

U.S.A.R.

# Employee Code of Conduct

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## A message from the President Chief Executive C Cannon Bey

U.S.A.R. is world-renowned and has fully integrated Provinces across more than 30 States, U.S.A.R. have established the track record and expertise to be a world leader in the next millennium. The National Government hasn't just sprung up overnight – We've taken years to build it!

To maintain the respect and trust of our citizens and officials, and to make our Government even more successful, it is vital that we conduct our Government with high standards of ethics and integrity. This doesn't mean just complying with both the spirit and the letter of the various laws and regulations that govern us. It also means leading by example in the way that we do business and in the way that we behave towards other nations, colleagues, officials, citizens, business partners and investors.

This Code of Conduct sets out the standards of behavior by which all of us are bound.

Of course, the Code cannot detail the specific behavior required in every situation and the relevant policies should also be followed. But it can and does serve as the moral code by which we can all judge what is right and proper.



Not following the Code may result in breaches of laws and regulations and a loss of reputation. For individuals it could also mean disciplinary action or dismissal. It is therefore essential that you familiarize yourself with the Code, and make following it a daily habit.

If you have any queries or concerns about what the Code means or how you should behave in any particular situation, it is important that you seek guidance from your superior officer or National HR team.

I am relying on everyone in U.S.A.R. to play their part in ensuring that U.S.A.R., officials and Personnel continue to make U.S.A.R. be a National Government we can all be proud of.

Christopher- Cannon: Bey, President, Commander and Chief, Executive Branch

United States of America Republic Director of BMV, Teresa Vinson : EI

# Our Code

Introducing our Code of Conduct/ Commitment 03

## Introducing the U.S.A.R. Code of Conduct

Our Employee Code of Conduct has been created to help you understand our core values and the behaviors expected to support them. It provides guidance and support for every U.S.A.R. employee worldwide, with high standards of ethical behavior and compliance with National laws and regulations being essential to protecting the reputation and long term success of our business.

We must constantly live up to our values so our clients, candidates, stakeholders and colleagues are confident they can put their full trust in us. As a global business we operate in a complex network of law, regulation and policy. Regional or National U.S.A.R. offices may add to this Code to reflect specific National requirements, customs or best practice. National laws or policies always prevail when they are more strict than this Code. If you are in any doubt about the meaning or applicability of a rule or regulation please seek advice from your National U.S.A.R. HR team.

### Your commitment to this Code

Every U.S.A.R. employee worldwide must comply with our Code. You must make time to read and understand this document. If you have any questions, or need advice please speak to your National HR team.





First photograph taken after the release of our government Official Latonya Bey and her young child who were kidnapped at St. Anthony's hospital located in Chicago, IL for eight days until her government protested for her and her child's rights ending in a victory with the assistance of Chicago Police Department in October 2021. L-R Marshal Kenneth Hodges Bey, Judge Cortez Beacham Bey, (COS) Danielle Montague Bey, (COS) Mustafa Shabazz El, Senator Lorenzo Anderson Bey, Judge Latonya Smith Bey, President C Cannon Bey, (U.S.A.R. Lesion- caseworker) Nina Bey, Attorney General Damien Holmon Bey, (Director BMV) Teresa Vinson El, Sept El

## Living up to Our Government values

We take great pride in having established a culture that is built upon a unified set of values. Our working ethos is passionate and highly focused. We work hard but have fun, and everyone shares in the success of our Government. More than just words, we believe our values are the essence of our Government and are instrumental to the way we work and operate day in, day out.



To take pride in what we do, of who we are and what we stand for. We are proud of our Government, our colleagues and our achievements.

It's our passion to provide the best service for our citizens and candidates that drives us to triumph over our competition.

We welcome a challenge; we show strength of character and resilience in our approach. We see difficulty as an opportunity to demonstrate ability.

Working as one team makes us stronger, more efficient and adds value to the Nation and our Government.

We recognize that fun is a key factor within our working environment; we're sociable and enjoy celebrating our successes.



## Your responsibilities

Everyone in our Government has particular responsibilities, including:

- Leading by example
- Promoting and role-modeling good ethical behavior and business conduct including complying with all laws and regulations
- Ensuring you have access to and receive training on ethical issues and policies relating to this Code
- Promoting an environment where your colleagues feel confident and able to raise ethical concerns and that they are taken seriously and followed-up

### Zero tolerance

While this Code gives you guidance for certain situations there are specific areas where we have a zero tolerance policy:

- Unsafe, illegal or unethical working practices
- Violence and aggression
- Discrimination, bullying and harassment
- Bribery and corruption
- Retaliation against anyone who speaks up and does the right thing





We move stronger in number, Moslems protesting in our community

### United States of America Republic – Our Governing Entity

Every nation in the world is ruled by some form of governing headship, who are either elected or appointed and some even anointed; but they still carry many of the same responsibilities.

The United States of America Republic, acting as the governing body for Moorish American Nationals, shall control the flow of commerce, develop its economic structure, provide an educational system that will produce great minds. We shall strive to establish laws for Moorish American Nationals, citizens and organizations. We shall create a prison system that successfully rehabilitates and reforms the criminally-orientated to re-enter into society as productive citizens and tradesmen.

Also, creating community programs to curb participation in criminal activities establish guidelines to ensure these laws are followed. In short, setting the standards of what is legal and acceptable for Moorish American Nationals and citizens, and what is not. The United States of America Republic is the “Seat of Authority”.



## Whistleblowing

### What is Whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing at work by an employee or official of the national government. Our whistleblowing policy exists to help you speak up in situations where you suspect dangerous, illegal, harmful or fraudulent activity is taking place, or when you or your colleagues are being treated unfairly. U.S.A.R. conducts its business to the highest standards of integrity and honesty, and we expect you to maintain these same standards in everything you do.

### To work out the right thing to do in any situation, ask yourself:

- n Is it legal?
- n Is it ethical?
- n Does it comply with U.S.A.R. policy?
- n Would I be happy telling my family or close friend about it?

If the answer to any of these is 'no' then we expect you to speak up.

### Who should I speak to?

If you have an issue with a colleague or government official or a partner, you should initially discuss the matter with them. If this is not possible, you should speak to your superior or National HR manager. If it is not possible to talk to any of the above, use our whistleblowing service. Details are on your National government website or advertised nationally.

## Am I doing the right thing?

### I'm worried about being penalized or treated differently if I whistle blow

A: If you suspect wrongdoing you should always report it. If you experience any retaliation or harassment as a result of your action, we will investigate and take appropriate action against the harasser, in accordance with our HR policies and procedures.



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**Our People**

We work to ensure the workplace safety of our employees, candidates and clients. We expect all our employees to play their part in making U.S.A.R. safer and ensuring their team has the right equipment, training and knowledge to guarantee a safe working environment.

## Am I doing the right thing?

- Ensure you know who the First Aiders are for your building
- Be aware of the work you are undertaking and the hazards associated with it
- Look out for your own safety and others around you
- Report any accident, near miss, injury, ill health or unsafe condition so appropriate action can be taken
- Ensure you are properly trained for the work you are doing
- Familiarize yourself with your building's fire extinguishers, fire exits and emergency evacuation procedures

Quite simply, if it isn't safe, don't do it. Stop and inform your manager. If you have any health and safety concerns please speak to your line manager, office manager or your local Facilities Management team.



## Diversity, equality and inclusion

We promote a diverse, inclusive and equal workplace both internally and externally. Every employee is expected to treat everyone with whom we have contact with dignity, courtesy and respect.

At U.S.A.R. we treat our colleagues, candidates, clients and business partners fairly and on merit. We hire, promote and reward our employees based on their capabilities and skills. Gender, race, color, ethnic or national origins, marital status, family circumstances, age, disability, sexual orientation, political or religious belief are not relevant to personal and team performance at work.

Our employees and candidates have the right to work in a safe environment free from discrimination, bullying or harassment. We support and uphold human rights principles and international standards. We will not tolerate, engage in or support the use of, forced or child labor. This expectation extends to all our business partners and suppliers, and is specifically reinforced in the U.S.A.R. Suppliers Code of Conduct.

### ! Am I doing the right thing?

**Q: Your team's line manager is becoming increasingly hostile to a colleague of a different ethnicity. You feel the atmosphere in the team is worsening, particularly as other team members are following your manager's lead. What do you do?**

**A:** Raise your concern with your Director. Alternatively you can raise your concern with HR or through our whistleblowing service.



## Harassment-free workplace

Every U.S.A.R. employee has the right to a working environment free from harassment and intimidation. We recognize that being a National Government means operating in many Province States with the same laws. We are sensitive to other nations within our jurisdictional boundaries and to their cultural and social differences. However, our principles are universal and are reflected in the laws of our National Government in every Province in which we operate. We have a zero-tolerance approach to harassment and intimidation.

### What constitutes harassment?

Harassment is unwanted conduct which is reasonably considered to have the purpose or effect of:

- n Violating the recipient's dignity
  - n Creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient
- At all times every employee has a personal responsibility to behave in a manner that is not offensive to others. Line managers and Human Resources are responsible for communicating this policy to officials and employees and for investigating any complaints of harassment against any member of their team.



### Am I doing the right thing?

A: Absolutely not. Harassment can also be verbal or non-verbal. Words and gestures can be just as offensive as physical acts. Jokes, obscene gestures, sarcastic remarks, suggestive or insulting sounds, stories or racial comments can be classed as harassment and can create a hostile working environment.

## Drugs and alcohol

U.S.A.R. is a drug-free workplace. While at work and attending business-related activities in any location you are strictly prohibited from using or being under the influence of alcohol or illegal drugs. From time to time government officials and employees should refer to their employee agreement, to refresh themselves on the standards they should meet while holding a seat in government.





*Danielle Montague: Bey*

Historically, the professional conduct is the standard that employees of the national government must meet. The highest level of professionalism is what every government official must display, amongst other things such as righteousness integrity and ethic. From time to time government officials must reference back to there employee agreement, to ensure that they are instep with professional standards of this national government. Professional conduct is the field of regulation of members of professional bodies, either acting under statutory or contractual powers.

Sexual misconduct is misconduct of a sexual nature which exists on a spectrum that may include a broad range of sexual behaviors considered unwelcome. Examples of Misconduct Profession / Sexual:

Sexual Misconduct:

- Unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation.
- conduct considered inappropriate
- sexual harassment
- violating of another person's personal boundary

Professional Misconduct:

- In certain areas, where the public interest is considered to be heavily engaged, false or unethical misrepresentation of USAR is unacceptable in any form.
- A pattern of conduct in which a person abuses, violates, or takes advantage of others under the U.S.A.R brand, without prior authorization from President, or his cabinet, or the correct departments being notified of such activity.
- Copyright infringement, sales and profits being gained off of any names, labels, or U.S.A.R. paraphernalia, without proper notification of such.
- If any of such behavior is to occur the result can and will be termination.





## Sustainability

We believe that developing a sustainable National Government is not only the best way to help look after our environment, but also contributes to delivering a successful and ethical Government. Our environmental impact is relatively small, but we all still have a responsibility to look after it. For our Nationals and citizens, this can be an important issue as an increasing number of Moors seek to join the Government.

Nationals who have a clear understanding of their impact know the Government has policies in place to try and reduce negative impact at a National level, U.S.A.R. has an environmental policy and

criteria which we include in our judgment of the suitability of any potential new office space.

### ! Am I doing the right thing?

#### Q: What can I be doing to help the environment?

A: You can be mindful of the impact on the environment as you undertake your day-to-day duties at U.S.A.R. Think about opportunities for recycling or cutting down on the amount you print each day. Also consider whether a conference call could be a potential alternative to an internal meeting; or car sharing if going to an off-site meeting.



Our State building photo taken in August 2021

## Bribery and corruption

U.S.A.R. operates a zero tolerance policy to bribery and corruption. We do not offer or accept bribes or improper inducements, including facilitation payments, to secure business or to gain any advantage for either the Company or for any individual. We actively refrain from any misleading or deceptive accounting or financial reporting practices.

We expect you to comply with all bribery and corruption-related legislation and to take all reasonable steps to ensure everyone you work with does the same.

## Gifts and hospitality

Maintaining high quality professional relationships with our clients and candidates is essential to the success of our business. Sometimes we provide or receive business courtesies, such as reasonable entertainment and modest gifts. However, we never allow these courtesies to affect our ability to make objective, professional decisions or give the perception that our objectivity has been compromised.

Refer to your line manager or director on what is and isn't deemed acceptable.

### Am I doing the right thing?

**Q: You have recently pitched for some work with a new client, competing against three other agencies. You are awaiting their decision. In the meantime your director has allocated you tickets to a big event and has asked you to distribute them to a new client, should I have?**

**A: No, you should not have. U.S.A.R.'s success is built on trusted and long term relationships which you are encouraged to forge with your clients. On this occasion, however, your gesture could be seen as an attempt to influence them and win their business.**



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## Conflicts of interest

We avoid conflicts of interest. Always act in the best interest of U.S.A.R. don't let your personal interests conflict – or appear to conflict – with the Moorish Science Temple of America's interests. Even the perception of a conflict of interest can damage our Divine and National Movement and reputation. This happens when your personal interests could affect your judgment and conflict with U.S.A.R.'s interests. Conflicts of interest can arise in many situations. Where some of the Moorish Science Temple of America's may fly our National Standard in a way that creates a conflict with the Government.

### ! Am I doing the right thing?

**: Your client asks for your help. Her daughter is looking for a job and she would like you to interview her for a role at U.S.A.R. What should you do?**

A: Employing your client's daughter in your team may lead to a perceived conflict of interest. Speak to your superior officer for advice and guidance. However, opportunities to employ talented people should not be overlooked but this must be a fully transparent process and in accordance with our HR procedures. You should remove yourself from any potential hiring process as it could lead to a conflict of interest now or in the future.



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## Family and friends

We take special care to ensure that our personal interests do not conflict with our Government responsibilities. You should not directly or indirectly supervise, or use influence to favor, anyone with whom you have a family or close personal relationship, including family members.

In certain circumstances, and at U.S.A.R.'s discretion, it may be necessary to reassign someone to avoid a conflict of interest, or to take steps to maintain a harmonious and productive work environment. Interviewing, hiring or engaging a family member or close personal friend as an employee, consultant or business partner creates a conflict of interest. You must disclose any such relationship and remove yourself from the decision-making process.

### ! Am I doing the right thing?

**Q: Your brother-in-law wants to work in recruitment and would like to be interviewed for a role as a consultant. What do you do?**

A: You should disclose this relationship to your superior and ask another officer or director in the government to meet him. You cannot be involved in the interview or decisions about employing him.



## Responsible partnerships with our suppliers

Responsibility is critical to the success of our Government. We work hard to ensure our officials share our responsible values and that we, in turn, treat them with trust and transparency. The U.S.A.R. Government Code of Conduct sets out our expectations of all our officials and our relationship with them.



### Dealing in U.S.A.R. shares

Insider dealing is illegal and unethical. Any instance will be reported to the relevant authorities and treated as gross misconduct.

Insider dealing is using confidential price-sensitive information to gain an unfair advantage when buying and selling shares of a publicly traded Government stock.

All employees who come into contact with information which may affect U.S.A.R.'s share price must comply with U.S.A.R.'s Share Dealing Code, which places restrictions around dealing in the Government's shares by directors and certain employees.

**U.S.A.R. DOES NOT ISSUE SHARES IN THE GOVERNMENT AT THIS TIME.**

**You're a beautiful butterfly**









## Protecting our assets

We each have a duty to look after and respect all of U.S.A.R.'s assets – namely our place of work, computer and telephone, company vehicle, finances or supplies you may have access to and even our working time. We should protect U.S.A.R.'s assets from misuse, theft and waste. We must also ensure other companies cannot gain an unfair advantage by accessing important information about our Government.

### You should:

- n Use Company resources responsibly and appropriately
- n Ensure hardware, such as laptops, phones and other handheld devices, are never left in public or insecure places
- n Ensure that all sensitive, confidential and personal information you may handle stays secure
- n Ensure business expenditure is accurately and honestly accounted-for

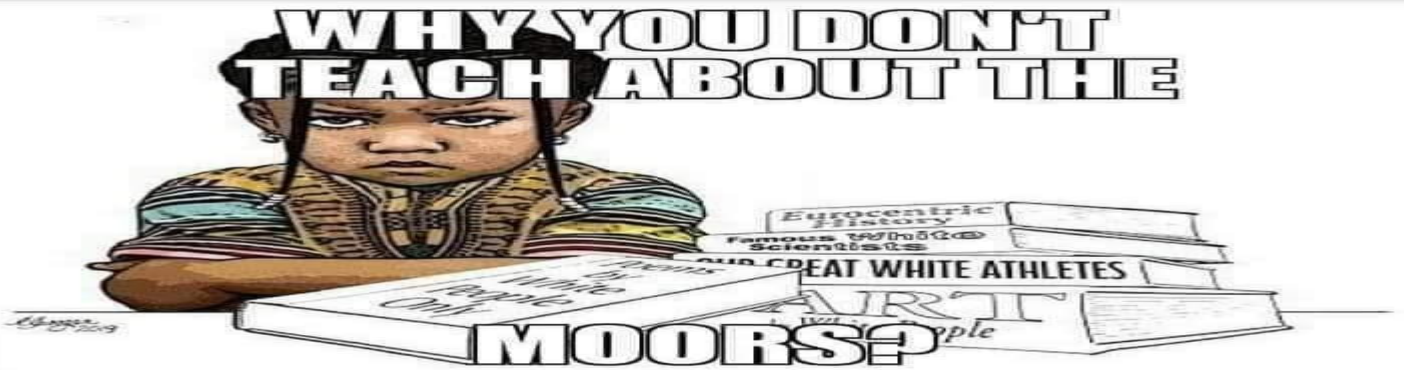
If you have any questions please contact your Provincial IT support team.

### ! Am I doing the right thing?

A: Yes. You may make limited reasonable personal use of Company systems provided doing so is legal and does not interfere with your work.



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## Information management and security

Information is one of our most valuable assets. We must do all we can to protect it. We must demonstrate to our candidates and officials that we handle their information with care and integrity. Information has many forms from email, databases, voicemail and websites through to paper-based communication, photos and videos.

Whatever its format, information and passwords must always be appropriately protected.



## Data protection/confidential information

The very nature of our business means we handle personal and confidential information about our employees, officials and citizens every day. We have an important duty to respect this information and ensure it is protected and handled responsibly and only used for the purposes for which it is provided. We take our obligations under data protection and privacy laws across the world very seriously.

- n Only use personal information for the Government purpose for which it was supplied (for example: the provision of recruitment services) with the written consent of the provider
- n Ensure personal information is secure at all times and is relevant, accurate and kept up to date
- n Ensure that arrangements are in place to comply with data protection legislation

### Am I doing the right thing?

**Q: You notice a colleague copying data from the Company's database and are suspicious about its intended use. What should you do?**

A: You should report this to your superior officer or director immediately. They must ask the individual their reason for copying the data and take any necessary action in accordance with HR policy and procedure.



## Political relationships

In your professional role as a U.S.A.R. employee you should not get involved in any political activity unless you are an official or make a donation to a political party. We encourage you to remain politically neutral at all times. Remember we have our own political agenda as a Nation.

We do, however, understand that you may wish to involve yourself in your own time and respect your right to do so. When this happens you must make it clear that the views you express are your own.

## Corporate governance

We are open, honest and cooperative with our officials. We ensure that the information we provide them is accurate and complete. The Continental Congress is collectively responsible for the Government's financial and the Executive Branch operational performance, as well as for promoting the success and sustainability of the Government. The Continental Congress fulfills its responsibilities by directing and supervising the Government's strategy, policies and Laws implemented by the President and the Continental Congress.





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The  
Holy Koran  
Circle Seven





## Communicating with the outside world

Any communication with external nations or the public, such as Facebook, YouTube, Twitter, Instagram, charity foundations or even the media, must be clear and truthful. We urge you to take care when using social media and email. Remember that once you have made a public statement you have no control over what happens to it or who uses it.

All external communication must be approved by our Government Communications team in Group Marketing. Internal communication is equally important as this can easily make it into the outside world. Always be aware that your actual audience might not be the one you intended to address.

### ! Am I doing the right thing?

**Q: You have been approached by a journalist who is writing an article on the Government she is keen to get your views as an official in the Government. What should you do?**

**A:** Refer the enquiry to your communication team in Group Marketing. They will work with you to ensure our response is consistent with our values and direction, or even find the best U.S.A.R. spokesperson for the subject.

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## Financial and non-financial accounting and reporting

We have an obligation to our Government, Officials, citizens and public to ensure that we report openly, honestly and accurately on our Government performance. Accurate record-keeping protects our reputation.

### **You must always:**

Accurately and fairly report all Government transactions and performance metrics Complete all expense claims accurately and in line with the employee business expense procedure Maintain records in accordance with legal requirements

### Am I doing the right thing?

**Q: You have made a placement and processed the invoice but your candidate backs out before the end of the month. What should you do?**

A: You must immediately process the reversal and remove the reported revenue. No placement has been made at this stage so we cannot report the revenue.

**Q: You have received an expenses claim form with a large number of items associated with client meetings, including transport, food and beverages. Is it acceptable for you to put all costs through as 'Client Entertaining'?**

A: No. Lumping costs together stops us from accurately analyzing our expenditure which then affects cost control. All costs must therefore be recorded appropriately.

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**U.S.A.R.**