



Code of Conduct

As an organization focused on securely controlling information, the cornerstone of our continued success is based on earning the trust of the public and of our clients. This trust depends largely upon personal integrity and the integrity of our business practices. I acknowledge that, as a leader, I am responsible for ensuring compliance with laws and company policy in the organization that I manage and commit myself to the following principles:

- I will conduct myself in a manner that is above reproach and will make it clear to all subordinates that the same is expected of them. I recognize that the tone I establish in the organization and the forceful manner in which I reject any potential unethical business practices are essential to maintaining proper standards.
- I will familiarize myself with all laws and company policies that govern my operation, and will require, without exception, that my organization operate in compliance with these laws and company policies.
- I understand and will inform subordinates that violations of laws and company policies are grounds for immediate termination and prosecution of those involved in illegal acts.
- I understand that my responsibility goes beyond reacting properly to wrongdoing brought to my attention. I must constantly be alert to detect wrongdoing occurring within my organization.
- If any violations of law or company policy are uncovered, I will, to the extent provided in company policies, implement immediate corrective action, which will include communicating the violation to my reporting superior, cooperating in investigating the situation, seeing that restitution is made to any clients or employees harmed, and implementing procedures that preclude recurrence.
- I understand that commitments to customers, both explicit and implicit, must be fulfilled.
- I will take all steps required by company policies to insure that my operation maintains accurate and complete records, and bill customers only for services actually performed in accordance with our contractual agreements.
- I will avoid all conflicts of interest and will specifically inform my supervisor of any situation that, while not a conflict, might give the appearance of a conflict of interest.
- I will encourage employees in my organization to ask questions, seek guidance, express concerns, and inform me of any suspected violations of law or company policy.

I understand that while my objective is to produce outstanding financial results, conformance with law, policy and ethical business standards is a prerequisite. Only then, can we achieve the other aspects of our commitment to protect employees and provide the highest quality of service. If action to conform should hamper financial performance, I know that my first priority is conformance, and that Archives USA ownership will accept any reduction in financial performance that may result.


Ronald J. Harper
President/CEO


Richard Henderson
General Manager

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