



Vibrant Coaching Ethics Policy

1. Overview

Vibrant Coaching's purpose for this ethics policy is to establish a culture of openness, trust and integrity in business practices. Effective ethics is a team effort involving the participation and support of every Vibrant Coaching associate. All associates should familiarize themselves with the ethics guidelines that follow this introduction.

Vibrant Coaching is committed to protecting associates, partners, vendors and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When Vibrant Coaching addresses issues proactively and uses correct judgment, it will help set us apart from competitors.

Vibrant Coaching will not tolerate any wrongdoing or impropriety at anytime. Vibrant Coaching will take the appropriate measures act quickly in correcting the issue if the ethical code is broken. Any infractions of this code of ethics will not be tolerated.

2. Purpose

Our purpose for authoring a publication on ethics is to emphasize the associate's and consumer's expectation to be treated to fair business practices. This policy will serve to guide business behavior to ensure ethical conduct.

3. Scope

This policy applies to associates, contractors, consultants, temporaries, and other workers at Vibrant Coaching, including all personnel affiliated with third parties.

4. Policy

4.1. Executive Commitment to Ethics

4.1.1. Leaders within Vibrant Coaching must set a prime example. In any business practice, honesty and integrity must be top priority for executives.

4.1.2. Executives must have an open door policy and welcome suggestions and concerns from associates. This will allow associates to feel comfortable discussing any issues and will alert executives to concerns within the work force.

4.1.3. Executives must disclose any conflict of interests regard their position within Vibrant Coaching.

4.2. Employee Commitment to Ethics

4.2.1. Vibrant Coaching associates will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.

4.2.2. Every associate needs to apply effort and intelligence in maintaining ethics value.



4.2.3. Associates must disclose any conflict of interests regard their position within Vibrant Coaching.

4.2.4. Associates will help Vibrant Coaching to increase customer and vendor satisfaction by providing quality products and timely response to inquiries.

4.3. Company Awareness

4.3.1. Promotion of ethical conduct within interpersonal communications of associates will be rewarded.

4.3.2. Vibrant Coaching will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

4.4. Maintaining Ethical Practices

4.4.1. Vibrant Coaching will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director needs consistently maintain an ethical stance and support ethical behavior.

4.4.2. Employees at Vibrant Coaching should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.

4.4.3. Vibrant Coaching has established a best practice disclosure committee to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.

4.5. Unethical Behavior

4.5.1. Vibrant Coaching will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.

4.5.2. Vibrant Coaching will not tolerate harassment or discrimination.

4.5.3. Unauthorized use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated.

4.5.4. Vibrant Coaching will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.

4.5.5. Vibrant Coaching associates will not use corporate assets or business relationships for personal use or gain.

5. Enforcement

5.1. Any infractions of this code of ethics will not be tolerated and Vibrant Coaching will act quickly in correcting the issue if the ethical code is broken.

5.2. Any associate found to have violated this policy may be subject to disciplinary action, up to and including termination of employment