

# Code of Ethics

## **Tailored Solutions LLC referred to as “HireResources.”**

Our Core Values are the catalyst for all HireResources Members to follow on every interaction. Employing these values is deeply rooted in our culture. Our core values make us who we are and how we are perceived in the marketplace.

The cornerstone of HireResources’ commitment to ethical business practices and consumer service is its Code of Ethics. Every Member pledges to abide by the code's standards and procedures as a condition of admission and continuing membership in HireResources.

The HireResources Code of Ethics speaks to both employees and Members. It ensures that Members will make no statements or promises that might mislead clients, prospective clients, candidates, other Members, or prospective Members.

Compliance is a requirement for membership, and displaying the HireResources logo is a revocable privilege granted to Members that have made the commitment to honor, and in fact are honoring, the Code of Ethics. It should be regarded not only as a pledge to do right, but a promise to resolve a situation in the event a problem does arise.

As a Member, you are expected to adhere to the following protocol:

- Provide accurate information about the client’s compensation plan, products, and sales methods
- Be accurate in any comparisons about products, services or opportunities
- Refrain from any unlawful or unethical recruiting practices
- Ensure that any materials marketed are consistent with the company’s policies, and are reasonably priced

## **Our Code of Ethics Overview:**

- ✓ Integrity - Work honestly every day and enhance the HireResources reputation
- ✓ People - Develop and deliver diverse talent, reward excellence
- ✓ Customer Focus - Anticipate priorities and exceed their expectations
- ✓ Respect - Value all Members and collaborate with one another
- ✓ Entrepreneurship - Seize all opportunities. Innovate for and with customers
- ✓ Performance - Be accountable and manage risks; deliver our strength

## **You pledge to honor:**

Integrity in protecting company assets, confidential information and/or trade secrets, intellectual property, reputation and goodwill

- Integrity in our Members and vendors
- Integrity in the marketplace
- Integrity in our business practices

## **Our Guiding Principles Overview:**

- Listen and learn from our Members
- Deliver a "wow" at the moments that matter
- Do the right thing
- Trust in others and support their success
- Celebrate, reward success and the right behaviors
- Be accountable and always push for a better tomorrow
- Be courageous and decisive

## **Our principles and code:**

HireResources' Code of Ethics outline important principles and guidance for adhering to the highest standards of integrity, legal compliance and ethical conduct. No single document can anticipate and address every situation that you may face. In many cases, common sense and good judgment are the best guides. Additionally, there are policies related to our Code and Principles mentioned in the following pages that also provide important information to assist you. If you are unsure about a situation, you should consult with others and HireResources management.

Our commitment to integrity as well as our words and actions reflect not only ourselves, but HireResources. While business practices may change over time, our commitment to our customers and the highest standards of integrity remain constant. Conducting business ethically is critical to our success. As a Staffing Recruiting and Consulting Company, we must remain focused on our customer's best interest – and offer innovative services to help them improve their talent identification process. Conducting business ethically means more than just obeying laws and regulations; it means that consistent standards of integrity underlie everything we do at HireResources. Remember: When you act as a Member of HireResources, HireResources' valued reputation for integrity is in your hands. Our Code and Principles apply to all Members, employees, officers and directors of the Company. Certain Company business partners, such as agents, vendors, affiliates and consultants, are expected to adhere to the spirit of our Code and Principles, and to any contractual provisions, while operating within the confines of the Master Member Agreement.

## **Resolving ethical dilemmas:**

There will be times when our Code and Principles will not address the specifics of your situation. When this occurs, consider the following questions to help you work through the issue and decide what to do.

### **Analyze the situation**

- What are the possible outcomes?
- Who could be hurt and who could be helped by my decision?
- Of the choices identified, which do the most to reduce harm; which do the most to provide help; which are most aligned with our Code and Principles?

### **Ask yourself**

- Would my action be legal, ethical and consistent with our Code and Principles?
- Would I be comfortable testifying about my decision in a court of law?
- How would I feel if my decision were made public through newspapers, television or the Internet?

### **What is expected of all of us?**

Comply with our Code and Principles, related policies and applicable law

- Learn our Code and Principles
- Use our Code and Principles, the related policies and procedures that apply to your work and the law as your guide wherever you do business.
- Exercise good judgment and avoid even the appearance of improper behavior.
- Seek advice when you have questions about our Code and Principles, applicable law or questionable situations.
- Speak up about possible violations of our Code and Principles, Company policy or the law, as well as other issues or concerns.
- Be an example of appropriate conduct.
- Take opportunities to discuss our Code and Principles and reinforce the importance of ethics and compliance.
- Create an environment where Members feel comfortable raising concerns.
- Never encourage or direct others to achieve business results at the expense of ethical conduct or compliance with our Code and Principles or the law.
- Always act promptly to stop violations of our Code and Principles or the law.

It is everyone's duty to report known or suspected violations of our Code and Principles. If you know of, or have reasonable cause to suspect, a violation of our Code and Principles, it is your responsibility to promptly report it. By doing so, you are helping to protect the Company's business, clients, customers and partners, as well as your co-Members – and yourself. You may report known or suspected violations of the Code and Principles and other compliance issues to HireResources' management. Violations of our Code and Principles, including your failure to promptly report a known violation of our Code and Principles, or making a false report of a Code violation, may result in membership termination.

#### *Examples of reportable activities*

- You observe harassment or discrimination.
- Someone directs you to make an incorrect statement.
- Someone fails to act when you raise a concern about suspected misconduct.
- Misrepresenting a candidate's background
- Misguiding a candidate about compensation, benefits, or the short / long term opportunity at a client's company.

**Avoid conflicts of interest** HireResources' expectation of each of us regarding conflicts of interest is straightforward: Never let your business dealings be improperly influenced – or even appear to be improperly influenced – by your personal interests. We must always conduct ourselves in ways that avoid actual or apparent conflicts of interest.

**Corporate opportunities:** You must not take or direct anyone else to a business opportunity that is discovered through the use of HireResources' property, information (confidential, trade secret or otherwise) or your Membership with the organization may be terminated. In addition, you must not use HireResources' property, information or position for any other type of personal gain that comes at the detriment of or to compete with HireResources.

**Employment and other activities outside of HireResources:** As independent contractors, many Members will have other jobs and roles outside of HireResources. Please keep in mind that certain outside employment activities may create a potential conflict of interest. It is important that you operate fairly within each position, and that you do your best to avoid actual or apparent conflicts. If you have any questions about potential conflicts, please consult with HireResources management.

### **Social media/Job boards/Blogs/etc.**

Q. What should I keep in mind if I'm on a social media site?

A. You must not disclose confidential information or sensitive information. Harassing, discriminatory, or profane language should not be used. Think carefully about how you word emails, job descriptions, blogs, articles, posts, or information that others will/may read.

### **Prevent harassment**

HireResources does not tolerate any form of harassment or discrimination, which includes any type of verbal or physical behavior that is intimidating, threatening or demeaning (examples include racist, sexist or ethnic comments or jokes). Harassment and discrimination is not only unacceptable in any of our communications, but also in any other HireResources membership activities, at any HireResources-sponsored event, or when using HireResources' or vendors' electronic assets (e.g., email, voicemail and Internet access). Each of us must avoid engaging in any of this conduct, and, if we observe it, we must report it to HireResources management..

Communicate openly, respectfully and honestly. Open communication means we give one another accurate and timely information about business issues. Differing opinions and expressions of concern are welcome; while we may disagree with one another, healthy debate is important. Our communication with each other is always professional and courteous. Being rude or abusive is never acceptable. If you have a complaint against another Member for any business practice you believe is unethical or illegal and a possible violation of the Code of Ethics, we recommend the following available options.

- First, contact an executive at HireResources immediately and explain your concerns.
- Second, if the person you contacted cannot or will not correct the problem to your satisfaction, call or write the company and explain the situation and outline the steps you would like to see taken.

If you would like to submit your complaint in writing, you may mail it to the address below. Your complaint should include the following basic information:


- The date and details of the incident
- The parties involved
- If possible, identify the Code violation you believe has occurred

- Efforts you have made to resolve the matter
- Any responses the other parties have made to resolve the matter
- The current status of the complaint
- How you would like to see the complaint resolved or remedied

Send your written complaint to: Code Administrator  
 Tailored Solutions LLC d/b/a HireResources  
 48 Knapp Street  
 Monroe, CT 06468  
[membersupport@hireresourcesllc.com](mailto:membersupport@hireresourcesllc.com)

I understand the information in this document and will adhere to the HireResources' principles set forth within.

**IN WITNESS WHEREOF** the Parties have executed this Agreement as of the date below.

<b>The Company</b>	<b>Member</b>
Print Name: Dean Garamella	Print Name: _____
 By:	By: _____
Title: Partner	Dated: _____
Dated: 2020	