**WORK CONDUCT POLICY**

Bylaws | Agree & Consent

# Effective Date: January 10th, 2018

# Last updated: 3/25/2025

**Purpose:** This policy was made to ensure that employees are held accountable for their actions when they apply for 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 stand on what the word of Yahweh says and live our lives by the Book (Bible). When an applicant signs their name, they are legally bound to what the contract represents. We hire based on qualifications only. If you are hired and breaks any of the company polices or the Bylaws in the WCP accidentally or intentionally, they will be corrected up to (3) times before termination, unless the Approval Authority finds the employee’s offense(s) acceptable for termination before three write ups or during a write up. If hired on under a VAP (Volunteer Agreement Plan) or FAP (Freelance Agreement Plan). it is important to know that AW will not promote, endorse or create content that goes against the fundamentals of the Book (Bible). AW has 15 Bylaws that we follow and must abide by while on the clock.

Those 15 Bylaws are:

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

2) Marriage between *one man* and *one 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 and employees in the company.

3) No swearing/profanity or taking the Lord’s name in vain. No OMG, Oh My God, Oh My Lord, etc.

4) Promoting teaching of true Hebrew origin doctrine, the 266 books of the Book.

5) Not condoning sin or sinful lifestyles of *any kind* in 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, employee may use different Book translations, but AW and UA 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 of all kinds (rape, LGTBQ+, incest, bestiality, polygamy, adultery, etc.) “lolly porn”, “hentai” and 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 projects is designed to teach, expose and educate and will never act as an invitation to go off and commit the sin(s) that Elohim forbids.

 9) 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”.

10) 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 the Son Of Yahweh. 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.

11) 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 like the pagans or pagan Gentiles, which is just a fancy way of saying people who do not believe in Elohim or seek holiness. If an employee fails to keep this bylaw in public then that employee will be sent home and given a write up.

12) If conflict cannot be resolved between a staff or the employee, then those individuals need to direct complaints to the Responsible Office and allow the RO (Responsible Officer) to remedy the situation. All sexual harassment incidents must be directed to the Responsible Office and then processed to the CEO Board.

 13) 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 the Responsible Office.

 14) Employee must put in the labor required in their contracts (VAP/PAP/Business Confidentiality Agreement) and are required to fulfill their job description requirements for their supervisors, mangers, etc. If there is a breech in a contract at any time for any reason, employee will be confronted and given a warning (2) times. After that, if another offense happens that person will be terminated and dismissed from the company.

16) Love (platonically) and respect (honor) your neighbor on the company’s website, social media platforms and in the 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 Yahweh’s laws prohibit in the online workplace where we operate. 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. Unless the staff, supervisor and or employee are *married*, public display of affection should not be seen. Not at public events and not in texts exchanges on social media. Even if employee is married to another employee, it 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, applicant is agreeing to all company policies, Terms and Conditions and will be responsible for their actions. Furthermore, applicant agrees that they will read our policies on their own time and by doing so will be held accountable for knowing what they say.

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