

Top Flight Code of Conduct

This Code of Conduct describes the standard by which Top Flight conducts its business practices and policies. By establishing a code we give direction to our company's values, objectives, and vision. We strictly abide by this code and encourage our vendor partners and customers to formalize their own code. We feel that with common sense and good faith we can establish fair guidelines for our business practices, ensuring a healthy relationship with our community, our customers, our vendors and the environment as a whole.

- We as a company pledge to conduct our business practices in a socially responsible manner with regard to the treatment of our employees. We abide by all International Labor Organization mandates and adhere to the standards of basic labor rights including: freedom of association, the right to organize, collective bargaining, equality of opportunity and treatment, and the abolition of forced or child labor. We provide a safe working environment and will not tolerate harassment or discrimination on the basis of age, sex, race, disability, national origin or religious affiliation.
- We pledge to always use the highest ethical standards in our relationships with our customers and clients. We are committed to fostering and nurturing our customer partnerships to the mutual benefit of all involved. Fair and honest treatment is guaranteed as a standard of business conduct.
- We honor our vendor relationships based upon the value they provide to us as a company and the services they can provide. We conduct business with our vendor partners based upon the price and the quality of the product in question, how well that product is serviced, and how dependably these 2 parameters are achieved over time. We treat all vendors impartially based upon these objectives.
- We pledge to demonstrate a commitment to progressive environmental practices and to preserving the earth's resources. This includes the use of environmentally-friendly inks and solvents and the use of recycling of any and all waste papers.