Code of Ethics

The Way We Do Business
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Message from the President

The purpose of this document is to capture the principles and behaviors that we believe make Absolute Consulting, Inc. a special place to work and a special company to work with. To ensure that we can pass along the “Absolute Way” to the talented newcomers we intend to hire, we have consolidated this important information here in order to improve our focus.

Things change, and I do not expect that this will remain a static document that will never change with the times. But I do believe that most of these items are timeless business and life behaviors that, if we practice them consciously and consistently, will continue to set us apart as both individuals and as a company.

At all times I welcome your suggestions for improvement.
I. Introduction
A Code of Ethics serves as a central guide to support day-to-day decision-making at work. It clarifies the cornerstones of our Company – its mission, values and principles – helping us understand how these cornerstones translate into everyday decisions, behaviors and actions. While some may believe codes, rules, and policies are designed to limit one’s actions, we believe the purpose is to liberate and empower employees to make more effective decisions with greater confidence. At best, a code reflects the covenant that our Company has made to uphold our most important values, dealing with such matters as our commitment to each employee, and our standards for doing business with our customers.

Codes are designed to:
1. Raise ethical expectations (aspirational provisions)
2. Legitimize dialogue about ethical issues (communication provisions)
3. Encourage ethical decision-making (judgment provisions)
4. Prevent unintentional misconduct and provide a basis for enforcement (accountability and enforcement provisions)

For all that a code is, it is not meant to stand alone. It cannot address all of our company’s ethical needs, nor can it answer every ethical question or issue that may arise. Rather, the code should be viewed as one key element in a broader effort to make ethics a priority at our Company – a critical bridge for helping each one of us put our ethical principles into practice.

II. Intent
To ensure that the Company’s business is conducted according to the values of the Company and all applicable rules, regulations and laws.

III. Mission
We assist our Clients’ in achieving their desired outcomes by employing skilled, resourceful professionals and industry experts.

IV. Vision
Absolute Consulting will be the preferred provider of value-added consulting and staffing services in the energy sector.

V. Values
- Integrity – We should always be honest and without agenda
- Resourceful
- Teamwork
- Dynamic and Driven with a Positive Attitude – “Can Do’
- Quality and Expertise
- Professional and Accountable
- Respect and Appreciation – We treat people the way they want to be treated
- Supportive, Family, Caring, Quality of Life – We want all our employees to pursue balance and personal growth

VI. **Customer Service**

We at Absolute Consulting believe that we have two sets of customers – the utility managers who request our services, and the people with the expertise to deliver those services. Absolute Consulting will only be successful if we respect and serve both sets, and provide the value-added assistance to make both successful. We do this by understanding the business, by having walked in your shoes, both as customers and as contractors. We understand the need to get the job done at the appropriate level of quality, and on the schedule developed. We also understand the desire to be paid what you are worth, and to have your efforts respected and rewarded.

And we take it one step further –

- We understand the purpose of the purchasing and accounting departments and your role in cost control – we value your contributions and strive to make your jobs as easy as we can by providing proposals, invoices, and reports tailored to your requirements.
- We know people’s needs to stay connected with their families and to work when and where they want – that’s why we work with you to find the positions best suited to your needs and wants.
- We understand that utility manager’s are juggling multiple assignments and changing priorities – our staff are known for going the extra mile to meet your needs throughout the process – from proposal and resume submittal to project closeout.

At Absolute Consulting, Inc., our priority is both sets of customers: Clients and Candidates. If we can accommodate both of them, we do. That is what “We find a way!” means. We should do our best to meet the individual needs of each client and customer, whenever possible. We find a way and we make it happen!

VII. **Employee Relations**

Each employee, regardless of position, is expected to promote diversity, inclusiveness, and understanding in the workplace by valuing the
individuality and creativity that every employee brings to the Company. The Company is committed to hiring, placing and promoting employees on the basis of ability and merit and evaluating employees on a fair and consistent basis. While we will normally hire a new staff member to fill a specific position, we have had considerable success in hiring talented, enthusiastic people, bringing them into the business, and then finding out how they can best contribute to the team.

Our philosophy towards our employees is:
- Set forward-looking goals
- Hire the enthusiastic, talented, and hard-working people
- Find out what they are good at
- Place them in a position to be successful
- Determine the support they need
- Provide the support they need
- Pay for performance

VIII. Commitment to Safety
We will perform our jobs safely at all times, protecting the public, customers, other employees and ourselves from injury. Each one of us has the responsibility to look out for and resolve unsafe situations. Each individual should immediately report to management any unsafe situation they are unable to resolve. Absolute Consulting reinforces this commitment through an Employee Safety Manual and OSHA training.

IX. Confidentiality
We shall maintain the confidentiality of our client and candidate’s privileged information. When required, anonymity shall be maintained to the degree requested and we use the information only for the purpose for which it was developed or given.

X. Gifts
We will use integrity and discretion when offering or receiving the gifts or hospitality to those with whom we do business and will not offer or accept any reasonable gift to or from a customer, supplier or vendor without approval from management.

XI. Financial Integrity
It is important that the Company maintain accurate and reliable records that meet applicable legal, financial, regulatory and management requirements. We will utilize caution and prudent behavior in our expenditures on behalf of the Company and it’s credits and will
account for all business transactions with supporting data in accordance with Company policy. We treat the Client and Company’s resources as if they were our own.

XII. Fair Dealing
Each employee, officer and director should endeavor to deal fairly with the Company’s customers, suppliers, competitors and employees. No one should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair practice.

XIII. Changes to the Code of Ethics
Our Codes of ethics will not be viewed as a static document. While we have tried to capture timeless ethical principles, the guidelines, examples and related information our Code contains will be revisited in light of changes that may occur in our Company’s environment. We realize that ethics is an area within a company that requires ongoing attention.
XIV. References

Additional references are available through the following resources:

Ethics Resource Center
1747 Pennsylvania Avenue, N.W. Ste. 400
Washington, D.C. 20006
Phone: 202.737.2258
Fax: 202.737.2227
ethics@ethics.org
http://www.ethics.org

Business for Social Responsibility
609 Mission Street, 2nd Floor
San Francisco, CA 94105
Phone: 415.537.0888
Fax: 415.537.0889
http://www.bsr.org

Society for Human Resource Management
Information Center
1800 Duke Street
Alexandria, VA 22314
Phone: 800.283.7476
Fax: 703.836.0367
http://www.shrm.org

Center for Business Ethics
Adamian Graduate Center, Room 108
Bentley College
Waltham, MA 02452
Phone: 781.891.2981
Fax: 781.891.2988
http://ecampus.bentley.edu/dept/cbe/