



Policy: Standards of Conduct
Effective Date: September 26, 2014
Policy No. Board - 5

1. Purpose

The purpose of this policy is to ensure JobsOhio employees perform their duties with the highest ethical conduct.

2. Scope

This policy applies to Directors, Officers and all full- and part-time employees, interns and contractors of JobsOhio.

3. Related Documents

Code of Regulations
Conflict of Interest Policy
Gift Policy
Political Activity Policy
Outside Employment Policy
Computer and Technology Use Policy

4. Policy

- A. **Ethical Conduct Required.** In performing his or her duties for the Corporation, each of the Corporation's Directors, Officers and employees shall strive for the highest ethical conduct and fundamental honesty. In this regards, each Director, Officer, and employee must perform his or her duties for the Corporation at all times in good faith, in a manner the individual reasonably believes to be in or not opposed to the best interests of the Corporation, and with the care that any ordinarily prudent person in a like position would use under similar circumstances.
- B. **Confidentiality.** All Directors, Officers, and employees are required to maintain the confidentiality of all information regarding the activities of the Corporation unless the disclosure of the information has been authorized, the information has been disclosed to the public or otherwise becomes public knowledge, the disclosure is required by a valid subpoena or court order, or the disclosure is otherwise required by applicable law or governmental regulation. No Director, Officer, or employee is permitted to disclose confidential information other than as permitted in the preceding sentence.



- C. **Annual Certification.** Annually, each Director, Officer, and employee must sign the acknowledgement provided in Section 7.4 of the Code of Regulations, regarding Standards of Conduct. These acknowledgements will be kept on file with the corporate governance records of the Corporation.
- D. **Form of Acknowledgement.** The annual Acknowledgment Regarding Required Standards of Conduct shall read substantially as set for below or as required by any subsequent form of acknowledgement adopted by the Board:

Acknowledgment Regarding Required Standards of Conduct

I understand that it is my responsibility to perform my duties for JobsOhio at all times, including the duties as a member of an committee on which I serve, in good faith, in accordance with the highest ethical conduct and fundamental honesty, in a manner I reasonably believe to be in or not opposed to the best interests in JobsOhio, and with the care that an ordinarily prudent person in a like position would use under similar circumstances. As a part of the foregoing, I will not:

1. Deceive, defraud, or mislead JobsOhio board members, officers, staff members, managers, supervisors, or other associates, or those with whom JobsOhio has business or other relationships.
2. Misrepresent JobsOhio in any negotiations, dealings, contracts, or agreements.
3. Divulge or release any information of a confidential or proprietary nature relating to JobsOhio's plan, mission, or operational activities without appropriate approval.
4. Obtain, or seek to obtain, a personal advantage or benefit due to relationships established by my position with JobsOhio or by any use of the JobsOhio name.
5. Withhold my best efforts to perform my duties to acceptable standards.
6. Engage in unethical business practices of any type.
7. Use JobsOhio property, financial resources, or services of JobsOhio personnel for my personal benefit.
8. Violate any applicable law or ordinances.

I acknowledge that any violation of the foregoing Standards of Conduct may be grounds for dismissal from my position for Misconduct as defined in Section 5.5 of the Corporation's Articles of Incorporation.



5. Procedures

None.

6. Questions and Suggestions

Questions concerning the interpretation and application of this Policy should be submitted to General Counsel or the Director of Compliance.

7. History of Updates

Author	Nature of Change	Date