



# ASR Management & Technical Services

ASR International Corporation

An ISO 9001:2000 Certified Company  
Assessed at SEI CMMI Level 3



## Code of Ethics Acknowledgment

This will acknowledge that I have received a list of ASR International Corp. conduct guides governing transactions with customers and government agencies/personnel which I have read, understand and will observe these rules.

If I am assigned to projects within USA, I confirm that am a U.S. Citizen or I am legally authorized to work in USA. I will immediately inform ASR if there is a change in my employment authorization.

Violation of these codes could be grounds for immediate termination of services.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Date: \_\_\_\_\_

**Over 20 Years Of Dedicated Service And Proven Customer Satisfaction**

**COMMITMENT TO SUCCESS THROUGH EXCELLENCE**

580 Old Willets Path, Hauppauge, NY 11788  
Phone: (631) 231-1086, Fax: (631) 231-1087  
Email: [asr@asrintl.com](mailto:asr@asrintl.com) Web site: [www.asrintl.com](http://www.asrintl.com)

# ASR International Corporation

## Code of Ethics

ASR Field representative shall adhere to and abide by the following code of professional ethics.

You shall:

- Not accept assignments where you recognize that you cannot perform to the best of your ability.
- Not divulge any technical or confidential information while performing ASR assignments.
- Not undermine the intent of the customer or its associated organizations.
- Approach each assignment impartially and not be influenced by any preconceived ideas.
- Act only within the limits of your authority.
- Avoid creating or contributing to adverse situations at the customer or associated organization.
- Maintain at all times the favorable reputation of ASR, its customers and associated organizations.
- Avoid expressing negative opinions or making derogatory remarks about ASR, its customers or associated organizations.
- Request only the tools and documents necessary to accomplish the work assignment.
- Limit your activity to the work assignment area.
- Adhere to all safety and security requirements of the customer or associated organizations.
- Not accept gifts or gratuities in connection with any ASR assignment.
- Not solicit employment from the customer or associated organizations during contract with ASR.
- Upon termination of services, return to ASR all client/ASR furnished documents, equipment, etc., prior to issuance of your final paycheck.
- Notify ASR at least fourteen (14) days prior to voluntary termination of contract.
- Not accept any consulting assignments or otherwise become engaged as a direct competitor of ASR for a period of 1 year after termination of assignment.
- Not divulge any proprietary information concerning the business affairs of ASR, its customers or associated organizations, or any other sensitive information.
- To maintain ISO certification, ASR requires that all field representative understand the importance of meeting ISO requirements and the needs and expectations of our customers. Each individual will understand and practice the ASR Quality Management System, which consist of the Quality Policy and pertinent sections of the Quality Manual applicable to your position responsibilities.