



Atlas Guide Corp.

“Delivering The Structure Necessary for A Better Tomorrow”

Atlas Guide Corp.

Employee Conduct and Work Rules Policy

Atlas Guide Corp. adopts this Employee Conduct and Work Rules Policy to ensure orderly operations and to provide the best possible professional, and safe work environment. Atlas Guide Corp. expects employees and others who may from time to time be engaged to provide services for the business; such as temporary personnel, consultants and independent contractors, to follow these rules of conduct while on company premises, attending company functions or otherwise performing professional work-related functions as well as activity.

In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the entire organization, Atlas Guide Corp. complies with all applicable federal, state and local laws and regulations concerning employer/employee rights and obligations.

Procedures

Atlas Guide Corp. is responsible for providing a safe and secure workplace and strives to ensure that all individuals and personnel associated with the company are treated in a respectful, a safe and a fair manner. Though it is not possible to list all forms of behavior that are considered unacceptable in the workplace, the following are examples of behavior that would be deemed and well considered as infractions of Atlas Guide Corp. rules of conduct and Employee Conduct and

Work Rules Policy

Such behavior may result in disciplinary action, up to and including termination of employment.

The list is not intended to be exhaustive:

1. Theft or inappropriate removal or possession of property.
2. Working under the significant use influence of alcohol or

drugs.

3. Possession, distribution, sale, transfer or use of illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
4. Fighting or threatening violence in the workplace.
5. Unwelcome physical or verbal sexual-provocation.
6. Possession of dangerous or unauthorized materials, such as explosives and or firearms in the professional work environment.
7. Unauthorized use of telephones, mail system or other employer-owned equipment.
8. Unauthorized disclosure of business secrets or confidential information.

Scope

All full-time and part-time employees, as well as others who may from time to time be engaged in providing services to Atlas Guide Corp. owned business such as temporary personnel, consultants and independent contractors, are covered under this policy.

Every professional member of the Atlas Guide Corp. business community is each responsible for performing their duties

adequately and properly to always maintain the standard of the Employee Conduct and Work Rules Policy. Personnel policies and procedures should always be expected to be adhered to.

Standards and Requirements

Everyone associated as under the scope of this Employee Conduct and Work Rules Policy are expected to respect their professional coworkers and should not behave in a manner that obstructs or hinders other any member of the Atlas Guide Corp. professional business community from completing their tasks and duties for Atlas Guide Corp.

Atlas Guide Corp. expects that employees and will act in a manner that is safe for themselves, their coworkers and all meant to be associated as within the scope of this Employee Conduct and Work Rules Policy and will follow the Atlas Guide Corp. safety policies at all times.

Atlas Guide Corp. expects all employees to uphold the Atlas Guide Corp.'s mission and vision as well as certain standards of conduct within Atlas Guide Corp.'s business and in their

dealings with other professional co-workers and the general public. In order to maintain these principles, Atlas Guide Corp. employees should:

Meet their professional business work commitments.

Be honest in all business relationships between other professional members of the Atlas Guide Corp. business community.

Exercise distinct common sense.

Attempt to always utilize sound judgment.

Be thoughtful in trying to determine better strategies for growing the Atlas Guide Corp. businesss.

Act cordially with fellow members of the Atlas Guide Corp. professional work community.

Exercise professional accountability.

Work with professional co-workers and supervisors to make honest suggestions for progressive innovation.

Be positive minded about expecting good business relationship manner.

Attempt to understand professional co-workers on an equanimity emotional comprehension status.

Develop the ability to better communicate both written and verbally with professional co-workers.

Employee Communications Policy

Acceptable forms of communications in the act of professional work related to effectively expand the business enterprise of Atlas Guide Corp. include professional work email, telephone conversation, text messaging, VoIP, video conference and events during and not restricted to locally acceptable business hours, and by consensual communications planning.

Conduct Policy

Atlas Guide Corp. employees are bound by their agreement to professionally work with Atlas Guide Corp. businesses to follow its Employee Conduct and Work Rules Policy while performing their duties. We outline the components of our Code of Conduct below:

Compliance with law

All employees of Atlas Guide Corp. must always protect the legality of Atlas Guide Corp. always. They should always comply with all environmental, safety and fair dealing laws. Atlas Guide Corp. expects all of its employees to be ethical and responsible when dealing with professional business finance, product, partnerships and public affairs as well as image.

Respect in the workplace

All employees should respect their professional work-related colleagues. Atlas Guide Corp. will not tolerate any kind of discriminatory behavior, harassment or victimization meant to professionally marginalize an individual member of the Atlas Guide Corp. professional business community. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company property

All employees should treat professional Atlas Guide Corp. property, whether material or intangible, with respect, and care.

To help employees understand and report behavior that could lead to violent incidents, we have included this list of prohibited conduct. This list of behaviors should not be considered all-inclusive, but merely a list of examples to be considered. These and other violent actions may result in disciplinary action, up to and including termination:

Physically causing intentional injury to members of the Atlas Guide Corp. professional business community.

Making verbal or written, including e-mail threats of violence, discrimination or intimidation.

Physically aggressive of physically or verbally hostile behavior.

Intentionally damaging Atlas Guide Corp. property or property of another member of the Atlas Guide Corp. professional business community.

Possession of a firearm and or explosive that could be restricted by local, state or federal legal regulations; this includes actual knives & weapons that could be associated with physical assault upon another human being).

Sexual harassment in the form in which the receiver of a possible sexual-harassment is averse, declining, unaware and or completely attempting to dis-associate to any verbal, physical, and or illegal sexual attack, groping, grabbing, gripping, discrimination and or violence.

Retaliatory actions against an individual who reported a workplace violence incident, or physical altercation.

When deemed necessary by professional Atlas Guide Corp. officials, the company executive board reserves the right to inspect and/or search all professional and or intellectual property.

Atlas Guide Corp. executive officials also reserve the right to inspect any employee personal property on premises, if the threat of physical danger or injury is significantly proven to exist there of that physical property and that the inspection was meant to keep any and all members of Atlas Guide Corp. professional business community from physical harm, physical damage and or physical destruction.

While Atlas Guide Corp. does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment in recognizing behavior that could be a sign of a potentially dangerous situation. Such behavior includes but is not limited to:

Discussing the use of actual weapons on another human being.

Displaying overt signs of extreme stress, resentment, hostility or anger towards another member of the Atlas Guide Corp. professional community.

Verbally making life and or threatening remarks.

Menacing behavior.

Sudden or significant deterioration of performance.

Displaying irrational or professionally inappropriate behavior.

If there are significant concerns for safety or have any knowledge of someone or something that may physically cause extreme harm to co-workers, property or Atlas Guide Corp., please report the information immediately to a member of the

executive board of Atlas Guide Corp. immediately.

Sexual assault

Unwanted or unwelcome groping, penetrating, gripping, grabbing of a sexual nature, including: fondling; penetration of the mouth, anus, or vagina, however slight, with a body part or with an object; or other sexual activity that occurs under duress.

Stalking

Occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, under circumstances that would:

- (a) Place the person in reasonable fear for physical safety or of physical harm or bodily injury to self and or others; or
- (b) Reasonably cause substantial distress to the person, as a result of verbal, physical, neglect and or sexual abuse.

A course of conduct refers to a pattern of behavior of three or more acts over a period of time that can be deemed consecutive and reasonably regarded as an alarm, prohibited harassment, or cause fear of harm done physically or injury done physically to a member of the Atlas Guide Corp. professional work community or to a third party associate. Stalking may involve individuals who

are known to be members of the Atlas Guide Corp. professional business community and or an individual that would be deemed as an illegal intimate associate with a member of the Atlas Guide Corp. professional business community.

Domestic violence

Felony or misdemeanor crimes for which police should be involved by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the crime occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction where the crime occurred.

Conflict of Interest

Each Employee of Atlas Guide Corp. is expected to avoid situations in which his or her financial or other personal interests or dealings are, or may be, in conflict with the

interests of any and of all Atlas Guide Corp. businesses.

Accordingly, Atlas Guide Corp. expects its Employees to act in the Company's favored interest at all times. Employees and Partners are professionally advised and expected not to engage in any other business, commercial or investment activity that may conflict with their ability to perform their duties to any and all Atlas Guide Corp. owned business, or else be found in complete defiance to this Employee Conduct and Work Rules Policy of Atlas Guide Corp. Employees must also not engage in any other activity (cultural, political, recreational, social) which could reasonably conflict with the public affairs of Atlas Guide Corp.'s interests and that would interfere with the performance of their professional duties to Atlas Guide Corp.. Employees must not use any Atlas Guide Corp. property, information, position, or opportunities arising from these Employee Conduct and Work Rules Policy for personal gains or to compete with or to tarnish the image of any and all Atlas Guide Corp. owned businesses. Employees should not engage in any business activity, which could be detrimental to, or with, any Atlas Guide Corp. business activities. All Employees must avoid situations in which their personal interest could conflict with the interest of Atlas Guide Corp. If, under any circumstance, Employees' personal interests conflict with those of the Atlas Guide Corp., in all such cases the Employee must seek advice

from his or her reporting/reviewing manager or from senior management. For avoidance of doubt, mere financial portfolio investments shall not be considered as activities that conflict with the business of the Atlas Guide Corp.