



# BTC Electronic Components

2709 Connector Drive ▪ Wake Forest, NC 27587

## BTC Ethics Policy

It is the policy of BTC Electronic Components, Inc. that its employees and board members uphold the highest standards of ethical, professional behavior. To that end, employees and board members shall dedicate themselves to carrying out the mission of this organization and shall:

- 1) Hold paramount the safety, health and welfare of the employees in the performance of professional duties.
- 2) Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of the profession.
- 3) Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
- 4) Engage in carrying out BTC's mission in a professional manner.
- 5) Collaborate with and support other professionals in carrying out BTC's mission.
- 6) Build professional reputations on the merit of services and refrain from competing unfairly with others.
- 7) Recognize the chief function of BTC is to ethically serve the best interests of its customers.
- 8) Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- 9) Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.
- 10) Keep the company informed about issues that affect it.
- 11) Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- 12) Exercise whatever discretionary authority they have under the law to carry out the mission of the organization.
- 13) Serve with respect, concern, courtesy, and responsiveness in carrying out BTC's mission.

14) Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities.

15) Avoid any interest or activity that is in conflict with the conduct of their official duties.

16) Respect and protect privileged information to which they have access in the course of their official duties.

17) Strive for personal and professional excellence and encourage the professional development of others.

Paul Moseley  
Signature

2/10/17  
Date

President,  
BTC Electronic Components, Inc.