



CODE OF ETHICS

Values are underlying attitudes that influence decisions and actions within Berwick Electric Company. These values are developed over a period of time as a consensus of those involved in Berwick Electric Company.

Berwick Electric Company has determined a set of values that will maximize its performance. All management and employees need to understand and accept these values.

In everything Berwick Electric Company does, we will always:

- improve the quality of our services;
- be an open, welcoming, sharing and accessible service provider;
- act with honesty and integrity;
- be fair and equitable;
- encourage teamwork and cooperation;
- ask ourselves,
 - ✓ Is it Ethical?
 - ✓ Is it Moral?
 - ✓ Is it Legal?
 - ✓ Is it in the best interest of the customer?
 - ✓ Is it in the best interest of Berwick Electric Company
 - ✓ If it was made public would it be of concern?

Then make our decisions if the answer is **yes** to all six questions.

This can only be achieved by the conscious efforts from all members of the company.

These values are described below:

To our Customers

Berwick Electric Company shall always seek to uphold and enhance our standing and will always act professionally and selflessly by:

- Being committed, responsive and flexible to meeting customer expectations and requirements.
- Maintaining the highest possible standard of integrity in all business relationships with its customers.
- Rejecting any business practice which might reasonably be deemed improper and never using its authority for personal gain;
- Achieving business sustainability by continuing to improve planning, management systems and productivity.

To our Employees

- Providing apprentices journeymen, and staff members with the best possible employment opportunities for their future, through exposure and training in a variety of facets within the industry.
- Employing committed, responsive and team orientated employees to reflect Berwick Electric Company's values and goals.
- Treating our employees fairly and with respect.
- Fostering the highest possible standards of professional competence.

Signature of Employee

Date