

The Promotions Dept. Code of Conduct

The Promotions Dept. combines creativity, experience, and responsiveness to develop programs and products to accomplish our clients' objectives. We offer a broad range of services to our clients and we have a reputation for reliability and integrity. From our inception, we have set ourselves apart from our competitors by combining our creativity with a tireless effort to provide exceptional (and personal) service and support. Above all else, we are consumed with our goal to develop and implement the very best possible idea. Our standards for creativity and quality exceed those of our clients and we thrive on the additional challenges that our high standards bring. We're proud of the work we have done and that our clients include some of the best known and respected companies in the region and the nation, if not the world.

The Promotions Dept. Mission Statement

To become an integral and indispensable business partner by:

1. Identifying and fully understanding our client's objectives.
2. Offering creative marketing suggestions and solutions to address specific needs.
3. Providing the highest level of personal, professional, and dependable service.
4. Continually strengthening each relationship through our performance and integrity.

To accomplish our goals we have adopted standards for the safety, quality and integrity of our products and processes and we are committed to respecting the rights of individuals and protecting the environment. We are dedicated to complying with all applicable laws and to conduct business in an ethical and responsible manner.

Employment standards and conditions

The Promotions Dept. believes in creating a harmonious working relationship between all employees. In pursuit of this goal, The Promotions Dept. has created the following employee relations objectives:

1. Provide safe, exciting, challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions.
3. Compensate all employees according to their effort and contribution to the success of our business.
4. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
5. Provide paid time off and holidays to all eligible employees.
6. Provide eligible employees with health and welfare benefits.
7. Assure employees, after talking with their manager, an opportunity to discuss any issue or problem with officers of The Promotions Dept..

8. Take prompt and fair action of any complaint which may arise in the everyday conduct of our business, to the extent that is practicable.
9. Respect individual rights, and treat all employees with courtesy and consideration.
10. Maintain mutual respect in our working relationship.
11. Provide buildings and offices that are comfortable, orderly and safe.
12. Promote employees on the basis of their ability and merit.
13. Make promotions or fill vacancies from within The Promotions Dept. whenever practical.
14. Keep all employees informed of the progress of The Promotions Dept., as well as the company's overall goals and objectives.
15. Promote an atmosphere in keeping with The Promotions Dept.'s vision, mission, and goals.

Customer relations

The success of The Promotions Dept. depends upon the quality of the relationships between The Promotions Dept., our employees, customers, suppliers and the general public. Our customers' impression of The Promotions Dept. and their interest and willingness to purchase from us are greatly formed by the people who serve them.

These are the building blocks for our continued success.

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees, suppliers and business partners at all times.
3. Follow up on orders, questions and requests for information promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

Product safety

We will comply with all applicable laws and regulations regarding safety of products and services we provide to our clients. We will meet applicable recognized mandatory and voluntary industry standards for our products and processes. We enforce product safety through our QC and safety programs. Our products meet all applicable federal safety and warning requirements as enforced by the U.S. Food and Drug Administration, the Consumer Product Safety Commission, and the Federal Communications Commission. Products shipped to California are in compliance with Proposition 65, which is known as the Safe Drinking Water and Toxic Enforcement Act of 1986.

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Supplier Code of Conduct

The Promotions Dept. seeks to do business with reputable business partners who are committed to ethical standards and business practices compatible with those of The Promotions Dept. We have set various standards for our suppliers to meet or exceed. Social awareness and environmental protection are key aspects of our supplier selection process.

We require all businesses that support our business as subcontractors, manufacturers or sources of goods to comply with all of the same policies stated in our Commitment to Ethical and Responsible Conduct Policy. All subcontractors and suppliers are required to comply with all applicable and national laws.

Environment

We abide by all applicable environmental laws and regulations. We will manage our environmental footprint to minimize the adverse impact on the environment. We will manage our energy, water and waste systems for maximum efficiency and minimal adverse impact on the environment.

