policy applies to not only the supplier's business operations but also those of their supplier network with which the company conducts its business.

Child Labor: FS.COM and its suppliers shall not employ any people under the minimum legal working age of the country in which they work.

FS.COM encourages and supports involvement in the community that has supported it. This includes supporting local business and talent.

Charitable involvement is important to the company to participate in charitable events in the local community.

Code of Conduct Acknowledgement

By certifying to the company code of conduct, you acknowledge that:

- You have read the entire code of conduct and understand your responsibilities related to it.
- You have had the opportunity to ask questions to clarify any unclear aspects of the code.
- You agree to abide by its principles.
- You agree to report to the company any violations of the code.
- You agree to cooperate in any investigations of violations of the code.