

## **Exhibit B: Ethical Conduct Guidelines Example**

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An Accredited PEO must maintain and promote to its internal staff ethical conduct guidelines in accordance with ESAC's Standards of Ethical Conduct. An example statement follows:

As a Professional Employer Organization, (PEO Name) is committed to operating with the highest ethics and honesty and in compliance with the laws of the state(s) and nation in which we conduct business. Every owner and employee shall manage the affairs of (PEO Name) in an honest, trustworthy and ethical manner so as to benefit clients and worksite employees in the performance of (PEO Name's) employer functions and financial responsibilities. (PEO Name) shall not affiliate with any entity that does not maintain these standards. If any employee has reason to believe that these standards are not being maintained by (PEO Name), he/she is encouraged to consult with appropriate management or to file a complaint in accordance with the complaint resolution procedure contained in the Employee Handbook.