

MVP Training Solutions, LLC
Code of Ethics and Conduct

Message from Dr. Parker,

This document will explain the purpose and scope of this written code of ethics and conduct and applies to all employees, managers, supervisors, executives, contractors, suppliers, and partners of MVP Training Solutions. We felt it essential to capture our must-haves for this company because transparency is a guiding principle of this organization. Understanding our company's ethical standards and core values is essential because they denote who we are and what we expect from each other as partners. We trust our team members, so decision-making must be rooted in ethical practices and compliance with the law. Our code of ethics and conduct reflect our values, and we will respect the rights of all that have business with this company. We trust that anyone should be free to take their concerns to the highest leadership level for redress if a violation occurs.

We trust that our values and standards will be our guide. This code of ethics will provide us with clear guidelines for each of our values and what we will and will not tolerate throughout our business operations. This document also gives us the types of expected behaviors that are acceptable and encouraged while serving with this organization. As a team, we will be kind to each other, treat each other with dignity and respect, and hold each other accountable. In the absence of any clear rule or direct supervision, our code of ethics and conduct is our guide.

We expect our employees to act with integrity, comply with the firm's established policies, and always conduct themselves professionally when representing the company. We expect that our employees will identify and report all concerns of conflicts of interest and avoid activities (personal or professional) that gives the appearance that it could hurt the business or the reputation of the company. All employees must protect the company's assets, including the training materials (i.e., student training guides, instructor guides, certificates, certifications templates, slides, advertorials, course outlines, videos, and quick reference sheets.)

Our clients count on us to be on-time, prepared to train, and ready to deliver high-quality instruction or examination. It is expected that all employees of MVP Training Solutions will be consistent and punctual in attendance. All employees conducting workshops, seminars, or virtual sessions with clients will present a professional appearance, be well-groomed, and be dressed appropriately. We have an implicit duty to our clients, the other members of the company, and the public, so we will set an example for others to follow.

Sincerely,

Marvin V. Parker

Dr. Marvin V. Parker, DBA
Founder/Owner

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Purpose and Scope

This Code of Ethics and Conduct aims to provide ethical guidance for confusing or controversial situations. This document explains how MVP Training Solution's ethical standards, conduct, and core values should inform business decisions made within or on behalf of the company.

MVP Training Solution's Code of Ethics and Conduct applies to employees at every level. In addition, to upholding our ethical standards, we will also hold all vendors, contractors, suppliers, interns, temporary workers, and volunteers to these guidelines.

Our Ethical Standards and Core Values

At MVP Training Solutions, we operate around five core values:

- Honesty
- Courage
- Respect for others
- Accountability
- Obedience to the law

Decision Making Under the Code of Ethics and Conduct

When making a decision, within or on behalf of MVP Training Solutions, ask yourself the following:

- Does it comply with relevant laws and regulations?
- Does it comply with the code of ethics, conduct, and other internal policies?
- Does it reflect MVP Training Solution's values and ethical standards?
- Does it respect the rights of others?
- If you are unsure about any answers, ask your manager or a Human Resources staff member for further guidance.

Reporting an Incident

MVP Training Solutions encourages all employees to ask questions and raise issues without fear of retaliation and is committed to treating reports seriously and investigating them thoroughly.

Employees are required to report suspected unethical, illegal, or suspicious behavior immediately. The company does not tolerate retaliation against anyone who makes a good faith report or otherwise assists with an investigation or audit.

To report an ethics breach, incident, or concern:

- Talk to your manager
- Contact Human Resources
- Contact the Ethics and Compliance office
- Call the anonymous ethics hotline
- Submit a confidential or anonymous report online

Honesty

At MVP Training Solutions, we value honesty, transparency, and integrity in all aspects of our work. We will **not**:

- Lie, cheat, or deceive others to get ahead
- Steal from or otherwise defraud the company, vendors, or other employees
- Sacrifice the company's values, ethical standards, and mission in the name of success

We **will**:

- Disclose conflicts of interest
- Freely share information with other employees if it could impact their work

Courage

At MVP Training Solutions, employees must be courageous enough to step out of their comfort zones. This applies to innovation in their work tasks and making tough decisions.

We **will not**:

- Accept bribes, kickbacks, or gifts from vendors, even if we have worked with them for years
- Hire employees or vendors with whom we have a personal connection because it is "easier" than properly researching the options

We **will**:

- Report suspected or witnessed wrongdoing of other employees
- Ask questions when we are not sure if a decision fits MVP Training Solution's ethical standards
- Admit when we make mistakes and accept the consequences

Respect for Others

MVP Training Solutions values respect and kindness towards others, including other employees, vendors, partners, visitors, and temporary workers. We **will not**:

- Act physically, mentally, or emotionally violent towards others
- Discriminate against others based on race, religion, age, gender, or other protected status during work tasks or while making hiring and firing decisions
- Dismiss or make fun of others' ideas and work

We **will**:

- Treat others as we would like to be treated
- Act politely towards everyone, regardless of tenure or position
- Report harassment, discrimination, bullying, and violent incidents that happen to us and that we witness

Accountability

MVP Training Solutions strives to balance teamwork with employee independence. While we support our colleagues, each employee is ultimately responsible for their actions. We **will not**:

- Make other employees work harder for them, either intentionally or unintentionally (e.g., "slacking off," sabotaging work)
- Blame others for our mistakes

We **will**:

- Admit to mistakes and failures and find ways to fix them
- Help and support coworkers to the best of our abilities
- Seek out ways to improve our skills

Obedience to the Law

Ethics and compliance go hand in hand. At MVP Training Solutions, employees must follow not only our ethical standards but also adhere to all relevant laws and regulations.

We **will not**:

- Knowingly break laws and regulations while fulfilling workplace responsibilities
- "Look the other way" when we witness others breaking laws or regulations
- Steal, leak or otherwise expose proprietary information, customer data, or other confidential information

We will:

- Stay up to date with new and changing laws and regulations that apply to our work
- Report lapses to the Owner
- Ask the legal department for help when drafting contracts, disclaimers, and other documents

Code of Ethics and Conduct Acknowledgement

By certifying to the company code of ethics and conduct, I acknowledge that:

- I have read the entire code of ethics and conduct and understand my responsibilities.
- I have had the opportunity to ask questions to clarify unclear aspects of the code.
- I agree to abide by its principles.
- I agree to report to the company any violations of the code.
- I agree to cooperate in any investigations of violations of the code.

Name: Marvin V. Parker

Signature: Marvin V. Parker

Date: 9 September 2022