350: Prohibited Acts

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Section: Human Resources
Subject: Prohibited Acts
Approved by: Harvey L. Massey
Effective Date: 10 September 1990
Last Reviewed Date: 10 September 1990
Policy Owner: Director of Human Resources

Policy

Scope: All Employees

The statements described below are not intended to reflect upon the ethical and moral standards of any employee. Corporate Management has confidence in the loyalty and integrity of all employees. Additionally, it is not Corporate Managements desire to discourage or limit the freedom of employees to engage in and maintain activities and interests which do not interfere with the performance of their duties and which are not detrimental to the stature, security and/or reputation of the Company. However, Corporate Management believes it is necessary to make certain policy statements regarding prohibited acts, which when violated, will result in serious discipline, up to and including immediate discharge.

Policy Statements

Set forth below are policies which must be complied with by all officers and employees of Massey Services, Inc.

1. No employee will, directly or indirectly, offer assistance to, or assist any person, firm or corporation, outside of Massey Services, engaged in the termite, pest control and/or lawn care business during the term of his/her employment.

2. The Company expects a full time effort toward the development and improvement of its business. Therefore, no employee will perform services, directly or indirectly, for any person, firm or corporation without prior approval from Corporate Management, during the term of his/her employment.
3. No employee shall maintain, conduct or otherwise participate or engage in any other interest, relationship, activity, or arrangement which in the opinion of the Company may be detrimental to the stature, security and/or reputation of the Company without prior approval of Corporate Management. This policy also applies to the following:
    - Family members, directly or indirectly.
    - Any trust or estate controlled by an employee of the Company in which either the officer, employee or family members have a substantial interest, OR
    - Any partnership, corporation, or other firm of which the officer or employee is a partner, director or officer, or which either the officer, employee or family members have a substantial direct or indirect interest.
4. No employee will divulge to others outside the Company and/or misuse any confidential information about Company business, its trade secrets, customer lists, and/or any information/material that would be detrimental to the Company. Upon termination of employment, the employee will immediately return to the Company any and all Company properties, including vehicles, tools, uniforms, books, records, customer lists and other documentary information obtained by the employee as a result of his/her employment with the Company.
5. No employee will either directly or indirectly, solicit work from or accept work from any customer of the Company for himself or for others during employment with the Company.
6. No employee shall receive or present any compensation, gifts, entertainment, discounts, services, loans, or anything of value from or to suppliers, customers, or other persons with whom the Company does business, or any competitor of the Company. The receipt or presentation of minor gifts, entertainment, or things of value is not condemned, unless not desirable and then should be resisted.
7. No employee shall retain any stock or other financial interest in any suppliers, customers, or other persons with whom the Company does business, or any competitor of the Company, where a conflict of interest may exist. This will usually not apply to an investment in securities of a publicly-held corporation listed on a National Securities Exchange, unless the investor's judgment in

transactions involving the Company might be affected by reason of the size of the investment, the amount of business done with the Company, or other factors.

8. No employee shall act as a director, officer, consultant, agent, employee, or in some other capacity for any suppliers, customers, or other persons with whom the Company does business, or any competitor of the Company, unless specific approval is granted by the President.
9. No employee shall maintain an interest in any transaction involving the Company where the effect of the interest is, or may be, to affect the objective and impartial representation of the Company.
10. No employee shall appropriate to his or her personal benefit any business opportunity in which the Company might reasonably be expected to be interested, without first making available the opportunity to the Company. Any individual who fails to disclose to the Company this type of knowledge and utilizes the opportunity, may be legally accountable to the Company for any profits that might be realized.
11. No employee shall, for any reason, make false, deceptive or artificial entries in the books or records of the Company.
12. No employee of the Company shall utilize Company funds or assets for any unethical, unlawful or improper purpose. All payments shall be for legitimate services lawfully rendered or for goods, benefits, or rights lawfully acquired.
    - No undisclosed or unrecorded fund or asset of the Company shall be established for any purpose.
    - No payment on behalf of the Company shall be approved or made with the understanding that any part of such payment is to be used for any purpose other than that described by the documents supporting the payment.

Management Responsibilities

All Management personnel shall be responsible for the enforcement of, and compliance with, the policies contained herein. Additionally, in order to assure employee knowledge and compliance, it is the responsibility of management personnel to see that all necessary employees have a thorough knowledge and understanding of the policies contained herein and of the acts prohibited thereby. Such employees shall include, but not be limited to, all key personnel (including sales, service technicians, and other personnel, whether or not occupying key positions, who might control a

considerable volume of business).

Periodic Review and Compliance

On a periodic basis, appropriate officers and employees may be required to certify compliance with the policies contained herein.

Additionally, any person having information, knowledge, or even suspicion of any prohibited act of any violation of the policies contained herein, shall promptly report such matters to their immediate supervisors, or the next level of Management, or the appropriate Corporate Officer of the Company.

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