

ETHICS GUIDELINES

1. YRC's Ethics Committee comprises every member of the Company.
2. Explain things the way they are – not the way you would wish them to be.
3. Walk towards problems.
4. Any violations of ethics to be documented in a sworn affidavit if so requested by a Board Member.
5. Trust but verify – especially where it involves people.
6. Public transparency requirements and laws to be observed at all times both in the spirit and by the letter.
7. Behave to others as you would have them behave to you.
8. Be frank with everyone but polite. If you think it – you might as well say it.
9. Then give your team-mate the space to fail.
10. White lies are tolerated to save hurt feelings.
11. Client confidence to be respected at all times.
12. Conflicts are a sign of a busy company – but declare them and recuse if necessary.
13. If it crosses your mind that you might be committing an ethics violation – you probably already have.
14. \$1 of cash is the same as a \$1mm bribe.
15. Don't ask a third party to do something you would not do in their place.