



Code of Ethics and Conduct for Employees

This Code of Ethics and Conduct covers a wide range of business practices and procedures. It does not cover every legal and ethical issue that may arise, but it does set out basic principles to guide all employees and management of Brite & Shine Home Cleaning 4U in any location, as well as representatives and agents in their dealings with or on behalf of Brite & Shine Home Cleaning 4U (Brite & Shine herein.) All our team members and house cleaning supervisors must conduct themselves ethically and work to avoid even the appearance of improper behavior.

As a house cleaning service provider, our success also depends on our public image and on our character, integrity and trustworthiness. We are committed to continuing to build a company of which we can all be proud – not only of the results we achieve, but the way we achieve them.

Violating standards in this Code of Ethics and Conduct will cause disciplinary action, including possible termination of employment.

1. Compliance with Rules, Regulations and All Laws.

Complying with the letter as well as the spirit of the law is the foundation of Brite & Shine's ethical standards. All our team members must respect and obey local, state, and national laws. We encourage you to consult regularly with your supervisor or the corporate office regarding your compliance with laws, rules and regulations.

As a team member, you may have access to confidential information about Brite & Shine or companies and residents with which we do business. You are not permitted to use or share that information for any other purpose except the conduct of our business. To use confidential information for personal benefit or to "tip" others who might use the information for personal benefit or to make an investment decision is not only unethical but also illegal.

2. Fair Business Practices, Honesty and Accuracy

You should act in good faith, responsibly, with due care, competence and diligence, without misrepresenting material facts. All our books, records, accounts and financial statements must be timely prepared, must accurately reflect transactions and all relevant matters, and must conform both to legal requirements and to our system of internal controls.

You should respect the rights of and deal fairly and honestly with our customers, suppliers, competitors and other team members. You should not steal proprietary information, possess trade secret

information that was obtained without consent or induce disclosures of this information from past or present employees of other companies, nor should you take unfair advantage of anyone through misrepresentation of material facts, fraud, abuse of privileged information or any other unfair dealing practice.

3. Employee Relations

Brite & Shine is the best house cleaning service because our goal is to provide an exciting and dynamic place to work, where all employees are given the opportunity to achieve their potential. A crucial factor in reaching this goal is ensuring that Brite & Shine work environment is one that is safe and free of illegal discrimination or harassment of any kind.

4. Corporate Opportunities, Conflicts of Interest and Gifts

Conflict of Interest. You must avoid conflicts of interest. A conflict of interest exists when a person's private interest interferes in any way with the interests of Brite & Shine. Conflicts of interest may also arise when you or members of your family receive improper personal benefits because of your position with Brite & Shine. Loans to, or guarantees of obligations of, you or your family members may create conflicts of interest. Conflicts of interest may not always be clear-cut, so if you have a question, you should ask management.

Corporate Opportunities. You may not use Brite & Shine's property or information or your position for improper gain, nor may you compete with Brite & Shine directly or indirectly, unless expressly permitted by the terms of your employment. You owe a duty to Brite & Shine to advance its legitimate interests when the opportunity to do so arises.

Gifts. You are specifically prohibited from accepting a cash gift at any time. If you are offered a cash gift, you must promptly report the gift to the Management. If the return of the cash gift may result in undue embarrassment, or if the donor of the cash gift cannot be readily identified, the cash gift must be turned over to Brite & Shine.

You must comply with all applicable federal, state or local laws or regulations relating to gifts. Keep in mind that gifts to government officials may violate the U.S. Foreign Corrupt Practices Act or other U.S. or foreign laws or regulations regarding supplier gratuities.

Under no circumstances may you give or accept kickbacks in any form to or from a supplier or any other party.

5. Public Announcements and Disclosures

General media relations should be coordinated by Doreena Kline, President, or by designated public relations firms. You should always refer news reporters, analysts or other seeking information about Brite & Shine to one of the individuals listed above.

6. Security and Proper Use of Information and Resources

Assets. Any suspected fraud, theft, or misuse of Brite & Shine's assets should be immediately reported. Your obligation to protect our assets extends to property, products, and intellectual property including trademarks, trade secrets, patents and copyrights, as well as business, marketing and service plans, and any unpublished data and reports information regarding relationships with suppliers.

Information. Unless disclosure is authorized by Brite & Shine or required by law or regulation, you must hold and maintain confidential information in trust and confidence for the benefit of Brite & Shine and take reasonable precautions and other actions necessary to ensure that there is no unauthorized use or disclosure of confidential information.

Confidential information includes all information relating to Brite & Shine that is not publicly available or that is treated by Brite & Shine as confidential, as well as all information provided to Brite & Shine by a supplier or other party with an expectation of confidentiality. You must protect confidential information even if your relationship with Brite & Shine ends.

7. Leads, Distributions and Compliance

We are committed to providing our customers with high quality services and products. We are committed to ensuring that our suppliers and agents comply with our guidelines regarding the handling of client information and leads.

Our suppliers, distributors and agents should be familiar with our client information standards to ensure these standards are upheld. Any questions relating to our guidelines on sourcing and handling of client information should be directed to a member of management.

8. Administration and Enforcement of Policies

Doreena Kline, President, is responsible for the administration and enforcement of this Code of Ethics and Conduct, but may delegate its responsibility to a committee or individual. Management thereof shall take reasonable steps to monitor and audit compliance with the Code and to ensure that the Code of Ethics and Conduct continues to comply with all applicable rules and regulations.

9. Compliance and reporting violations

If you have questions about this Code of Ethics and Conduct, or if you have concerns about conduct that you believe violates or may lead to a violation of this Code, it is important that you discuss them immediately with your direct supervisor. Management can only make appropriate decisions if fully informed; it will be helpful if you present as complete a picture as possible to your supervisor. It is the responsibility of every supervisor to assist in resolving these questions or concerns.