

# Petra Learning LLC – Using Learning to Spark Transformation

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<b>Policy #:</b>	N/A
<b>Policy Date:</b>	January 24, 2012
<b>Frequency of Review:</b>	Annual
<b>Topic:</b>	Code of Conduct

## **Purpose:**

Petra Learning LLC exists to meet the needs of its customers in a manner that reflects godly principles of leadership and service. This Code of Conduct governs the actions of all Petra Learning LLC employees.

## **Objectives:**

- To codify the ethics, values, and beliefs of the company so that employees have a framework in which to make business decisions.
- To promote an environment that recognizes and honors the collective person, defined as the body, soul, and spirit.
- To set the expectations for conduct and behavior of suppliers and other key vendors with which the company conducts business.

## **Code of Conduct:**

Petra Learning LLC adheres to the following principles:

- A philosophy of simplicity, sincerity, and sacrifice will govern all activities of Petra. This means that:
  - The company and all of its representatives will operate with integrity in the areas of financial accountability, commitments, internal and external relationships, and business transactions.
  - The company and all of its representatives will exhibit exemplary work habits that are consistent with the sacredness of the family trust bestowed.
  - The company will fulfill its stewardship responsibility to the community in a fiscally responsible manner.
  - The company's use of social media will be consistent with the principles noted within the Code of Conduct. Employees will comply with these principles for use of social media that can be directly or indirectly associated with the company.
- The company model will be established based on the principles of accountability, networking, and team building. This means that employees will:
  - Listen to and respect the viewpoints of others; allowing individuals to express their opinions without challenge or judgment.
  - Share information within their possession that is relevant to the business with fellow employees. Information shall not be intentionally withheld in order to negatively impact the performance of other team members or the company.

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- Discuss issues openly and honestly. Confrontation and correction will be done in love and with the intent of restoration.
- Be open to constructive feedback without shutting down, fostering resentment, or taking actions that detrimentally impact team building or team effectiveness.
- Function in the realm of their assigned responsibility and authority and will not circumvent or usurp authority.
- Openly support the decisions of the President and individuals to whom the President has delegated decision-making responsibilities.
- The company's products and services will reflect the creativity and innovation associated with individuals that are living a well-balanced life.
  - Employees are expected to promote healthy lifestyles through personal example.
  - Employees are expected to advance their business-related skills through continual learning that is governed by a personal development plan.
  - Employees are expected to be open to and support new ideas in instructional design and delivery techniques provided they are consistent with the company's learning principles as reflected in the company's business plan.
  - Employees are expected to be open to and support new products and services that continue to advance the overall mission of the company.