**WORK CONDUCT POLICY**

Bylaws | Agree & Consent

# Effective Date: January 10th, 2018

# Last updated: 9/2/2024

**Purpose:** This policy was made to ensure that employers and freelancers are held accountable for their actions when they apply at our company and to inform them of mandatory requirements while on the clock. Before an applicant can be considered for hire, he/she must read this policy, agree to the Terms and Conditions of our Bylaws. After they do this, they must upload their signed document to their application before submitting their application for review. We hire based on qualifications only. If you are hired, you must read the company Bylaws stated in this policy, all company polices and our Community Guidelines. If you violate the Bylaws of this contact, company policies or Community Guidelines intentionally, you will be corrected up to (3) times. If you do it a fourth time, you will be wrote up (1) time. When you get wrote up, you will be suspended from your duties and cannot come to work for a week. If you continue to demonstrate bad conduct and poor work ethic, you will be terminated from Anointed Works. We have 16 Bylaws that we follow and must abide by while on the clock.

Those 16 Bylaws are:

1) Belief in Yahweh-Jehovah, Ruach Hakodesh (The Holy Spirit) and Yeshua Christ as the only true Elohim (Gods) of all creation.

2) Marriage between (1)manand (1)woman*.* Address one another by the natural biological gender you were born as when on the clock. This applies to staff, volunteer staff, the CEO Board, employees of Zions Studio.

3) No swearing/profanity or taking the Lord’s name in vain. Slogans and saying such as, Good God, OMG, Oh My God, Oh My Lord, etc are not acceptable during work hours.

4) Promoting teaching of true Hebrew origin doctrine, the 266 books of the Book in our blog content or in our projects.

5) Not condoning sin or sinful lifestylesin projects that are created in Zon Studio, but working to expose the evil of such things in a kind, respectful way*.*

6) Outside of work, worker may use different Book translations, but Anointed Works and Zion Studio use Hebrew, King James, King James 1511/1611 for references and for education purposes.

7) Belief in two biological genders and the no separation of gender/sex. One male, one female as Elohim created them. This also means we do not tolerate sex changes that will associate the opposite gender when he/she was biologically born as a male or female.

8) We do not condone pro-choice (murder of a child in the womb at any stage, including conception), pre-martial sex, theft, murder, lying, fornication (living together and not being married/whoredome, harlotry), sexual immorality (rape, LGTBQ+, incest, bestiality, polygamy, adultery, etc.) “lolly porn”, “hentai”, all other forms of prophagic activities, witchcraft, talking to the dead, tattoos and piercings and cannibalism. These themes and lifestyles will not be praised on the clock or written as a praise in our projects. Any sinful lifestyle our audience encounters in our is designed to teach, expose and educate and will never act as an invitation to go off and commit the sins that Elohim forbids.

 10) We do not condone abuse or excessive use of alcohol (drunkenness), abuse or excessive use of prescribed drugs. This bylaw also applies to “street drugs”.

11) We do not condone the worship of other gods or human-made religion. Worship of other gods is strictly forbidden based on Exodus 20 and the first commandment to the house of Israel. The Book is a proven historical document and Christ was a real person and has since been proven by pagans and Christians to be authentic in his doctrine and his divine linage. The fake gods and made up religions of others however, has also been disproven and several founders admit they made their “gods” and myths up.

12) When making a public appearance, staff and volunteer staff must dress modestly. The Book Of Jubilees clearly states we must be modest and cover ourselves and not be half naked or fully naked. If a employee fails to keep this bylaw in public then that employee will be sent home and given a write up.

13) If conflict cannot be resolved between a staff or the worker, then those individuals need to direct complaints to HR (Human Resources) and allow the RO (Reprimand Officer) to remedy the situation. All sexual harassment incidents must be directed to HR.

 14) Racism, discrimination for one’s sexual orientation, religion, gender, age, disability, etc. is not permitted on the clock. Failure to respect one another and sowing discord among others will not be tolerated. Those causing problems for others will be addressed by their supervisors.

 15) Employees and freelance employee are required to fulfill their job description requirements in their contracts and abide by the mandates in their departments set for their supervisors.

16) Love (platonically) and respect (honor) your neighbor when working together on projects, on the website, social media platforms and our remote workplace. This is a vital rule for anyone to follow and uphold, but to those who are in leadership positions or aim to become leaders in the company. It is crucial that you do not do anything humanity’s laws and Elohim’s laws prohibit when you’re on the clock. An example of this would be unwanted sexual advances, whether it be in text, over the phone to someone else or physical contact. Flirting and emojis that express filtration is prohibited between staff, supervisors and employees. Public display of affection (PDA) should not be seen at public events and not in texts exchanges on social media. Even if an employee is married to another person who works for us, their PDA needs to be at a minimal and displayed appropriately around others. Family members who work at AW together similar standards apply. We know affection towards a family member is a given, but on the clock in front of others, we ask that you keep your affection towards your family at a minimal.

By signing below, you agree to the Bylaws of this Work Conduct Policy and acknowledge that you have been given an opportunity to read it before asking to sign. You further attest that you will agree to read our company policies and our TOS (Terms & Conditions) post hire or within (5) business days after being hired.

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| Type Name |  | Type Name |  | X/X/XXXX |
| Printed Name, Employee |  | Signature, Employee |  | Date |