
HUMAN RESOURCES – EMPLOYEE CODE OF CONDUCT

1. PREAMBLE

MushoCo Industries is committed to maintaining the highest standards of professionalism and excellence in accordance with our core values:

- INTEGRITY
- ADAPTABILITY
- INTELLECTUALISM
- DIGNITY

This Code of Conduct has been established to ensure that all employees adhere to the highest standards of professional conduct, as is expected of them. This policy is not intended to address every interpersonal situation and represents general standards and expectations for all individuals employed by MushoCo.

Each member of faculty and staff has the obligation to ensure compliance with the Code, which is a condition of employment. Failure to comply with the Code of Conduct may result in disciplinary action, up to and including termination of employment.

All employees of MushoCo are required and expected to read and understand the Code of Conduct thoroughly.

2. PURPOSE

The Code clarifies MushoCo Industries' expectations for all employees by establishing clear and reasonable standards of conduct required by all employees and provides guidance in the actual determination of appropriate conduct in the workplace.

Each employee has the obligation to demonstrate integrity, transparency, and dignity. Employees are expected to display behavior that can withstand public scrutiny and uphold MushoCo's values. The Code is meant to prevent both employees and MushoCo from placing the company's entity at risk.

3. INTERPRETATION AND APPLICATION

The Code includes principles outlined in MushoCo policies and procedures. The Code supports and encourages, but does not replace, the use of good moral judgement regarding personal and professional conduct aligning with MushoCo values. The absence of specific regulations within the Code of Conduct does not dismiss any employee from the responsibility of exercising proper judgement and upholding the highest standards expected of them.

Nothing in this Code is intended to conflict with existing obligations regarding MushoCo Industries' agreements or employment contracts.

Matters requiring further interpretation of the Code are to be referred to the Board. Matters requiring interpretation of the Code in which the Board's actions are in question are to be referred to the CEO.

4. GENERAL PRINCIPALS

All employees must strive to:

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- a) Conduct themselves in a manner that protects MushoCo Industries' reputation and ensures continued confidence in its functionality.
- b) Treat all persons honestly and fairly with proper regard for their rights, entitlements, duties and obligations, and to act responsibly in the performance of their duties at all times.
- c) Be professional and courteous when addressing fellow MushoCo employees, Board members, and associates, and work to resolve any conflict or work-related disagreements in a mature manner, based on reasonable expectations.
- d) Carry their duties in a fair and impartial manner.
- e) Promote the health and safety of others.
- f) Avoid using their position for personal gain or advantage.
- g) Ensure that all possible steps are taken to ensure that the Personal Information and Confidential Information obtained over the course of their employment is safeguarded and protected in accordance with the Municipal Freedom of Information and Privacy Act (MFIPPA), or as required by MushoCo higher-ups.

Failure to abide by these core principles may result in necessary disciplinary action including demotion, termination of employment, or mandatory Proper Conduct seminars at the behest of an employee's supervisor.

5. BEHAVIOR AND PROFESSIONALISM

MushoCo employees interact with the wider public in receipt of the company on a daily basis. It is through professionalism, courtesy, and intellect in these interactions that employees achieve respect. Employees are viewed as ambassadors and representatives of MushoCo and are expected to reflect a professional image while both on and off duty. Employees succeed in this expectation by being aware and conscientious of MushoCo Industries' public reputation and by conducting themselves with the highest degree of moral behavior, professionalism, and integrity. This is particularly important when employees are wearing the MushoCo name tag, logo, emblems, or other identifying articles.

When interacting with their colleagues, employees must be courteous, respectful, and welcoming towards one another at all times; this includes being respectful of the property and possessions of others.

6. WORKPLACE HEALTH AND SAFETY

Health and Safety are of the utmost importance to MushoCo Industries and should take precedence in the conscious of all employees. MushoCo is responsible for promoting proper health and safety practices for the protection of its employees and the public. Unsafe practices will not be tolerated.

MushoCo promotes a safe workplace by supporting multiple extensive programs of formal education and training. For more specialized tasks and work expectations, each department has their own specialized training modules that are necessary before formal employment at MushoCo. All employees must complete the following programs:

- Workplace Safety & Prevention
- Workplace Violence & Harassment Prevention
- First Aid & Emergency Care
- Emergency Scenario Protocols

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All employees have a shared responsibility to promote workplace health and safety. Managers and department supervisors are responsible for ensuring employees are: Aware of any potential work hazards; trained in safe work practices; and comply with health and safety laws, rules, and regulations. All employees are required to take every reasonable and appropriate precautions to ensure their personal safety and well-being as well as that of their colleagues.

It is the responsibility of each employee to be thoroughly informed of MushoCo's safety procedures and health protocols regarding both their own departments as well as the procedures of the departments they share space with.

7. CONFIDENTIALITY

At times, employees may be privy to Confidential Information and/or Personal Information concerning the affairs of MushoCo Industries, other employees, MushoCo associates and business partners, and consumers of MushoCo products. Employees are not to discuss or pass on confidential or personal information unless the exchange is sanctioned and approved by the employee's supervisor, Manager, or the Board.

In keeping with MFIPPA, personal information pertaining to employees of MushoCo is confidential. Access is limited to authorized employees, and to whom the information relates. Personal information pertaining to MushoCo Industries employees shall not be disclosed to any other person or third party.

8. CONFLICT OF INTEREST

A Conflict of Interest refers to a situation in which private interests or personal considerations may affect an employee's judgement in acting in the best interest of MushoCo Industries. It includes, for example, using an employee's position, confidential information or corporate MushoCo work time, material, or facilities for private financial gain or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the employee's family, friends, or business associates.

Even if the employee feels that their judgement is not influenced by such a situation when acting on MushoCo's behalf, any perceived conflict of interest must be reported to their Manager or Department Supervisor, who will advise Human Resources in writing. A decision will be made by the appropriate parties to determine if the conflict is substantial enough to exclude the employee from any further involvement in decision-making procedures.

If the conflict is found to impact the integrity of MushoCo Industries, an investigation may occur and an employee can be eligible to be fined or have further legal action leveraged against them.

9. APPROPRIATE EMPLOYEE USE OF TECHNOLOGY AND SOCIAL MEDIA CONDUCT

Information regarding technological resources including but not limited to computing devices and associated peripherals, communication infrastructure and related equipment, facsimile machines, bioreactors, tableting and compression machines, telephones, autoclaves and other sterilization equipment, scanners, copiers, video and other multimedia devices, and all forms of software fall under the protective possession of MushoCo. Employees are expected to uphold the integrity of all information related to technology used and distributed by MushoCo Industries.

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Each employee bears the primary responsibility for the material they choose to access, send, or display on the internet. Devices and software owned by MushoCo may not be used in any way to produce, distribute, or display material that contravenes policies and procedures or threatens the integrity of MushoCo Industries as an entity.

Employees using MushoCo networks are subject to monitoring to ensure proper working practices, appropriate conduct and use, and the maintenance of security features.

Employees cannot post on social media on behalf of MushoCo unless they have the express permission of the Board, Director of Communications, or CEO to do so. When posting comments or promoting any official MushoCo content online, employees are expected to speak respectfully about MushoCo Industries, its consumers, fellow employees, Board members, and MushoCo Industries associates. Employees found to be using any disrespectful or derogatory statements regarding these parties on any of MushoCo's social media sites will be subject to disciplinary action, up to and including termination of employment.

Employees are discouraged from posting employment references (as employees of MushoCo Industries) for former employees on social media sites. In the case that employees do such, they are required to clarify that all comments posted are theirs alone and are not endorsed by MushoCo Industries.

10. OTHER EMPLOYMENT

To ensure focus, employees are expected to refrain from other employment, business activities, or undertakings unrelated to or outside of the scope of MushoCo Industries. Employees that are found to have obligations outside of or conflicting with those of MushoCo may be met with termination of employment or further disciplinary action at the behest of the Board.

11. REVISIONS

Higher administration at MushoCo Industries may, at its discretion, augment or amend the Code of Conduct.

Filed in: Board Manual, Digital copy sent to all employed personnel

