

Code of Conduct / Ethics Policy

1. STATUTORY AND REGULATORY REQUIREMENTS

Cascon is fully committed to complying with all federal and state statutory and regulatory employment requirements that apply to the company.

2. EMPLOYEE CONDUCT

Cascon expects employees to follow standards of conduct and ethics that are in the best interests and safety of our employees, our clients, and the company. Employees may be disciplined for behavior that is unsafe, detracts from any employee's ability to work or provide client service, or is not in Cascon's best interest. Unacceptable behavior may lead to disciplinary action, up to and including termination.

3. STANDARDS OF CONDUCT

Cascon expects each person to act in a mature and responsible way at all times. All violations are taken seriously. Some violations and misconduct, because of their seriousness, may result in immediate dismissal.

4. EQUAL EMPLOYMENT OPPORTUNITY

Cascon provides equal employment opportunity for everyone regardless of age, gender, color, race, national origin or ancestry, religion, marital status, sexual orientation, gender identity, military service record, genetic information, physical or mental disability, or any other protected group as provided by law. This is reflected in all Cascon practices and policies regarding hiring, training, promotions, transfers, compensation, benefits, and termination. All matters relating to employment are based upon ability to perform the job, as well as dependability and reliability once hired.

DIVERSITY AND INCLUSION

Cascon is committed to fostering and maintaining a work environment that embraces and encourages diversity and inclusion of all individuals.

Diversity can include differences in: age, gender, color, race, national origin or ancestry, religion, marital status, sexual orientation, gender identity, military service record, genetic information, physical or mental disability, or any other protected group as provided by law.

5. HARASSMENT AND SEXUAL HARASSMENT

Cascon management is committed to providing a work environment that is pleasant, healthful, comfortable and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of employees or non-employees such as customers/clients, vendors or other outside parties is prohibited. Harassment of any sort - verbal, physical, visual - will not be tolerated.

Sexual harassment is strictly prohibited at Cascon as well as at any and all work-related events, including at any client or other work location, business trips, business meetings, and business-related social events. In addition, any form of harassment that affects the employment relationship is also prohibited, including social media activity, texting, and other forms of communication.

OTHER HARASSMENT

Other types of harassment which includes but is not limited to any verbal, physical or visual conduct that denigrates, shows hostility or aversion to an employee based on an employee's race, color, religion, national origin or ancestry, gender, physical or mental disability, sexual orientation, age, military status or military service record, genetic information, or any other basis which may be protected by law. Such conduct having the purpose or effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with an employee's work performance, or otherwise adversely affecting an employee's employment opportunities is prohibited.

PROTECTION AGAINST RETALIATION

Retaliation against an individual who in good faith raised concerns about or filed a complaint of harassment or discrimination or who has cooperated in an investigation is unlawful and will not be tolerated.

6. GIFTS, GRATUITIES AND BRIBES

To avoid any action which may create the appearance of impropriety, individual employees should not offer or accept lavish gifts, gratuities, favors, or after-hours entertainment or meals from or to our suppliers, clients, and sales representatives. The offering, giving and taking of bribes is strictly forbidden, this includes from management, employees and the company as a whole.

7. WHISTLEBLOWER

A whistleblower as defined by this policy is an employee of Cascon who reports an activity that they consider to be unlawful, unsafe or prohibited as specified in this policy.

Whistleblower protections are provided in two important areas -- confidentiality and no retaliation. Cascon will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments, and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the company president immediately.

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