



Policy and Procedures for Clients Standards of Conduct: Established boundaries:

Program participants are a tremendous asset. We are firmly committed to providing fiduciary, integral, objective, and transparent services in all aspects of program participation. We operate in fairness, exemplifying professionalism, diligence, and competence on many levels.

We will not tolerate any violation of our legally and morally grounded policy of any kind. Therefore, the purpose of these guidelines is to provide general direction so that program participants are aware of policies governing program participation under Alpha & Omega Nutrition Program, Incorporated's sponsorship or may seek further clarification on issues related to the subject of acceptable standards of operation and conduct.

1. Program participants shall operate professionally in a manner that demonstrates admirable professional conduct. Operate with integrity, trustworthiness, courtesy, and diligence including planning, patience, and consistency.
2. Program participants should take into consideration the organization's overall fairness exemplified when determining the value of the services the organization provides, the skills, experience and special circumstances and responsibility involved in providing our services.
3. Program participants/clients shall not show up without an appointment to drop off documents (all documents shall be emailed) for receipt confirmation purposes.
4. Program participants shall not harass employees/staff of the organization through email, text messages, phone calls, social media, or virtual communication. We will not tolerate derogatory comments directed toward our staff in any manner, setting or platform.
5. Any waiver of this Code with respect to a director or executive officer of the Company may be made only by the Board of Directors or a committee of the Board of Directors. Any such waiver will be promptly disclosed to the extent required by law.
6. Violation of any responsibilities as defined in this policy will be cause for immediate termination for convenience from program participation. You will receive a proper 30-day notice of termination. This decision is not eligible to be appealed.