



WRITTEN BY:

Dr. (h.c.) Jennifer L. Breakey

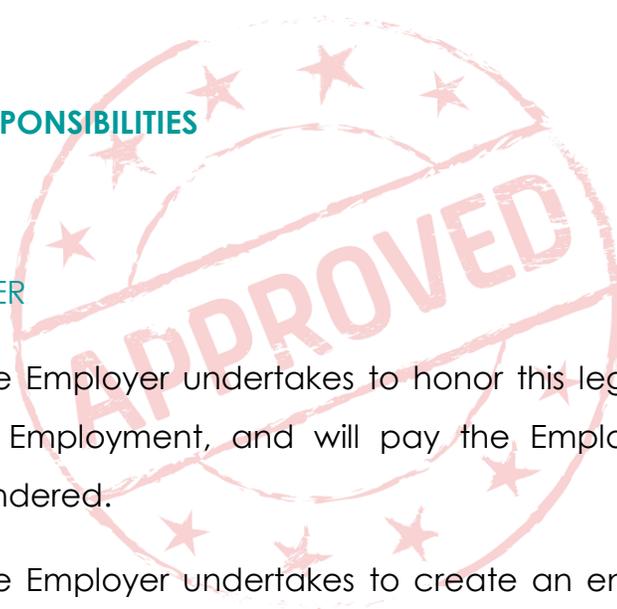
© JLB INTERNATIONAL | AGORA ACADEMY™

1. PURPOSE

The Transparency Commission™ is a signed declaration agreement between two parties, the Employer and the Employee with the intent to highlight the roles and responsibilities given to both; it is to create *best interest* consideration and application between both parties, and to ensure that fair and equitable practices are consistently and equitably applied to all Employees within the employ of the Company.

2. ROLES AND RESPONSIBILITIES

2.1 EMPLOYER

- 
- 2.1.1 The Employer undertakes to honor this legally binding Contract of Employment, and will pay the Employee for employment rendered.
 - 2.1.2 The Employer undertakes to create an environmentally healthy and safe environment for all its Employees.
 - 2.1.3 The Employer undertakes to have a workplace free of discrimination of any kind.
 - 2.1.4 The Employer undertakes to provide Employees ease of access to all Company policies, procedures and practice guideline.
 - 2.1.5 The Employer undertakes to treat all Employees with dignity and respect.

- 2.1.6 The Employer undertakes to address matters of sexual harassment, inequality, bullying, and grievances and discipline as speedily as possible and to maintain confidentiality throughout the process.
- 2.1.7 The Employer encourages a transparent working environment (where reasonably applicable), thus eliminating coercion, distrust, corruption, bias, prejudice, misconduct, grievances, sexual harassment, bullying in any form, and inequality in the workplace.

2.2 EMPLOYEE

- 2.2.1 The Employee undertakes to render employment services to the Employer, as outlined in the Contract of Employment, and will do so to the best of their ability.
- 2.2.1 The Employee agrees to read the Company policies and procedures, and the Code of Conduct, and ensure that they comply with same.
- 2.2.4 The Employee will behave professionally in the workplace, conduct business in an ethical manner, perform all duties efficiently, will not bring the company into disrepute, and will follow all company rules, policies, practices and procedures, without exception.
- 2.2.4 The Employee will treat all fellow employees with dignity and respect.
- 2.2.5 The Employee will inform the Employer of any suspicious behavior they see in the workplace that might be unethical, corrupt or untoward in any way, without fear of retribution or victimization.

THE TRANSPARENCY COMMISSION™

2.2.6 The Employee undertakes to always keep the best interest of the Company at heart, whether at or outside the workplace.

2.2.7 The Employee undertakes to be transparent in all their business dealings in the workplace, and will not abuse the Company in any way.

Trust and transparency are key components in our Company. We strive to continuously reassess our business practices, policies and procedures, so as to ensure fair and equitable practices are maintained.

Employer:

I, _____ (write name in full), a duly authorized manager, do hereby state that the Company complies with its Transparency Commission declaration.

Signed: _____

Dated: _____

Employee:

I, _____ (write name in full), the employee, do hereby state that I have read, understand and agree to the terms outlined herein.

Signed: _____

Dated: _____