	Ethical Behavior Statement Form 900	
	Revision Date: 6/4/2018	Review Date: 12/9/2019
	Revision: 1	Page 1 of 3

1. General Principles of Ethical Conduct

The highest level of honesty, integrity, and conduct are the most important rules of ethical conduct. We must all follow these guidelines in order to provide the quality products that our high demanding industry is holding manufacturing to today's standards. In order to be competitive and prosperous we must keep to a strong code of conduct. We must all work together to get the best end results possible for our customers and that involves using the best ethical practices possible.

2. Personal Ethical Guidelines

Affirmative Responsibilities

All employees of Tessa Precision products should take affirmative action for quality, honesty, and fairness if ethical codes are broken. In order to maintain a good code of ethics we need every employee of the company to follow and abide by the code of ethics. If something is not being carried out in an ethical way it is the responsibility of an individual to report to any supervisor, or senior officer of the company.

Quality


Following our own ways of belief that quality products made by quality individuals will relate into supplying our customers with the best products available on the market today. Taking the time to make sure our products are the finest that can be delivered will keep us at the top of the list with customers.

Honesty

Being honest with fellow employees and your employer is an important key to a good work environment and to producing the best parts that we can. Everyone needs to be up front and honest when it comes to making a mistake and take responsibility for one's action. They should report immediately to management when something has happened such as problems with parts or a service that we provide. The fastest we can deal with situations the faster we can keep the supply of parts moving along without missing a delivery.

Fairness

All employees will be treated fairly and no one will be taken advantage of. All employees are to be treated equal no matter what race, color, sex, sexual orientation, religion, age, national origin,

	Ethical Behavior Statement Form 900	
	Revision Date: 6/4/2018	Review Date: 12/9/2019
	Revision: 1	Page 2 of 3

disability, or veteran status. No employee shall be intimidated or harassed for anything what so ever no matter what the situation is.

3. Prohibited Conduct

Conflicts of Interest and the Receipt of Gifts

Conflicts of interest can range from many different instances. It is unethical to receive gifts, or services not only with an employee but a family member that can be used for personal gain. The receiving of gifts for personal gain for services and or products is prohibited. If one should receive a gift for services or products, that gift should be reported to an officer of the company. The only exception to this is for casual entertainment that is of monetary value (dinner, entertainment tickets usually for business purposes to entertain clients.) They must never be used to persuade business opportunities and for personal gain. No gifts or entertainment shall ever be offered to a government employee.

4. Proprietary Information and Patents


Proprietary information is important to the integrity and the trust that is between a customer and supplier. Prints, manufacturing processes, financial information, and production outlines are some of the examples that need to be kept and shared only between customer and supplier. Sharing that information with someone outside of the company is in violation of inside information ethics. Giving away company ideas and ways of operation are also another way of sharing inside information and can give an edge to a competitor and possible other governments and countries that can gain information to produce another companies product.

5. Financial

All books and financial records will be kept with the highest of accuracy and fictitious behavior is prohibited. Accurate time keeping for all employees is a must and no employee shall create false invoices or false paperwork. There are to be no third party payments made to any parties involved in transactions between supplies or customers.

6. Counterfeit Parts

Any use of an unauthorized copy or imitation, modified part or component which is

	Ethical Behavior Statement Form 900	
	Revision Date: 6/4/2018	Review Date: 12/9/2019
	Revision: 1	Page 3 of 3

knowingly misrepresented as a genuine part or manufactured by an unauthorized company is prohibited. Any false identification, labeling, marking, serial number, or false documentation is prohibited. All products must be correct to the best of the employee’s knowledge which includes material, and dimensions.

7. Product Safety

All products that are designed to be used that can be out in the general public that could cause damage or risk of harm to persons . If at any time during production or post production that parts or components are found to be defective they must be removed from the lot or re-called if needed. If at any time during the process of making parts or components that there is a safety issue for the person or facility producing the parts then a safety plan will be put into place to protect the operator and facility and the parts themselves to maintain integrity of the parts and safe working conditions. A training session with everyone who will be involved with any parts that may be hazardous to manufacture will be fully aware of any dangers that could cause harm to them and the general public. The public’s safety is at risk with any part that can jeopardize lives if causing harm or death if there is part failure.

History of Revisions

Rev	Description of Revision	Date
1	Developed for AS9100 Rev D.	6/4/2018