

CODE OF CONDUCT AND ETHICAL VALUES

Employee Relations Policy

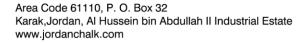


Jordan Chalk Manufacturing Company's policy stated that all concerned persons, regardless of level, shall strive to meet the following objectives:

- 1.Respect each employee, worker and representative of customers, suppliers and contractors as an individual, showing courtesy and consideration and fostering personal dignity.
- 2.Make a commitment to and demonstrate equal treatment of all employees, workers, customers, suppliers and contractors without regard to race, color, gender, religion, age, national origin, citizenship status or disability.
- 3. Provide a workplace free of harassment on the basis of race, color, gender, religion, age, national origin, citizenship status or disability.
- 4. Afford employees a reasonable opportunity, consistent with the needs of Company, for training to become better skilled in their jobs.
- 5.Encourage promotion from within, consistent with the needs of the company, whenever qualified employees are available.



Tel.: +962 238 00 16 Fax: +962 238 00 14 Email: sales@jordanchalk.com







- 6.Ensure that each manager knows personally every employee two levels directly below them to allow employees an avenue to voice opinions to management other than their direct management.
- 7. Treat any suggestions by external consultants brought in to enhance our processes as opportunities to improve skills and not as criticism.
- 8. Provide and maintain a safe, healthy and orderly workplace.
- 9. Assure uniformly fair compensation and benefit practices that will attract, reward and retain quality employees



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