

Background Screening and Security Solutions, LLC
Corporate Code of Business Conduct and Ethics

Living our Values
Leading With Integrity
The Way We Do Business

Adopted October 2010

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Letter from Owner

Background Screening & Security Solutions, Code of Business Conduct and Ethics from Background Screening & Security Solutions, LLC Owner, Janice Walters-Taylor

October 2010

Dear Background Screening & Security Solutions, LLC Employees and Affiliates:

Background Screening & Security Solutions, LLC is committed to observing and promoting the highest standards of ethical behavior in the conduct of our business. This commitment is manifested in our Code of Business Conduct and Ethics. The Code embodies the goals and ideals of Background Screening & Security Solutions, LLC as to how we choose to work with customers, partners, vendors and each other; each Background Screening & Security Solutions, LLC employee and affiliate is responsible for complying with the Code and for assuring compliance by others.

As the Code emphasizes, compliance with the letter and the spirit of the law is the foundation of our ethical standards. Each employee and affiliate must respect and comply with all laws and regulations applicable to our business. As an aid in carrying out these responsibilities, each employee and affiliate should be familiar with the policies and procedures of Background Screening & Security Solutions, LLC and of his or her business unit.

The Code also provides other direction for carrying out your responsibilities for Background Screening & Security Solutions, LLC in a manner that reflects the highest standards of ethical behavior. For example:

- **Conflicts of Interest:** All Background Screening & Security Solutions, LLC employees and affiliates and members of their immediate families are to avoid situations that may create any actual or potential conflict between their personal interests and those of Background Screening & Security Solutions, LLC. For example, a conflict of interest may arise when Background Screening & Security Solutions, LLC does business with a customer, supplier, or partner in which an employee or affiliate, or an employee or affiliate's family member, has an interest. Conflicts of interest may also arise in the offer or acceptance of gifts or entertainment from a customer, vendor, or supplier.
- **Competition and Fair Dealing.** We strive to compete vigorously and to outperform our competitors through superior business performance, not through unethical or illegal business practices.
- **Integrity in Financial Reporting.** Our corporate and business records, including all supporting entries to our books of account, must be completed honestly, accurately and understandably. For instance, we require that no entry be made in our books and records that are intentionally false or misleading and that all transactions be supported by appropriate documentation. In addition, it is important that employees and affiliates comply with our system of internal controls and be held accountable for their entries.

- Protection and Proper Use of Company Assets. Background Screening and Security Solutions, LLC will not tolerate any misuse or theft of Company assets.
- Confidentiality and Privacy. Each of us should maintain the confidentiality of information entrusted to us by Background Screening & Security Solutions, LLC, our customers (our customers' customers), employees and affiliates, or our business partners, and take precautions to prevent its unauthorized disclosure or loss.

The Code requires Background Screening & Security Solutions, LLC employees and affiliates to communicate with Background Screening & Security Solutions, LLC management in accordance with the notification procedures set forth in this document when actual or potential issues arise under the Code. If you are unsure of what to do in a particular situation, seek guidance before you act.

Employees and affiliates who believe they are aware of a violation of the Code are expected to report that concern promptly to a corporate partner. There will be no retaliation for honestly reporting an issue; although if you have violated the Code, making a report will not protect you from the consequences of your actions. You may report a violation of the Code or submit an accounting complaint anonymously according to the methods contained in the code.

This code is here to assist you. Please read it, use it and live it.

Sincerely,

Janice Walters-Taylor

Owner, Background Screening & Security Solutions

B. Statement of Code Purpose

Purpose of Code of Ethics. The purpose of this Corporate Code of Business Conduct and Ethics is to set forth written standards designed to deter wrongdoing and to promote:

- Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
- Full, fair, accurate, timely, and understandable disclosure in reports and documents that Background Screening and Security Solutions, LLC submits and in other public communications made by the Company.
- Compliance with applicable governmental laws, rules and regulations;
- The prompt internal reporting to the person or persons identified in this Code of violations of this Code; and
- Accountability for adherence to this Code.

C. Statement of Core Beliefs

At Background Screening and Security Solutions, LLC we recognize the importance of credibility, integrity and trustworthiness to our success as a business. We are committed to upholding high ethical standards in all our operations, everywhere in the world. We believe in the principles of honesty, fairness, and respect for individual and community freedoms.

Living up to both the letter and the spirit of this commitment is not always an easy task and although we recognize that while there is some level of agreement the world over on what constitutes honest and ethical business practice, there can also be valid differences of opinion.

In our working lives, we often experience situations where the 'right thing to do' is not immediately apparent. Loyalties to our fellow employees, to managers, customers and suppliers, to our families, our communities, the environment, the corporation as a whole, and to ourselves may seem to conflict. When we're faced with a complicated situation, it can be difficult to decide where the ethical path lies.

Key points of our Core Beliefs are

- Mutual Respect of the integrity and dignity of all individuals
- Fostering a spirit of Cooperation and Communication
- Promoting proactivity and innovation within the company
- Serve as a model company in the eyes of the community
- Uplift partners, employees and associates to the maximum of their capabilities
- Respect individual differences and diversity within the corporate culture

D. Statement of Guiding Ethical Principles

Our ethical principles are the values that set the ground rules for all that we do as employees and associates of Background Screening and Security Solutions, LLC. As we seek to achieve

responsible commercial success, we will be challenged to balance these principles against each other, always mindful of our purpose of our aim to achieve responsible commercial success.

The Ethical Principles Are:

HONESTY: We will not say things that are false. We will never deliberately mislead. We will be as candid as possible, openly and freely sharing information, as appropriate to the relationship.

PROMISE-KEEPING: We will go to great lengths to keep our commitments. We will not make promises that can't be kept and we will not make promises on behalf of the Company unless we have the authority to do so.

FAIRNESS: We will create and follow a process and achieve outcomes that a reasonable person would call just, evenhanded and nonarbitrary.

RESPECT FOR OTHERS: We will be open and direct in our communication, and receptive to influence. We will honor and value the abilities and contributions of others, embracing the responsibility and accountability for our actions in this regard.

COMPASSION: We will maintain an awareness of the needs of others and act to meet those needs whenever possible. We will also minimize harm whenever possible. We will act in ways that are consistent with our commitment to social responsibility.

INTEGRITY: We will live up to ethical principles, even when confronted by personal, professional and social risks, as well as economic pressures."

AUTONOMY: We take responsibility for our actions and both support and empower an individual's and group's freedom of choice; we strive for quality and excellence in the work that we do; we respect one's freedom of choice; we believe that individuals, ourselves and others, are responsible for their own behavior and learning; we promote positive change in individuals and in society through education; we foster an environment where people feel empowered to make decisions; we hold ourselves and others accountable; we study, discuss, investigate, teach, conduct research, and publish freely within the corporate community; we engage in continuing education and professional development

NON-MALFEASANCE: We pledge to do no harm; we collaborate with others for the good of those whom we serve; we interact in ways that promote positive outcomes; we create environments that are supportive of the growth and development of the whole person; we exercise role responsibilities in a manner that respects the rights and property of others without exploiting or abusing power.

BENEFICENCE: We engage in altruistic attitudes and actions that promote goodness and contribute to the health and welfare of others; we treat others courteously; we consider the thoughts and feelings of others; we work toward positive and beneficial outcomes

JUSTICE: We actively promote human dignity and endorse equality and fairness for everyone; we treat others with respect and fairness, preserving their dignity, honoring their differences, promoting their welfare; we recognize diversity and embrace a cross-cultural approach in support of the worth, dignity, potential, and uniqueness of people within their social and cultural contexts; we eliminate barriers that impede student learning and development or discriminate against full participation by all students; we extend fundamental fairness to all persons; we operate within the framework of laws and policies; we respect the rights of individuals and groups to express their opinions; we assess potential clients in a valid, open, and fair manner; we examine the influence of power on the experience of diversity to reduce marginalization and foster community.

FIDELITY: We are faithful to an obligation, trust, or duty; we maintain confidentiality of interactions and information related to legal and private matters; we avoid conflicts of interest or the appearance thereof; we honor commitments made within the guidelines of established policies and procedures; we demonstrate loyalty and commitment to institutions that employ us; we exercise good stewardship of resources

VERACITY: We seek and convey the truth in our words and actions, we act with integrity and honesty in all endeavors and interactions; we relay information accurately; we communicate all relevant facts and information while respecting privacy and confidentiality.

AFFILIATION: We actively promote connected relationships among all people and foster community; we create environments that promote connectivity; we promote authenticity, mutual empathy, and engagement within human interactions.

When professionals act in accordance with ethical principles, program quality and excellence are enhanced and ultimately students are better served. As professionals providing services in higher education, we are committed to upholding these shared ethical principles, for the benefit of our students, our professions, and higher education.

E. Background and Explanatory Materials

This policy is written and adopted by Background Screening and Security Solutions, LLC to assist those in or associated with our organization who are called upon to make a decision, understand the difference between 'right' and 'wrong' and to apply this understanding to their decision. Some breaches of ethics have personally cost loss of revenue, others have caused personal angst. Either reason in and of itself is enough to insist upon compliance with the highest business and professional ethics. We adopt these basic tenets in the development and administration of our corporate ethics policy.

Ethics in the Workplace

1. Recognize that managing corporate ethics is a process and a matter of values and associated behaviors which are discerned through the process of ongoing reflection. The most important aspect from an ethics management program is the process of reflection and dialogue that is produced through the implementation of the program.
2. The bottom line of an ethics program is accomplishing preferred behaviors in the workplace. The best of ethical values and intentions are relatively meaningless unless they generate fair and just behaviors in the workplace.
3. The best way to handle ethical dilemmas is to avoid their occurrence in the first place. That's why practices such as developing codes of ethics and codes of conduct are so important. Their development sensitizes employees to ethical considerations and minimizes the chances of unethical behavior occurring in the first place.
4. Ethics decisions made in groups, with findings and decisions made public as appropriate usually produce better quality decisions by including diverse interests and perspectives, and increase the credibility of the decision process and outcome by reducing suspicion of unfair bias.
5. Ethics management should be integrated with other management practices such as in strategic planning, or the development of personnel policies.
6. It is vital that the organization's employees feel a sense of participation and ownership in the program if they are to adhere to its ethical values. Therefore, include employees in developing and operating the program.
7. An ethics management program may at first actually increase the number of ethical issues to be dealt with because people are more sensitive to their occurrence. Consequently, there may be more occasions to address people's unethical behavior. The most important ingredient for remaining ethical is trying to be ethical. Therefore, help people recognize and address their mistakes and then support them to continue to try operate ethically.
8. Operating ethically and making a few mistakes is better than not trying at all. All organizations are comprised of people and people are not perfect. Some leaders may fear sticking their necks out publicly to announce an ethics management program and that is extremely unfortunate. It's the trying that counts – in other words the journey, not the destination.

II. Specific Guidance Provisions

- A. Customers - An ethical business treats its customers with fairness and respect. Treating customers fairly involves not cheating them or lying to them. Cheating customers includes charging them for more than you give them or cutting corners on quality in order to make more money. Treating customers with respect embodies a variation of the golden rule: Do unto others as you would have them do unto you. Treating customers fairly and respectfully makes good business sense because happy customers

who feel valued will continue to support your business over time. Customers who feel cheated will quickly take their business elsewhere.

- B. Suppliers - This involves paying them fully and promptly, and not making unreasonable demands. Paying suppliers fully and promptly involves respecting their payment terms and bringing billing errors to their attention, even if they are in your favor. Refraining from making unreasonable demands involves recognizing that they have other customers to serve as well. Treating suppliers fairly makes good business sense because satisfied suppliers will go out of their way to take care of your company's needs.
- C. Employees and Affiliates - The employees and affiliates of Background Screening and Security Solutions, LLC are the lifeblood of the company. They are the first line of innovation and forward motion of the company and must be treated with the utmost courtesy and respect, offered fair and just compensation for their efforts, and recognized as the company's most valuable assets. It is also of paramount importance to receive and evaluate for inclusion in this Code, any suggestions for policy change and/or implementation by or on behalf of employees and/or affiliates. Treating employees fairly involves paying them adequately for their work and also accommodating their needs whenever possible. Paying them fairly includes providing a living wage and also compensating them for all of the time that they work. Accommodating their needs involves a basic sensitivity to the fact that they have needs and wants outside of the business that they need to integrate with their work.
- D. The Company - The Company survives as a living breathing entity that should be treated as fairly and ethically as any individual.
- E. Community - Although a for profit organization, one of our goals is to elevate the status of any organization, through offering quality and fairly priced products, and providing an educational approach to offering our services, rather than an a la carte canned package approach.
- F. Government and Compliance - Ethical practices adhere to governmental regulations and policies, timeliness and accuracy in accounting
- G. Environment - BSASS LLC has adopted a green approach, reducing the impact on the environment through paperless office systems, met meetings where possible to avoid travel, and using technological innovations to share marketing materials, avoiding waste and negative impact on the landfills with printed material.

III. Description of the Ethics, Compliance, Responsibility Program

- A. Responsible Executive – Compliance Officer is the Owner.
- B. Communications with the company for ethics compliance may be in one of the following ways:

- through voicemail by calling: (706) 745-2121;
- by an e-mail to compliance@bsassllc.com; or
- by a letter addressed to: Ethics Code Compliance, Background Screening & Security Solutions, LLC, Post Office Box 2285, Blairsville GA 30514-2285.

C. Seek advice and report misconduct through counsel with the owner at 706.745.2121

Report misconduct as above or use the form in Attachment A.

D. Investigations and Dispute Resolution will be conducted by the Owner. Dispute resolutions will be part of the investigative process. Decisions made by the owner will be binding upon completion of the investigation process.

E. Tracking, Reporting, Evaluation and Modification - Ethics policies and reported violations will be reviewed on an annual basis. Finding from the review process will be incorporated into this document in the form of an exhibit entitled "Annual Findings and Suggested Policy Modifications for Year Ended _____"

IV. Supporting and Related Policies and Procedures

Business Ethics Officers' Duties and Responsibilities include, but are not limited to the following:

1. Develop policies, programs and strategies to deal with all ethics-related matters;
2. Develop training and education programs;
3. Conduct meetings to discuss or provide advice on ethics issues;
4. Obtain copies of all reports and disclosures made by persons subject to the Code;
5. Maintain a directory of where all reports and disclosures filed pursuant to the Code may be obtained;
6. Encourage compliance with the spirit and letter of ethics laws;
7. Review the Code and other applicable laws and regulations periodically and recommend any appropriate changes;
8. Seek formal opinions from corporate counsel on interpretation of his or her duties or of the Code; and
9. Accomplish other duties as required.

B. Confidentiality Policy - It is the policy of Background Screening and Security Solutions, LLC (BSASS LLC) and employees and affiliates may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with BSASS, LLC to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom BSASS, LLC has authorized disclosure. Employees and affiliates shall use confidential information solely for the purpose of performing services as an employee or affiliate for BSASS, LLC. This policy is not intended to prevent disclosure where disclosure is required by law.

Employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, employees and affiliates should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the termination of an employee's, volunteer's or contractor's relationship with BSASS, LLC he or she shall return, without specific request of BSASS, LLC, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

C. Nonretaliation Policy -

Anyone who in good faith reports a violation of the Code, BSASS, LLC policies, or law SHALL NOT suffer harassment, retaliation or adverse employment consequence. Any employee or affiliate who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees, affiliates, and others to raise serious concerns within BSASS. LLC prior to seeking resolution outside the Company.

V. Supporting References

A. Guides to Ethical Decision Making - Two Methods to Resolve Ethical Dilemmas:

1. Method One – Ethical Checklist
2. Method Three – Twelve Questions to Address Ethical Dilemmas

Method One – Ethical Checklist

Ethical Checklist	Circle the appropriate answer on the scale; "1" = not at all; "5" = totally yes					
1.	Relevant Information Test. Have I/we obtained as much information as possible to make an informed decision and action plan for this situation?	1	2	3	4	5
2.	Involvement Test. Have I/we involved all who have a right to have input and/or to be involved in making this decision and action plan?	1	2	3	4	5
3.	Consequential Test. Have I/we anticipated and attempted	1	2	3	4	5

	to accommodate for the consequences of this decision and action plan on any who are significantly affected by it?					
4.	Fairness Test. If I/we were assigned to take the place of any one of the stakeholders in this situation, would I/we perceive this decision and action plan to be essentially fair, given all of the circumstances?	1	2	3	4	5
5.	Enduring Values Test. Does this decision and action plan uphold my/our priority enduring values that are relevant to this situation?	1	2	3	4	5
6.	Universality Test. Would I/we want this decision and action plan to become a universal law applicable to all similar situation, even to myself/ourselves?	1	2	3	4	5
7.	Light-of-Day Test. How would I/we feel and be regarded by others (working associates, family, etc.) if the details of this decision and action plan were disclosed for all to know?	1	2	3	4	5
8.	Total Ethical Analysis Confidence Score. Place the total of all circled numbers here.					
How confident can you be that you have done a good job of ethical analysis?						
7-14	Not	very				confident
15-21	Somewhat					confident
22-28	Quite					confident
29-35	Very confident					

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Method Two – Twelve Questions to Address Ethical Dilemmas

1. Have you defined the problem accurately?
2. How would you define the problem if you stood on the other side of the fence?
3. How did this situation occur in the first place?
4. To whom and to what do you give your loyalty as a person and as a member of the corporation?
5. What is your intention in making this decision?
6. How does this intention compare with the probable results?

7. Whom could your decision or action injure?
8. Can you discuss the problem with the affected parties before you make your decision?
9. Are you confident that your position will be as valid over a long period of time as it seems right now?
10. Could you disclose without qualm your decision or action to your boss, your CEO, the board of directors, your family, society as a whole?
11. What is the symbolic potential of your action if understood? misunderstood?
12. Under what conditions would you allow exceptions to your stand?

Hardcopy documents that provide information about managing ethics in the workplace:

Berenbeim, R. E. (1992, Spring). "The Corporate Ethics Test". *Business and Society Review*, 31(1), 77-80.

Brenner, S. N. (1992). "Ethics Programs and Their Dimensions". *Journal of Business Ethics*, 11,391-399.

Buchholz, R. A. (1989). "Fundamental Concepts and Problems in Business Ethics". In Madsen, P., & Shafritz, J. M. (Eds.) (1990). "Essentials of Business Ethics". New York: Penguin Books.

Carroll, A. B. (1990). "Principles of Business Ethics: Their Role in Decision Making and in Initial Consensus". *Management Decision*, 28(8), 21-23.

Dean, P. J. (1992). "Making Codes of Ethics 'Real'." *Journal of Business Ethics*, 11, 285-290.

Deborah, B. (1991, January/February). "Asking for Help: A Guide to Using Socially Responsible Consultants". *Business Ethics Magazine*, pp. 24-29.

Francis, David R. (1991, June). "Prevent Trouble by Improving Ethics". *Christian Science Monitor*, p. 9.

Fulcrum Consulting Group, 1093 Snelling Ave. South, Saint Paul, MN 55116. Phone 1-800-55-ETHIC.

Gandz, J. & Bird, F. G. (1989, Autumn). "Designing Ethical Organizations". *Business Quarterly*, 54(2), 108-112.

Genfan, H. (1987, November). "Formalizing Business Ethics". *Training and Development Journal*, pp. 35-37.

Josephson Institute of Ethics, 310 Washington Boulevard, Suite 104, Marina del Rey, California. Phone 310-306-1868.

Kirrane, D.E. (1990, November). "Managing Values: A Systematic Approach to Business Ethics". Training and Development Journal, pp. 53-60.

Madsen, P., Ph. D., & Shafritz, J. M., Ph. D. (Eds.). (1990). "Essentials of Business Ethics". New York: Penguin Books.

McDonald, G., & Zepp, R. (1990). "What Should Be Done? A Practical Approach to Business Ethics". Management Decision, 28(1), 9-13.

Nash, L. (1981). "Ethics Without the Sermon". Harvard Business Review, (59).

Navran Associates Management Consultants, 3037 Wembley Ridge, Atlanta, GA. Phone 404-493-8886.

Reynolds, L. (1992, July/August). "The Ethics Audit. Business Ethics Magazine", pp. 20-22.

Sims, R. R. (1991). "Institutionalization of Organizational Ethics". Journal of Business Ethics, 10, 493-506.

Strong, K. C., & Meyer, G. (1992). "An Integrative Descriptive Model of Ethics Decision Making". Journal of Business Ethics, 11, 89-94.

Thompson, T. (1991, Spring). "Managing Business Ethics". Canadian Public Administration, 34(1), 153-157.

Toffler, B. (1991, Winter). "Doing Ethics: An Approach to Business Ethics Consulting". Moral Education Forum, 16(4), 14-20.

B. Contact Name and phone numbers

Janice Walters-Taylor, Owner

BSASS, LLC

POB 2285 Blairsville GA 30514

Office 706.745.2121

Cell 706.897.3378

C. CASE STUDIES – Definition of an Ethical Dilemma

Perhaps too often, business ethics is portrayed as a matter of resolving conflicts in which one option appears to be the clear choice. For example, case studies are often presented in which

an employee is faced with whether or not to lie, steal, cheat, abuse another, break terms of a contract, etc. However, ethical dilemmas faced by managers are often more real-to-life and highly complex with no clear guidelines, especially where they have a significant ethical conflict in the presence of a) significant value conflicts among differing interests, b) real alternatives that are equally justifiable, and c) significant consequences on "stakeholders" in the situation.

An ethical dilemma exists when one is faced with having to make a choice among these alternatives.

Real-to-Life Examples of Complex Ethical Dilemmas

- "A customer (or client) asked for a product (or service) from us today. After telling him our price, he said he couldn't afford it. I know he could get it cheaper from a competitor. Should I tell him about the competitor -- or let him go without getting what he needs? What should I do?"
- "Our company prides itself on its merit-based pay system. One of my employees has done a tremendous job all year, so he deserves strong recognition. However, he's already paid at the top of the salary range for his job grade and our company has too many people in the grade above him, so we can't promote him. What should I do?"
- "Our company prides itself on hiring minorities. One Asian candidate fully fits the job requirements for our open position. However, we're concerned that our customers won't understand his limited command of the English language. What should I do?"
- "My top software designer suddenly refused to use our e-mail system. He explained to me that, as a Christian, he could not use a product built by a company that provided benefits to the partners of homosexual employees. He'd basically cut himself off from our team, creating a major obstacle to our product development. What should I do?"
- "My boss told me that one of my employees is among several others to be laid off soon, and that I'm not to tell my employee yet or he might tell the whole organization which would soon be in an uproar. Meanwhile, I heard from my employee that he plans to buy braces for his daughter and a new carpet for his house. What should I do?"
- "My computer operator told me he'd noticed several personal letters printed from a computer that I was responsible to manage. While we had no specific policies then against personal use of company facilities, I was concerned. I approached the letter writer to discuss the situation. She told me she'd written the letters on her own time to practice using our word processor. What should I do?"
- "A fellow employee told me that he plans to quit the company in two months and start a new job which has been guaranteed to him. Meanwhile, my boss told me that he wasn't going to

give me a new opportunity in our company because he was going to give it to my fellow employee now. What should I do?"

D. Ethics games Online at

<http://www.ethicsgame.com/Exec/GGEG/Index.html>

<http://www.ethics.org/resource/ethics-games-and-puzzles>

E. Online resources - links to Websites about business ethics.

Extensive list of lists of Websites, of institutes and of topics:
(<http://www.duke.edu/~wgrobin/ethics/surfing.html>)

General business ethics resources at the Center for Applied Ethics
(<http://www.ethics.ubc.ca/resources/business/>)

General site for ethics on the Web
(http://commfaculty.fullerton.edu/lester/ethics/ethics_list.html)

Center for Applied Ethics at <http://www.ethics.ubc.ca/>

Exhibit A – Background Screening and Security Solutions, LLC Ethics Complaint Form

Ethics Violation Report Form - (Please Print)

Complainant's Name _____

Address _____

City, State, Zip Code _____

Telephone _____

Please provide as much information as possible:

Subject's Name _____

Company Name _____
Address _____
City, State, Zip Code _____
Telephone _____

I, _____ bring this formal complaint against
(Print your name)

(Subject's name)

I believe that he/she has acted in violation of the Background Screening and Security Solutions, LLC's Corporate Code of Conduct and Business Ethics by not adhering to the following:

List what specific actions took place that represents the listed ethics violations(s). Attach a separate document or letter if needed.

List all documents and evidence to substantiate the listed ethical violation(s). Please attach copies of any relevant documents to this form. If applicable, list names address and telephone numbers of all persons directly involved.

Please provide any additional information below that you feel may assist in the committee's investigation.

To the best of my knowledge, the information provided above is true and correct. Additionally, I have been advised and understand the following:

1. It is my responsibility to provide relevant facts pertaining to my complaint.
2. The Ethics Committee's only area of authority pertains to the "Code of Ethics."

3. The respondent will receive a copy of the attached Ethics Violation Report Form along with any other material that I submit to the Ethics Committee.
4. The respondent will have 20 days from receipt of the complaint to respond, in writing, to the Ethics Committee.
5. Either party may be asked to provide further information to the Ethics Committee.
6. Both parties will receive a copy of the final decision when the Ethics Committee has made its decision.
7. Either party may appeal the decision to the Ethics Committee.

Signature of Complainant

Date

Please send all information via Certified mail to:
Ethics Code Compliance,
Background Screening & Security Solutions, LLC,
Post Office Box 2285, Blairsville GA 30514