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## **ETHICS POLICY**

It is the policy of Bemsco that employees uphold the highest standards of ethical behavior. To that end, employees shall dedicate themselves to carrying out the mission of this Organization and shall:

- 1) Hold paramount the safety, health and welfare of the public in the performance of duties related to Customer/Bemsco requirements.
- 2) Act in such a manner as to uphold and enhance personal and professional honor and integrity.
- 3) Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
- 4) Engage in carrying out Customers/Bemsco's mission in a professional manner.
- 5) Collaborate with and support other professionals in carrying out Customers/Bemsco's mission.
- 6) Build professional reputations on the merit of services and refrain from competing unfairly with others.
- 7) Recognize that the chief function of Bemsco is to serve the interests of Customers/employees.
- 8) Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- 9) Respect the structure and responsibilities of Customers/Bemsco's policy decisions and uphold and implement policies adopted by the Organization.
- 10) Keep interested parties informed about issues that affect them.
- 11) Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- 12) Exercise discretionary authority under the law and carry out the mission of the Customer/Organization.
- 13) Serve with respect, concern, courtesy, and responsiveness in carrying out the Customer/Organization's mission.
- 14) Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities and inspire confidence and trust in such activities.
- 15) Avoid any interest or activity that is in conflict with the conduct of their official duties.
- 16) Respect and protect privileged Customer information to which they have access in the course of their official duties.
- 17) Strive for personal and professional excellence and encourage the professional development of others.