



Ethics Policy



February 2020

FOREWORD

At UNISHKA we believe that ‘Ethics’ is constructed from a series of choices. These choices are founded upon *Common Principles* that transcend societies and civilizations. While specific behavior exemplifying ethical characteristics change throughout time, the *Common Principles* upon which they are founded remain fixed.

This *Ethics Policy* is intended to identify some of these *Common Principles* and to apply them to our work at UNISHKA. Everyone is expected to adopt these *Common Principles* and to incorporate them into their character. By doing so, UNISHKA and its team members, demonstrate who we are as people and what we stand for as a company.

The common principles adopted by UNISHKA to represent who we are include:

- Integrity & Honesty
- Kindness & Compassion
- Respect & Honor
- Justice & Courage
- Duty & Loyalty
- Competence & Accountability

At UNISHKA we endeavor to become better people and a better company by incorporating these common principles into our character and our business.



Jeffrey Coonjohn
President
UNISHKA Research Service, Inc.

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1 INTRODUCTION

1.1 Overview

UNISHKA is committed to promoting social change by incorporating ethics into our personal character and our business culture. Adopting a culture of ethics builds the company's reputation, enhances compliance, and attracts outstanding employees. When UNISHKA addresses issues proactively and applies good judgment in our activities, it builds respect, honor and teamwork.

1.2 Purpose

The purpose of this policy is to establish a culture of trust and to develop a business environment where our employees' and our clients' are treated fairly and with respect. This policy will serve to guide business behavior and to ensure ethical conduct. Effective ethics is a team effort involving the participation and support of every UNISHKA employee. All employees should familiarize themselves with this policy and common principles that follow.

1.3 Scope

This policy applies to everyone with whom we have a relationship. This includes individuals such as employees, interns, and consultants. It also includes business entities, such as vendors, partners or client companies. Together, these are referred to as Associates.

Note that our Code of Ethics is different than our Code of Conduct but both apply equally.

1.4 Policies Related to Ethics

UNISHKA has a number of manuals and policies that are integral components of our pledge to ethical conduct. It is the responsibility of each of us to be aware of these policies and abide by them:

UNISHKA Employee Manual	UNISHKA Code of Conduct
UNISHKA Compliance Policy	UNISHKA Gender Policy
UNISHKA Cybersecurity Policy	UNISHKA Confidentiality Policy

2 COMMON PRINCIPLES

UNISHKA's Ethics Policy is based upon the common principles of:

- Integrity & Honesty
- Kindness & Compassion
- Respect & Honor
- Justice & Courage
- Duty & Loyalty, and
- Competence & Accountability

2.1 Integrity & Honesty

Integrity is demonstrated by consistent adherence to moral convictions and ethical principles. UNISHKA measures integrity by our ability to act according to our shared values, beliefs and principles in a real world. Consequently, UNISHKA has adopted a holistic approach to integrity which incorporates all of our common principles. In this spirit, Associates should be veracious, truthful and candid in their written and spoken words.

2.2 Kindness & Compassion

Kindness is a behavior marked by ethical characteristics, a pleasant disposition, and genuine concern and consideration for others. Kindness is a key element to a successful, healthy and balanced life. Kindness and strength are not mutually exclusive – rather: only the strong can truly be kind. It's a type of kindness given freely without expectation of return. Genuine kindness is something that we do because we can, not because we should. Research has found that kindness encourages increased health and increased emotional well-being in the workplace.

2.3 Respect & Honor

Showing respect in all instances and at all times is a reflection on your strength of character. Everyone experiences frustration from time to time, but when frustration becomes disrespectful it diminishes your stature and creates an uncomfortable environment where people may feel threatened or emotional danger.

Disrespect takes many forms, including jokes based on stereotypes, disparagement humor, comments on physical characteristics, innuendo, threats of violence, intimidation, etc. These examples are not only disrespectful, they may also rise to the level of illegality (i.e. sexual harassment, victimization, discrimination, bullying, etc.).

As a general rule, when someone asks you to stop something, then stop it.

Always conduct yourself honorably and, above all, be kind.

2.4 Justice & Courage

Justice in the workplace takes many forms: distributive justice (do employees feel they are getting back as much as they are putting in?); procedural justice (are the processes by which outcomes are allocated fair?); and interactional justice (is the interpersonal treatment received from authority figures fair?).

To facilitate justice in the workplace, give everyone an equal opportunity and have the courage to speak up when someone else doesn't. Be objective when making decisions. If you can't be objective, ask for help! Above all, be fair.

Be just toward clients or vendors, too. If you think our company was in the wrong in a specific instance, don't try to cover it up or accuse the other side. Discuss it with your manager and try to find solutions that can benefit both sides.

2.5 Duty & Loyalty

Just as UNISHKA has a duty to protect the health, safety and welfare of its employees and their families, our employees have a duty to follow the laws, regulations and policies that apply to their work. Beyond these mutual duties, UNISHKA and its employees have a duty to the mission for which UNISHKA was created. Equally as important, we have a duty to demonstrate personal fidelity to each of these common principles. By so doing, we demonstrate our loyalty to each other, to the organization, and to the cause of justice to which we endeavor.

2.6 Competence & Accountability

It is the responsibility of each Associate to be technically competent in their field of work. More importantly, it is the responsibility of leadership to understand the technical requirements of each position under their purview and to appreciate the work required to complete each task.

Associates should continuously strive to improve their social intelligence, academic knowledge, and technical experience so as to make a stronger company and a healthier work environment where creativity flourishes. Competency also enhances confidence which leads to greater accountability. Workers who are competent and confident take responsibility for their actions. We all make mistakes and it's important we take responsibility for our mistakes. By taking responsibility, we can also contribute solutions.

3 PLEDGE

The following pledge is imputed to every Associate of UNISHKA. It is the standard against which we measure conduct and by which we define the essentials of honorable behavior:

- *I pledge* to uphold the Common Principles in this Code of Ethics and all policies related to ethics.
- *I pledge* to maintain the highest standards of behavior and to follow laws, regulations and policies which apply to me. I will take full responsibility for learning and complying with laws and rules governing the standards of conduct for my position and profession.
- *I pledge* to disclose situations in which a personal interest conflicts with my professional obligations, and to take action to avoid all actual and perceived conflicts of interest.
- *I pledge* to neither use nor allow the use of resources or information to improperly or illegally further any interest.
- *I pledge* to make good on my promises and to avoid making promises or commitments I cannot reasonably expect to fulfill.
- *I pledge* to help create an atmosphere of respect and civility where individuals are free to express their ideas and work to their full potential.
- *I pledge* to be truthful and respectful in all communications as this is vital for sound decision making.
- *I pledge* to work together with others, recognizing that unity of purpose and effort leads to greater accomplishments.

By following these principles and maintaining the highest ethical standards, I make UNISHKA greater and stronger than it was when I became part of it.

Dated this _____ day of _____ 202__

Kevin Krispin, Compliance Manager

4 OVERSIGHT

4.1 Governance

The President has overall responsibility for ensuring all Associates of UNISHKA endeavor to comply with the Common Principles. The Corporate Secretary has primary and day-to-day responsibility for implementing this policy and for monitoring its use and effectiveness. Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy and are given adequate and regular training on it.

4.2 Monitoring and Review

The Compliance Committee will establish and put in place appropriate performance measures and reporting systems. The Compliance Committee will monitor the effectiveness and review the implementation of this policy on a regular basis.



UNISHKA