



Cytech

PRODUCTS INC.

CODE OF CONDUCT

How We Treat our Customers and Each Other

Statement of Our Core values

Mission

To contribute to society by “Building Partnerships in Excellence”.

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

Open and Honest Communication

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Responsibility and Setting the Tone

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Ultimately, our actions matter the most.

To make our Code work, managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees’ ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. At Cytech, we want the ethics dialogue to become a natural part of daily work.

Business Ethics

1. Confidential Company Information

During the course of work, an employee may become aware of confidential information about Cytech Products, Inc.'s business, including but not limited to information regarding Company finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. An employee also may become aware of similar confidential information belonging to the Company's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to

disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

2. Avoiding Conflicts of Interest

It is Cytech Products, Inc.'s policy that all employees avoid any conflict between their personal interests and those of the Company. The purpose of this policy is to ensure that the Company's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to: holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any employee who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization; holding any interest in an organization that competes with the Company; being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Company or which competes with the Company; and/or profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Company.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Company.

3. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Company is not responsible for any damage to employees' personal belongings.

Labor

Cytech follows EICC standards in relation to Labor and is committed to upholding the human rights of workers, and treating them with dignity and respect as understood by the international community. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker. The recognized standards are in relation to seven key areas: Freely Chosen Employment, Young Workers, Working Hours, Wages and Benefits, Humane Treatment, Non-Discrimination, Freedom of Association.

Health and Safety

The health and safety of employees and others on Company property are of critical concern to Cytech Products, Inc. The Company intends to comply with all health and safety laws applicable to our business.

1. Hazard Free.

To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

2. Occupational Injury and Illness

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

3. Health and Safety Communication

Cytech will provide workers with appropriate workplace health and safety training in their primary language. Health and safety related information shall be clearly posted in the facility.

Environmental

Cytech recognize that environmental responsibility is integral to producing world class products. In our operations, adverse effects on the community, environment and natural resources are minimized while safeguarding the health and safety of the public. This includes environmental standards of:

Environmental Permits and Reporting, Pollution Prevention and Resource Reduction, Hazardous Substances, Wastewater and Solid Waste, Air Emissions, Materials Restrictions, Storm Water Management and Energy Consumption and Greenhouse Gas Emissions.

Recognized management systems such as the Electronic Industry Citizenship Coalition (EICC), ISO 14001 and the Eco Management and Audit System (EMAS) were used as references in preparing the Code and may be a useful source of additional information.

Media Inquiries

All media inquiries regarding the position of the Company as to any issues must be referred to Administration Manager or the President. Only Administration Manager or President is authorized to make or approve public statements on behalf of the Company. No employees, unless specifically designated by Administration Manager or Manager, are authorized to make those statements on behalf of Company. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from Administration Manager or President.

Importance of Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about company policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the HR department.

Workplace Expectations

Cytech Products, Inc. endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we expect you to abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing Cytech Products, Inc. property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of Cytech Products, Inc.'s Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on Company property.

11. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of Cytech Products, Inc.'s Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Company policy.

This is not an all-inclusive list as not every type of misconduct can be listed. Note that all employees are employed at-will, and Cytech Products, Inc. reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will work together to effectively manage each unique situation as it arises. Cytech Products, Inc. will endeavor to utilize progressive discipline, however reserves the right in its sole discretion to terminate an employee at any time for any reason.

Please keep in mind that the observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

Do the Right Thing

Cytech takes seriously the standards set forth in the Code. There are several key questions that can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with Cytech's guiding principles, Code of Conduct and company policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my decision at a staff meeting?
- How would it look if it made the headlines?
- Am I being loyal to my family, my company and myself?
- What would I tell my child to do?
- Is this the right thing to do?

Cytech agrees to make a good faith effort to comply with Code requirements as it relates to compliance by third parties.

Material information from the Electronic Industry Citizenship Coalition was reviewed, considered and integrated as appropriate in preparing this Code of Conduct and may be a useful source of additional information and detail.

Information and Resources

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