

KRAVITZ CORE VALUES AND CODE OF CONDUCT

VALUES

We Commit to...

- Having integrity in all of our decisions and actions.
- Treating others with mutual respect.
- Gaining and preserving our customers' trust.
- Utilizing high quality and cost-effective services that exceed our clients' expectations.
- Continuous improvement and innovation.
- Being one team striving for excellence.
- Keeping things fun.
- Promoting balance between professional and personal life.

CONDUCT

We Commit to...

- Taking the extra time to do things right the first time.
- Encouraging growth and development.
- Using open, honest and respectful communication.
- Creating a positive and productive work environment.
- Practicing blameless problem solving. Treating mistakes as learning opportunities.
- Acknowledging voicemail and email within 24 hours.
- Being punctual. Showing up to meetings on time.
- Setting and asking for deadlines. Meeting those deadlines.
- Holding each other accountable to uphold these Values and Code of Conduct.