



CODE OF CONDUCT

Policy Brief & Purpose

The **Action Coin Code of Conduct** outlines our expectations regarding team member' behavior towards their colleagues, and the overall organization.

We promote freedom of expression and open communication. But we expect all team members to follow our Code of Conduct. We expect them to foster a well-organized, respectful and collaborative environment.

Scope

This policy applies to all our team members regardless of agreement or rank.

Policy Elements

Team members must adhere to our Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

Compliance with Law

All team members must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect team members to be ethical and responsible when dealing with our customers, products, services and public image.

Respect

All team members should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization.

Protection of Company Property

All team members should treat our company's property, whether material or intangible, with respect and care.

Team Members:

- Shouldn't misuse **company systems** or use them frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.)
Team members should use them only to complete their duties.

Professionalism

All team members must show integrity and professionalism in the course of their duties:

- **Corruption:** We discourage team members from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.
- **Duties and Authority:** All team members should fulfill their duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competencies and workload.
- **Collaboration:** Team members should be friendly and collaborative. They should try not to disrupt the Action Coin Project or present obstacles to their colleagues' work.
- **Communication:** All team members must be open for communication with their colleagues, supervisors or other team members.

We encourage mentoring throughout our company.

Disciplinary Actions

Our company may have to take disciplinary action against team members who repeatedly or intentionally fail to follow our Code of Conduct.

Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Termination for more serious offenses.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

Please contact us if you have any questions or concerns about this document.

Mediast Services Inc. [mediast.com] is the Company
Behind the Development of the Action Coin Platform