

Code of Ethics and Professional Conduct

**Be patient and courteous.**

**Be inclusive.** We welcome and support people of all backgrounds and identities. This

includes, but is not limited to members of any sexual orientation, gender identity and

expression, race, ethnicity, culture, national origin, social and economic class, educational

level, color, immigration status, sex, age, size, family status, political belief, religion, and

mental and physical ability.

**Be considerate.** We all depend on each other to produce the best work we can as a company.

Your decisions will affect clients and colleagues, and you should take those consequences

into account when making decisions.

**Be respectful.** We won't all agree all the time, but disagreement is no excuse for disrespectful

behavior. We will all experience frustration from time to time, but we cannot allow that

frustration become personal attacks. An environment where people feel uncomfortable or

threatened is not a productive or creative one.

**Choose your words carefully.** Always conduct yourself professionally. Be kind to others. Do

not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This

includes, but is not limited to:

- Threats of violence.

- Discriminatory jokes and language.

- Sharing sexually explicit or violent material via electronic devices or other means.

- Personal insults, especially those using racist or sexist terms. - Unwelcome sexual attention.

- Advocating for, or encouraging, any of the above behavior.

**Repeated harassment of others.** In general, if someone asks you to stop something, then stop.

When we disagree, try to understand why. Differences of opinion and disagreements are

mostly unavoidable. What is important is that we resolve disagreements and differing views

constructively.

**Our differences can be our strengths.** We can find strength in diversity. Different people

have different perspectives on issues, and that can be valuable for solving problems or

generating new ideas. Being unable to understand why someone holds a viewpoint doesn’t

mean that they’re wrong. Don’t forget that we all make mistakes, and blaming each

other doesn’t get us anywhere.

Instead, focus on resolving issues and learning from mistakes.