

# Ethical Standards and Code of Conduct

We are committed to conducting our business in accordance with the law and with integrity, honesty, and fairness. This applies to our dealings with clients, suppliers, and each other. You should not do anything in the course of Firm business that violates the law or your own personal ethics, nor should you be asked to do so. If you become aware of a situation which you believe violates appropriate legal or ethical standards, please discuss it with your supervisor or anyone else in management so that we can resolve it. Your privacy and confidentiality will be respected.

All personnel must be familiar with Firm policies as well as the codes and requirements of the State Board of Public Accountancy, the Texas State Society of CPA's, and the American Institute of CPA's.

## Our Values Statement

Our Code of Conduct draws on the commitments contained in our Values Statement.

Who We Are and What We Stand For

Individuals who demonstrate respect for themselves and others, that have a positive attitude, integrity and teaming skills.

Individuals with enthusiasm, initiative, energy and the courage to lead.

People who build relationships based on doing the right thing and offer quality everyday.

## Code of Conduct Message from the Partners

Our Firm's reputation for quality and confidentiality depends on all of us making the right choices and taking the right actions everyday. To help us do that, we have detailed our principles and code of conduct in these pages. It is imperative that you are familiar with this material. The choices you made yesterday....the ones you will make later today...and the ones you will make tomorrow are the foundation of our Firm.

Our emphasis on ethical behavior is a good example of the two-way commitment at the heart of our strategy. You will clearly see in this document how the Firm will support you by helping resolve your questions and concerns, as well as how you, in turn, will support the Firm through your professional conduct.

If you encounter an ethical issue, you have the responsibility to raise that issue. Most situations will be able to be resolved close to you and your business unit. But our ethics hotline, also the managing partner's direct line, (817) 259-9190 is also available, if you feel you need to go to someone other than your direct supervisor. Issues that you feel cannot or should not be resolved by those means, for whatever reason, should be brought to our attention at any time.

The values described in this booklet have been agreed upon by the Partners of the Firm. Noting that our current values were articulated when we still maintained a small tax Firm, our organization has begun a process of re-examining and updating our shared values.

We are proud of you and you should be proud to work at Whitley Penn. Our standards are high. Your colleagues now, as well as your predecessors, have served our communities and the business world well. Let us each take every opportunity we have to build upon this foundation by providing quality everyday.

Sincerely,  
The Partners