

CODE OF CONDUCT

Objective

This Code of Conduct is a summary of policies and expressed expectations Signatures Company, LLC (“Signatures”) holds for our Employees, Contractors, Board of Directors, and other business associates. The complete individual policies can be found on our website or upon request. Signatures encourages the discussion and feedback on the contents with this Code of Conduct.

1.0 **Mission** (Who we are, what we value, why we are in existence)

Signatures Mission has two distinct overarching objectives:

1) **We will Positively impact as many people as possible**

- Employees: Create a wonderful work environment for extraordinary people to work as a team; where we can fuel entrepreneurial fires (passions in life) to burn bright and where they will find fulfillment, challenge and fun while earning an above average standard of living.
- Customers: Impact our customers lives by providing exceptional services & products that make their jobs easier, make them more successful and happy in their jobs and lives.
- Community: Be a part of and support our community
- Vendors: Support great vendors that have similar purposes & principles

2) **We will Transform the world we live in**

We want to be a thriving business that disrupts the industry by constantly innovating, creating invigorating customer experiences, and providing hyper value for customers with our products and service.

2.0 **Vision** (what we want to become)

Signatures is about making people successful in their jobs (in line with our mission), our vision and Brand Promise is:

**We will WOW! our Customers by making it Easy for them
to provide Branded Apparel to their teams**

3.0 **Values**

Signatures has established values to outline the fundamental beliefs of the organization. These have been established as guiding principles in our behavior and decision making. It is expected that all employees, contractors, board members, and company associates use these values to serve as a major influence on behavior and attitude and serve as broad guidelines in all situations.

- **Honesty – *My actions will earn Trust*** – Foster an environment of trust, caring, and follow thru with all relationships - the foundation to any genuine relationship
- **Village Mentality – *I will contribute to the Team*** – We will help one another, support teamwork, be compassionate and try to understand others' intentions and needs
- **Passion – *I incorporate my life's passion in my work*** – Passion is the fire of life and the fuel for drive, interest, commitment and intent. Be passionate about what you do
- **Innovation – *I will create and grow*** – Build and try something new that will improve and challenge the status quo. Be naturally curious to seek to understand how and why things are as they are
- **WOW! – *I will WOW others with my actions*** – Continuously strive to WOW! others with how well you do what you do! How I do anything is how I do everything. Be exceptionally Competent in what you do

4.0 Equal Opportunity Employment

Signatures is an equal opportunity employer and provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, color, sex, national origin, age, military veteran status, ancestry, sexual orientation, gender identity or expression, marital status, family structure, genetic information, or mental or physical disability, so long as the essential functions of the job can be performed with or without reasonable accommodation. In addition to federal law requirements, Signatures complies with applicable state and local laws governing nondiscrimination in employment.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Signatures conforms to the spirit as well as to the letter of all applicable laws and regulations.

5.0 Harassment

Signatures expressly prohibits and will not tolerate any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. We will ensure that employees may perform their work in an environment free from physical, psychological, sexual, and verbal harassment, or other abusive conduct.

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Signatures will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

6.0 Right to Work

Signatures requires all new employees to prove employment authorization when beginning work with Signatures. Signatures requires each new employee to provide documents that establish both identity and employment eligibility in accordance with U.S. Citizenship and Immigration services Form i-9 and E-verify.

6.0 Employee Safety & Health

The safety and health of our employees is this company's most important business consideration. No employee will be required to do a job that they consider unsafe. The company will comply with all applicable South Carolina OSHA workplace safety and health requirements. Injury and illness losses from incidents are costly and preventable. Signatures will employ an effective accident and illness prevention program that involves all its employees in the effort to eliminate workplace hazards.

- **Managers and Supervisors:** Managers and Supervisors are responsible for preventing workplace incidents, injuries and illnesses and for supervising and training workers in safe work practices. Management will consider all employee suggestions for achieving a safer, healthier workplace. Supervisors must enforce company safety rules and work to eliminate hazardous conditions. Managers and Supervisors shall lead safety efforts by example.
- **Employees:** All employees are expected and encouraged to participate in safety and health program activities by following safe work practices, wearing any required personal protective equipment, and reporting hazards, unsafe work practices and accidents immediately to their supervisors and/or managers.

7.0 Drug-Free Workplace

Signatures believes abuse of illegal drugs, alcohol or other substances may endanger the health and safety of the workplace and customers. Signatures is committed to creating and maintaining a drug-free workplace. Being drug free is a condition of employment.

Signatures explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while performing an assignment.
 - Possession, use, solicitation for, sale, or being impaired or under the influence of legal or illegal drugs or alcohol on the Company or customer premises. If such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
 - The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.
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7.0 Supplier Diversity

As a woman owned small business, Signatures encourages the use of other small business, small disadvantaged business, woman owned small business, veteran owned business and/or service disabled veteran owned small business by our suppliers.

8.0 Anti-Corruption

Signatures is committed to conducting its business ethically and in compliance with all applicable laws and regulations, including the U.S. Foreign Corrupt Practices Act (FCPA) and similar laws in other countries that prohibit improper payments to obtain a business advantage. Signatures strictly prohibits bribery or other improper payments in any of its business operations. It is each employee's responsibility to ensure implementation of the Policy.

This prohibition applies to all business activities, anywhere in the world, whether involving government officials or other commercial enterprises. A bribe or other improper payment to secure a business advantage is never acceptable and can expose individuals and Signatures to possible criminal prosecution, reputational harm or other serious consequences.

Improper payments prohibited include bribes, kickbacks, excessive gifts or entertainment, or any other payment made or offered to obtain an undue business advantage. These payments should not be confused with reasonable and limited expenditures for gifts (as outlined in Gifts/Business Courtesies, below), business entertainment and other legitimate activities directly related to the conduct of Signatures' business. Questions about the Policy or its applicability to particular circumstances should be directed to Signatures' CEO, the Compliance Officer.

9.0 Gifts/Business Courtesies

Signatures competes on the merits of our products and services and does not use the exchange of business courtesies to gain an unfair competitive advantage. Allowable gifts must be valued at or under \$25.00 (USD) and gifts must not exceed \$100.00 (USD) in one calendar year. This monetary constraint applies to gifts given to Signatures from suppliers, as well as from Signatures to customers. Product samples that are given to Signatures, and samples, that are given from Signatures, are considered wearable samples for program building, not as a gift.

10.0 Confidential/Proprietary Information

Signatures has designed the Company Confidentiality Policy to explain how we expect our employees to treat confidential information. Employees will unavoidably receive and handle Confidential information related to Signatures, our customers, and our customer's employee Sensitive Personal Information (SPI). Employees may have various levels of authorized access to confidential information. We want to ensure that this information is well-protected. This policy affects all employees and Signatures personnel, who may have access to confidential information.

Confidential and proprietary information is secret, valuable, and/or easily replicated. Common examples of confidential information are:

- Unpublished financial information
- Company Trade Secrets
- Data of Customers/Partners/Vendors including but not limited to SPI data
- Patents, formulas or new technologies
- Customer lists (existing and prospective) and associated contact & background information
- Data entrusted to our company by external parties
- Pricing/marketing and other undisclosed strategies
- Documents and processes
- Unpublished goals, forecasts and initiatives
- Any documents explicitly marked as confidential and/or proprietary

Employees are expected to treat this information with the highest regard to confidentiality as we must protect this information as it may be legally binding and constitute the backbone of our business and/or our customers businesses, giving a competitive advantage (e.g. business processes and trade secrets.)

11.0 Privacy

Signatures has written the Privacy Policy to explain how we expect our employees to treat Sensitive Personal Information (SPI). Signatures' holds the privacy of registered online visitors (our customers' employees (the user)) to the highest standards. When using a Signatures' webstore, the user will be asked to provide information that may be considered sensitive and/or personal information. Any information that is provided can or will be labeled as SPI that will be used to identify users. Examples of SPI information include but are not limited to the items listed below:

- User ID
- Password
- Name
- Home address
- Contact Phone Numbers
- Company of Employment
- Employee ID
- Email Address

Should the user provide any SPI to an account representative, the Signatures' representative will protect that information, as the privacy policy states. We will not sell, distribute or lease your personal information to third parties unless we have our customer permission or are required by law to do so.

11.0 Environmental Impact

Signatures aims to protect the environment in all aspects of the business. Signatures' goal is to make a positive impact on the environment as much as possible, by means of

minimizing use of resources, reusing, and recycling. It is expected that all employees do their part in supporting these activities. To minimize environmental impacts concerning our activities, products and services, we shall:

- Comply with applicable legal requirements.
- Prevent pollution, reduce waste and minimize the consumption of resources.
- Educate, train and motivate employees to carry out tasks in an environmentally responsible manner.
- Encourage environmental protection among suppliers and subcontractors.
- Recycle paper products including but not limited to corrugated boxes and paper.
- Use natural and/or environmentally friendly cleaning products when possible.

12.0 Corporate Social Responsibility

Signatures' has a social responsibility to promote human rights, help communities and protect our natural environment. Signatures adopted the business approach of meeting the highest standards of ethics and professionalism.

Signatures will conduct business with integrity and respect to human rights by promoting: safety, ethical and fair dealing, respect toward our customers and their employees, anti-bribery and anti-corruption practices and keeping our environment clean and unpolluted. We will support diversity and inclusion and not risk the health and safety of our employees and community.

Signatures will preserve a budget to make monetary and product donations and will encourage employees to volunteer, both with with the aim to inspire, promote, educate, and protect; children, special needs children and adults, and to grow the local community

Signatures and its Employees, Contractors, Board of Directors, and other business associates are expected to treat people with respect and dignity, encourage diversity and diverse opinions, promote equal opportunity for all, and help create an inclusive and ethical culture. Signatures follows the principles of non-discrimination, freedom of association and collective bargaining, and freedom from forced, compulsory and/or child labor. Our positions are as follows:

- **Human Rights:** We will treat people with respect and dignity, encourage diversity and diverse opinions, promote equal opportunity for all, and help create an inclusive and ethical culture.
- **Human Trafficking:** We will not engage in the use of forced, bonded (including debt bondage) or indentured labor, involuntary prison labor, slavery, or trafficking of persons.
- **Child Labor:** We will ensure that child labor is not used in the performance of work. The term "child" refers to any person under the minimum legal age for employment where the work is performed.

Signatures expects our suppliers support and exercise these principles in their line of work. Signatures will not conduct business or work with organizations (Suppliers and/or Customers) that are knowingly not in compliance with these same beliefs and principles to; Human rights, Human Trafficking, and Child Labor.

Compliance to this Code

Any Signatures employee or contractor who has reason to believe that a violation of this Code of Conduct or any of the company policies has occurred, or may occur, must promptly report this information to his or her supervisor, the next level of management, or the CEO, Signatures' compliance officer. Every breach of this Code of Conduct will be investigated, and disciplinary action will be taken, up to and including termination of employees who intentionally or unintentionally disregard this code of conduct.

Communication of the Code of Conduct and Policies

Signatures will keep employees informed of any revisions or additions to the Code of Conduct and Policies in a timely manner. These are living documents that are subject to input and revision at any time. Signatures will take consideration of employee comments and/or concerns with policies. We will review and revise no less than once per calendar year. Upon introduction of policies and procedures, new and revised, employees will be notified as follows:

- Employees will receive a copy of the Code of Conduct and policy, revisions and/or additions and will be encouraged to review and provide feedback.
- A memo will be posted, and/or a company meeting will be held to present the details, within 48 hours of the Code of Conduct and/or policy revision and/or creation.
- Some Code of Conduct and policy revisions may require training to ensure that employees understand how it applies to them. Employee training will be provided, as required.
- Some Code of Conduct and policy revisions may require employee to sign-off confirming they have read and understand the document, in which case a copy of the sign-off will be placed in the employee's personnel file.