



CYBERTARY CODE OF ETHICS

In accordance with our goal to grow to be the industry leader for Virtual Assistance, Cybertary has established a Code of Ethics. The Code is a best practices guideline that all Cybertary team members, all Cybertary owners and team members agree to subscribe in their service and client partnerships, as well as their interactions with one another. This Code serves as a foundation for Cybertary's overall culture, as well as our success.

WORK/LIFE SUPPORT:

Cybertary was founded under the premise of providing support and efficiencies to small business owners so that they may use their valuable time for more important aspects of work, family and life. We will help our clients so they can grow business, and we will value our clients' time in order to provide them the best possible work/life balance. At the same time, the Cybertary national team shall synergistically support one another through projects or with work/life balance challenges that arise. We will support families and relationships in our day-to-day business interactions wherever possible.

TRUTH & HONESTY:

Cybertary operates on character, fairness, truth and honesty. From promising only the services, pricing and timelines we can truly deliver to admitting and correcting our mistakes, our team members will keep honesty at the forefront of its service every day. Cybertary will endeavor to honor all of our commitments and obligations and to leave every client feeling well served upon completion of each project. Through reliability and quality performance, we will aim to provide our clients with deep confidence in Cybertary services and its abilities.

TRUST & TECHNICAL INTEGRITY:

Cybertary **commits to confidentiality, non-disclosure and non-competition**, both with our clients and to one another. It is of utmost importance to keep the confidential details of our clients' businesses private. We will always follow our strict, written, internal confidentiality policy and utilize a comprehensive business agreement with our clients that discusses client confidentiality in detail. Additionally, **when virtually sharing documents, all Cybertaries will use the secure, password-protected, SSL-encrypted Intranet and communicate via secure discussion boards.** We will also follow our written internal policy when it comes to the software, hardware, and any other technical resource we use for business. In an effort to further uphold our technical integrity, Cybertaries will continually and consistently build on their skill sets and learn new applications through continuing education programs and testing systems.

OPEN COMMUNICATION:

All Cybertary team members will aim to keep clear, open communication. We will make it our goal to personally communicate with each client and familiarize ourselves with his or her business goals in order to effectively execute their projects. We will not assume we always know best. We will regularly ask for opinions and feedback from both clients and team members. Even in times of business disagreement, we will aim to treat other opinions and ideas with professional respect and courtesy. It will be our ongoing goal to develop long-term relationships that continually meet the clients' communicated objectives.

Sharon Holbrook, President

Date

Team Member

Date

