Personal conduct POLICY

ABC Company respects the privacy interests of its employees and recognizes their right to conduct their personal lives free from interference from the Company. Nonetheless, employees should keep in mind that, even while off‑duty, they represent the Company to the public and should strive to preserve the Company’s reputation. In addition, certain types of off‑duty conduct may reflect poorly upon an employee’s character and judgment and thereby influence his or her standing as an ABC employee. Therefore, employees who engage in unprofessional or criminal conduct or other serious misconduct off‑duty may be subject to disciplinary action by the Company, including termination of employment, if such conduct is determined by management to be harmful to our corporate image, inconsistent with expectations of our employees, or otherwise adversely affects our legitimate business interests.

THIS POLICY IS LEGALLY DESIRABLE