

## Drug-Free Workplace

Vista Solutions has a standard of conduct which prohibits the unlawful possession, use, or distribution of drugs by employees or contractors on Vista Solutions' property and/or client sites or as a part of Vista Solutions' activities. Vista Solutions will terminate employment and give referral for prosecution for violations of the standards of conduct.

## Violence

Vista Solutions has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Vista Solutions or which occur on Vista Solutions property will not be tolerated.

## Questions

For questions regarding Vista Solutions' Ethics Policies, please contact Linda Vomaske at [linda.vomaske@vistasolutions.net](mailto:linda.vomaske@vistasolutions.net).

## Vista Solutions Corp.

311 Magnolia Street  
Phone: 970-212-2940  
<http://vistasolutions.net>

## Vista Solutions

### ***Ethics Policies –***

### ***Professionalism through Integrity***

*At Vista Solutions, we conduct our business with uncompromising integrity and stand firmly on 3 core values:*

- *Technical excellence to delight customers*
- *Teamwork to drive innovation*
- *Accountability – We balance responsibility and authority to do your job*

*This document outlines the expectations we hold of our employees who represent us to our customers and partners, as well as in the community.*

## Standards of Conduct

All Vista Solutions employees agree to adhere to certain rules of behavior and conduct that promote a culture of collaboration which is effective, efficient and harmonious. Violations of rules of misconduct, which include but are not limited to endangering others, physically or emotionally, drug and substance abuse, weapons, engaging in illegal activities, insubordination, threatening, violence, sabotage, negligence, theft, dishonesty, violating non-disclosure agreements, malicious speech, and harassment, will result in disciplinary action and possible termination.

## Conflicts of Interest

Employees may not take an outside job, either for pay or as a donation of her/his personal time, with a customer or competitor of Vista Solutions; nor may they do work on their own if it competes in any way with the sales of products or services we provide our customers.

## Confidential Information

All employees sign a Confidentiality and Inventions Agreement, which generally provides that you will not disclose or misuse any Vista Solutions confidential information, either during or after your employment. Employment with Vista Solutions assumes an obligation to maintain confidentiality, even after employees leave their positions in the company. Disclosure of confidential information could lead to termination as well as other possible legal action.

## Customer Satisfaction

The success of Vista Solutions depends upon the quality of the relationships between Vista Solutions, our people, customers, suppliers and the general public. In that spirit, Vista Solutions employees are expected to act as an ambassador of the company by adhering to the following basic principles: Employees are expected to: 1) Respond to

customer needs in a timely, courteous, and quality manner; 2) Treat Vista Solutions people with trust and respect at all times; 3) Make yourself available to others. Be willing to listen and to do what it takes to make our company better; 4) Take great pride in your work and do your very best; 5) Dress appropriately for the situation.

## Gifts

Advance approval from management is required before an employee may accept or solicit a gift of any kind from a customer, supplier or vendor representative. Employees are not permitted to give unauthorized gifts to customers or suppliers, except for certain promotional "premiums" imprinted with the Vista Solutions logo or sales information.

## Personal Use of Company Property

In some instances, employees may be allowed to borrow certain Vista Solutions equipment for their own personal use while on our premises. In no instance may equipment be removed from our premises, or without prior management approval. Vista Solutions is not liable for personal injury incurred during the use of company property for personal projects. Employees are responsible for returning the equipment in the same condition, and agree that they may be required to pay for any damages that occur while using the equipment for personal projects.

## Non-Discrimination

Vista Solutions is an equal employment opportunity employer and does not discriminate based on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Any employee, including managers, involved in discriminatory practices, are subject to termination.

## Harassment

Vista Solutions intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance.

Harassment of any sort (verbal, physical, sexual, or visual) will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to the following: race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status as defined by the law.

Any employee who becomes aware of an incident of harassment must report it to their immediate manager or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

## Immigration Law Compliance

All offers of employment are contingent on verification of your right to work in the United States. All employees will be asked to provide original documents verifying their right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If, at any time, an employee cannot verify his/her right to work in the United States, Vista Solutions may be obliged to terminate his/her employment.

## Employee Safety

Vista Solutions is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe and pleasant work environment requires the continuous cooperation of all employees.