

Code of Conduct

At CoreTechnologie, we hold integrity at the heart of our business operations. This Code of Conduct is a testament to our commitment to integrity and is intended to convey this vision to our employees, business associates, and all those connected with our organization. This Code embodies our fundamental values, serving as a guiding compass. For specific insights on how this Code applies in various scenarios, you will find detailed guidance in the Core Values that follow, as well as in the relevant company policies and procedures.

It is important to underscore that this Code is applicable to our entire workforce, encompassing all individuals associated with us across the globe. This includes full-time and part-time employees, temporary workers, contract employees, officers, and management.

- We anticipate our workforce to not only comprehend but also adhere to the principles and stipulations delineated in this Code, whether in professional or personal settings, that may impact CoreTechnologie. This includes situations such as one's conduct on social media platforms.
- Individuals whom CoreTechnologie entrusts with the responsibility of supervising, leading, and managing others are expected to exemplify strict adherence to this Code. They should serve as role models for upholding integrity in the objectives and activities of their respective teams, ensuring that their team members are well-versed in the Code.
- Should you have inquiries regarding the Code or become aware of a potential breach, please don't hesitate to reach out to your immediate supervisor or Human Resources. It is your responsibility to report suspected or potential breaches of the Code.
- Our internal control measures are designed to safeguard the anonymity of those who file reports. Reports may be submitted anonymously, and all reported cases will be investigated while ensuring maximum confidentiality. Appropriate corrective actions will be applied to confirmed Code violations.
- At CoreTechnologie, we absolutely prohibit any form of retaliation against individuals who report concerns in good faith or cooperate in investigations. Anyone found retaliating against such individuals will be subject to disciplinary action.
- In instances where a Code violation is verified, we will take the necessary steps, including the possibility of terminating employment, to enforce the appropriate disciplinary measures.
- If you ever find yourself uncertain about your compliance obligations in a particular situation, please do not hesitate to contact your immediate supervisor or Human Resources. Seeking preventive guidance can serve to protect both you and CoreTechnologie.

Core Value #1: We Foster a Fair, Safe, Healthy, and Inclusive Workplace

At CoreTechnologie, we uphold a steadfast commitment to creating a workplace that is fair, safe, healthy, and inclusive. We unequivocally denounce any form of discrimination against employees or applicants based on Race, Ethnicity, Religion, Color, Sex, Pregnancy, Age, Veteran Status, Ancestry, Sexual Orientation, Gender Identity or Expression, Marital Status, Family Structure, Genetic Information, Mental or Physical Disability, or any other legally protected characteristic. We adhere rigorously to all policies and laws governing recruitment, selection, and various aspects of employment, including promotion, demotion, transfer, layoff, termination, compensation, education, training, and disciplinary actions.

- Our dedication to human rights extends globally, and this commitment encompasses treating all employees with respect, ensuring fair and competitive wages, and prohibiting harassment, bullying, discrimination, use of child or forced labor, or trafficking in persons for any purpose.
- CoreTechnologie is wholly committed to fostering a work environment that is free from physical, psychological, and verbal harassment, as well as any other form of abusive conduct. We staunchly prohibit any verbal or physical actions that offend, abuse, intimidate, torment, degrade, or threaten another individual.
- At CoreTechnologie, we unequivocally forbid any form of retaliation against individuals who, in good faith, make inquiries, participate in investigations, or report misconduct.
- We are resolute in our commitment to provide a work environment that is safe and healthy. To this end, CoreTechnologie does not knowingly employ or reemploy individuals involved in the possession, use, sale, manufacture, transfer, or trafficking of illegal drugs. Furthermore, we strictly prohibit the possession, use, sale, manufacture, transfer, trafficking in, or being under the influence of illegal drugs, as well as the abusive use of legal drugs, within the workplace or during the execution of company business. Being under the influence of alcohol is similarly prohibited in the workplace or any other location where we conduct business on behalf of CoreTechnologie. In this regard, we comply with all federal, state, and local laws and regulations governing violations of criminal drug statutes within the workplace.

Core Value #2: We Uphold Privacy

CoreTechnologie is unwavering in its commitment to honor and respect the privacy rights of our employees, customers, business partners, and all other individuals or entities associated with us, and we abide by the laws and regulations that govern the protection of personal and private information.

- Our access to Personal Information/Personal Data is strictly limited to instances where a legitimate business purpose exists, and we possess the appropriate authorization.

Core Value #3: We Safeguard Sensitive and Classified Information

- We protect proprietary, confidential information and IP (sensitive information).
- Prior to disclosing or receiving any sensitive information, we diligently secure proper authorization and we meticulously ascertain that all recipients of classified information, including ourselves, possess the requisite authorization,
- Our utilization, storage, and safeguarding of sensitive information strictly adhere to the relevant requirements and processes.
- We exercise responsible use of social media, and exercise great care to avoid sharing sensitive information in unauthorized forums.

Core Value #4: We Respect the Law

- At CoreTechnologie, we share the collective duty to uphold ethical conduct. Our commitment to this endeavor starts with a thorough comprehension and unwavering adherence to the relevant laws and regulations of the countries and legal standards where our business operations are conducted.
- Within CoreTechnologie, we emphatically disallow money laundering and the provision or facilitation of any criminal activities.

Core Value #5: We Uphold Trade Compliance

Numerous laws impose restrictions on the export of particular goods or technology to designated countries or individuals, while other laws proscribe any form of business engagement with specified individuals or legal entities. CoreTechnologie mandates the unwavering commitment of its entire workforce to respecting international and local requirements, including customs and tax regulations, embargoes, and export control measures.

- We diligently adhere to all export and import laws and regulations governing the transfer of specific technical data, equipment, and technology between nations.
- We abstain from participating in or endorsing international trade practices that impose restrictions or boycotts not authorized by the **U.S. Government**.
- We scrupulously observe the laws of the countries where our business operations are conducted.

Core Value #6: We Reject Corruption and Bribery

CoreTechnologie unequivocally forbids private corruption. This encompasses the acceptance of gifts, invitations, privileges, or payments between private entities. Every member of our workforce is entrusted with the responsibility of ensuring that any gifts or invitations they extend are appropriate and reasonable, avoiding any improper influence on the judgment or actions of external parties.

Anti-bribery: All members of our workforce are obligated to steadfastly resist all forms of corruption. It is strictly prohibited to offer, promise, or provide gifts, payments, or anything of value to government officials, either directly or through intermediaries, with the intent of inducing the official to act in violation of their duties and bestow any unwarranted benefit or advantage upon CoreTechnologie. To ensure full compliance with both the law and our Code of Conduct, we urge employees to seek guidance from a direct supervisor or Human Resources before extending anything of value to a government official.

- We maintain a zero-tolerance stance toward bribery and corruption.
- We neither extend nor accept any type of bribe or kickback.
- We unequivocally refrain from participating in any business association that would contravene anti-corruption laws or our Code of Conduct or create even a perception of impropriety.
- We avoid even the perception that favorable treatment is being sought, received, or given in exchange for business courtesies.
- We ensure that any business courtesy offered or accepted is permitted by law and policy.

Core Value #7: We Steer Clear of Conflicts of Interest

Our workforce is entrusted with the responsibility to consistently uphold the highest level of integrity when engaging with our business partners, with a steadfast commitment to act exclusively in the best interests of CoreTechnologie. A conflict of interest arises when an employee's personal interests compromise their capacity to perform their duties for CoreTechnologie fully and impartially. Typically, such conflicts involve attempts to secure personal or family benefits or the pursuit of external business interests in a manner that conflicts with the economic or reputational interests of CoreTechnologie. We mandate our workforce to promptly disclose actual or potential conflicts of interest to management, thereby enabling a thorough evaluation of the situation.

We Avoid Personal Conflicts of Interest

- Our business dealings are characterized by fairness and impartiality.

- In matters related to our company’s business, we prioritize the interests of CoreTechnologie over personal interests.
- We abstain from both actual conflicts of interest and actions that create the appearance of such conflicts.
- We refrain from exploiting our contacts or positions within CoreTechnologie to further personal or external interests.
- CoreTechnologie’s assets, information, and opportunities are not exploited for personal gain.
- We promptly provide written disclosure of any actual or potential conflicts of interest as soon as we become aware of them.

Core Value #8: We Foster Transparent and Effective Communication

At CoreTechnologie, we place great importance on the principles of honest and transparent communication with our employees, customers, and all those connected with our organization. We are dedicated to furnishing our customers and consumers with trustworthy, accurate information about our products and services. We have full confidence that our workforce will adhere to our policies governing confidential information and the use of social media in their expressions.

Core Value #9: We Safeguard and Utilize Assets Responsibly

Members of our workforce bear the responsibility of safeguarding and responsibly utilizing assets, taking measures to prevent their damage, theft, or unauthorized utilization. This pertains to all forms of assets, encompassing physical, intangible, and financial assets, along with intellectual property, including patents, trademarks, copyrighted works, and trade secrets.

The CoreTechnologie workforce is under a solemn obligation to protect confidential information that is not public, the disclosure of which would result in harm to CoreTechnologie. Furthermore, we must uphold the confidentiality of customer and third-party confidential information in our possession. It is of paramount importance that we also safeguard personally identifiable information and adhere to all applicable data protection legislation.

- We are accountable for the appropriate utilization and safeguarding of assets belonging to CoreTechnologie and our customers, ensuring their efficient use.
- We are conscientious in our stewardship of company and customer assets, avoiding any form of waste or abuse.

Core Value #10: We Maintain Appropriate Records

CoreTechnologie maintains internal controls to guarantee in full compliance with applicable accounting and legal standards.

- We dutifully and accurately create all business and financial records. Timely and precise entry of all business transactions into our books and business records is of the utmost importance.
- Our business dealings are characterized by transparency, without compromising proprietary or confidential information.
- We never distort facts or falsify records.

Core Value #11: We Embrace Fair Competition

- In our interactions with customers, suppliers, competitors, and employees, we adhere to principles of fairness.
- We are committed to the delivery of accurate and truthful communications and representations to prospective customers, suppliers, and partners.
- All contracts are executed in full compliance with laws, specifications, requirements, and the terms and conditions outlined within them.
- We refrain from requesting, accepting, using, copying, or disseminating information to which CoreTechnologie lacks legitimate entitlement.