



## **SCP Code of Ethics**

### **Standard of Conduct Policy**

Southern Crescent's reputation for honesty, integrity, and fairness is determined by the personal reputation of our individual employees.

To protect this reputation and to warrant our client's trust, each of us must strive to avoid situations that might reflect poorly on our company.

Southern Crescent Personnel must require the highest standard of behavior for its employees when engaging in any activity concerning the company, clients, competitors, suppliers, the public or other employees.

We, the management and employees of Southern Crescent, must hold one another accountable for the superior ethical conduct while undertaking any activity on company or client premises. Each of us has a responsibility to support the company's code of ethics and to take necessary action to preserve and protect the reputation of Southern Crescent Personnel.

### **Dress Code Policy**

As part of the Southern Crescent Personnel image, I will abide by the following regulations for all assignments and /or placements:

- Regulation fingernails- short, clean nails
- Light perfume or body fragrance
- Clean, pressed clothes and polished shoes
- Limited Jewelry- no multiple earrings or visible body piercing
- Cover any visible tattoos

### **Permanent Placement**

You are required to notify SCP of any discussion of a permanent position at any client SCP had introduced you to:

- You cannot work directly for a client within 12 month of your interview or assignment.
- If you accept a position with our client without our consent, you or the client could be held liable for the contractual placement fee.

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Employee Signature

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Date

Employee Copy