Conflicts of Interest

 Employees must avoid any relationship or activity that might impair, or even appear to, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of FuzeO may conflict with the employee’s own personal interests. Company property, information or business opportunities may not be used for personal gain.

 Conflicts of interest could arise in the following circumstances:

 Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with FuzeO.

 Hiring or supervising family members or closely related persons

 Serving as a board member for an outside commercial company or organization

 Owning or having a substantial interest in a competitor, supplier or contractor

 Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

 Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the Human Resource department.

Employee and Employer Confidentially Agreement

Being employed at FuzeO means, I will have access/knowledge to personal and financial information within the company. I hereby agree to the following rules for FuzeO protection and access to confidential information:

I FURTHER AGREE THAT:

* I will only access information that is needed to perform my job
* I will protect and maintain financial and personal employee information
* I will keep data and passwords secret unless otherwise directed
* In order to access information I will log on/out on the login sheet and make sure to inform Human Resource
* I will not be careless with FuzeO information
* I will be held responsible if information becomes leaked and will suffer a consequence
* I am responsible for my own passwords

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_