



## **AAA AIR SUPPORT, INC.**

13723 Harvard Place

Gardena, CA 90249 USA

Phone (310) 538-1377 / Fax (310) 538-1378

### **Code of Conduct**

*Effective Date: 11/13/2023*

AAA Air Support is dedicated to creating an environment for ethical, sustainable, and responsible business practices within our organization and industry. Our Code of Conduct outlines these standards through open communication with expectations for all suppliers and partners working alongside our AAA Air Support team. Additionally, we expect employees to contribute to our well-organized, respectful, and collaborative work environment.

Our Code of Conduct mirrors the values that define us, and we extend this expectation to our business partners, consultants, distributors, co-manufacturers, suppliers, etc. So, by simply being involved with our business, you agree to follow the comprehensive principles below:

**Compliance with Laws and Regulations:** Suppliers must comply with all applicable local, national, and international laws and regulations which include labor laws, and environmental and safety standards. It also considers but is not limited to, laws related to wages, working hours, discrimination, and health and safety. All employees must protect our legality. We expect everyone related to our business practices to follow these laws and regulations accordingly when dealing with any aspect of the company.

**Ethical Business Practices:** All who are associated with our company are expected to conduct business with full integrity and honesty. Avoid any form of corruption, bribery, extortion, or embezzlement of any kind. Lastly, to take pride in the highest ethical standards in all interactions with employees, customers, and stakeholders.

**Employees:** All personnel in our company must treat others with their full respect. Any sort of discriminatory acts, behavior, harassment, or victimization is not permitted and will result in serious consequences. Everyone must regard our company's property, such as physical material or intangibles, to the highest degree. Non-physical property involves trademarks, copyrights, information, reports, etc., and employees should use them for the sole purpose of fulfilling their job responsibilities. Additionally, employees are advised to protect any of our company facilities and other material assets, such as the company vehicles. This is enforced to prevent damage and vandalism whenever feasible.



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**Health and Safety:** All members of AAA Air Support must provide a safe and healthy work environment. This includes proper extensive training, having access to the necessary safety equipment on hand, practicing emergency procedures, as well as regular health and safety inspections.

**Quality of our Products:** Suppliers must deliver products and services that meet our expectations in quality standards and specifications per our qualifications. They must also ensure product safety, accuracy, and reliability in accordance with the industry's standard best practices.

**Confidentiality and Intellectual Property:** All members of our organization respect and protect AAA Air Support's confidential information and intellectual property rights. This includes safeguarding classified information of the company and not disclosing it without proper authorization from upper management.

**Communication and Reporting:** Everyone involved within AAA Air Support should establish open lines of communication. This illustrates reporting any concerns, violations, or potential risks related to this Code of Conduct within a timely manner.

**Benefits:** We ensure that all employees in the company do not take advantage of their employee benefits and are used responsibly. This can reflect time off, insurance, or other perks that are provided by our company. All employees are encouraged to familiarize themselves with these stated company policies and abide by them. If there are any questions or concerns that arise from employees, they are to seek clarification from managers or the administration.

**Continuous Improvement and Training:** Suppliers and manufacturers are expected to promote constant improvement within their organizational operations. They must insist on providing necessary and optimal training for employees while giving them the resources to enhance their skills and knowledge within our industry.

**Monitoring and Evaluation:** AAA Air Support reserves the right to monitor, assess, and audit supplier facilities and operations to ensure compliance with this Code of Conduct as well as our quality standards. Suppliers must cooperate fully during these assessments to ensure best practices are being conducted for our customers.



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**Disciplinary Action and Termination:** The company reserves the right to take disciplinary action against employees who consistently or intentionally disregard the Code of Conduct. The intensity of these disciplinary actions will be based on the specific violation that was performed. Complete failure to comply with any of the principles within our Code of Conduct may result in more extreme actions, such as termination of contracts or legal proceedings which would be considered by AAA Air Support.

Thank you for your commitment to upholding these ethical practices. By working together, we can maintain a responsible, sustainable, and mutually beneficial business relationship.

*For inquiries, reporting violations, or any additional information, please contact Brandon Dyce at [bdyce@aaaairsupport.com](mailto:bdyce@aaaairsupport.com)*

*(This Code of Conduct is subject to periodic review and updates by AAA Air Support.)*