

Aivres Code of Conduct

Guiding Principles

The Aivres code of conduct represents our values as a company. It provides a framework that guides the actions and decision-making of everyone at Aivres from each individual to the whole organization.

Acting with Integrity

We value success earned through honest work, and we aim to always make decisions according to our values. We are committed to full compliance with the laws and regulations wherever we operate.

Respect and Collaboration

We embrace individuals from all backgrounds with the belief that innovation springs from diverse perspectives. Through mutual respect and collaboration, we empower each other to grow and succeed.

Delivering Excellence

We stand by the quality of our products and services that we deliver to our customers. Driven by the spirit of continuous innovation, we are always pushing our capabilities to exceed industry standards.

Business Conduct

Ethical Standards

Aivres is committed to conducting business in a fair and open manner within the spirit and letter of the law, with the highest regard for customers, the community, and employees. Our success depends not only on the knowledge, skills, and abilities of employees, but also on sound judgment, self-discipline, common sense, and integrity. As such, all employees are required to maintain and uphold the following common ethical standards:

- To pursue company objectives in a manner that does not conflict with the integrity of the company or the public interest;
- To be truthful and accurate in all you say and do;
- To protect confidential information;
- To treat fellow employees with respect and dignity;

- To observe all laws, regulations, ordinances, and rules applicable to the operation of the business;
- To maintain honest and fair relationships with all company vendors;
- To ensure quality and value in Aivres products/services and relationships with customers and vendors; and
- To avoid, during the course of employment, any situations that may engender any conflict between the personal interests of employees and the business interests of the company, except to the extent the law permits otherwise.

Conflicts of Interest

Employees must not engage in any conduct and must avoid situations that would create an actual or potential conflict of interest or create the appearance of such a conflict.

Conflicts of interest arise when an employee's personal activities or interests might influence the employee to make decisions based upon the potential for personal gain rather than in the company's best interests.

The following behavior is deemed unacceptable and unethical, except to the extent the law provides otherwise:

- Receiving or giving of merchandise, money, services, travel, accommodations, or lavish entertainment that might appear to have been given to influence a business decision. Gifts offered or received at any time that are of more than minimal or token value shall not be accepted and shall be returned to the sender with an appropriate explanatory note or letter.
- Maintaining personal, business, or financial relationships with a customer or vendor where the employee has control or influence over the company's relationship with that customer or vendor. For example, employees should not borrow from or lend personal funds to a customer or vendor.
- Using information developed or learned on the job for personal or familial benefit. This includes the use of Aivres databases, financial information, and intellectual property.
- Maintaining outside directorship, employment, or political office that might appear to or actually conflict or compete with the employee's responsibilities.
- Conducting company business with, or using position or authority to influence the company to conduct business with, family members.
- Unauthorized sharing of confidential or proprietary company-related information with business associates or representatives of other companies.

The list above serves only to illustrate sources of possible conflicts of interest and does not constitute a complete list of all the situations that may result in a conflict of interest. It is important to note that under certain circumstances, conflicts of interest can amount to

violations of criminal law. Any doubts should be resolved in a discussion with your manager or Human Resources as soon as, or before, a potential conflict arises.

RBA Compliance

As an Affiliate member of the Responsible Business Alliance (RBA), Aivres adheres to the [RBA's code of conduct](#) as an embodiment of our values of business ethics, responsibility, and sustainability. See Aivres' [statement of commitment](#).

Culture of Integrity

Equal Employment Opportunity

Aivres is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, gender (including pregnancy, childbirth, or medical condition related to pregnancy or childbirth) gender identity or expression, sexual orientation, age, national origin, mental or physical disability, medical condition, legally protected genetic information, marital status, veteran or military status, or any other status or condition protected by applicable federal, state, or local laws (herein after referred to as "Protected Classes").

This policy extends to all aspects of the employment relationship, including, but not limited to, recruiting, interviewing, hiring, job assignments, scheduling, training, compensation, promotion/demotion, benefits, discipline, use of facilities, participation in Company-sponsored activities, termination, and all other terms, conditions and privileges of employment.

Americans With Disabilities Act (ADA)

It is our policy to comply with all federal and state laws concerning the employment of persons with disabilities. Furthermore, it is our policy not to discriminate against qualified individuals with disabilities concerning application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment.

We will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Company.

Harassment and Discrimination

Aivres is proud of its work environment in which all employees are treated with respect and dignity. It is our policy that all employees have the right to work in an environment free from any type of unlawful discrimination or harassment, and we are committed to taking all reasonable steps to prevent it and address it should it arise. Any form of discrimination or harassment, whether verbal or physical, and whether arising out of the work environment, in the workplace, at work assignments off-site, or at company-sponsored social functions is unacceptable and will not be tolerated.

The company's harassment policy is designed to ensure that all individuals can work in an

environment that promotes equal opportunity and prohibits discrimination and harassment on any basis, and particularly on the basis of any of the Protected Classes.

Harassment on the basis of any Protected Class is illegal and is strictly prohibited. We prohibit any conduct that creates an intimidating, hostile, or offensive work environment. Harassment is defined as follows: verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual on the basis of any Protected Class.

We do not tolerate any form of sexual harassment in the workplace. Sexual harassment is illegal under federal, state, and local laws, and is defined as unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Please report and discuss concerns of sexual harassment with Human Resources or the management team. Aivres will investigate and attempt to resolve your complaint, as well as take any warranted disciplinary action as quickly as possible.

Retaliation is expressly prohibited against any employee who brings a harassment or discrimination charge or assists in investigating such charges. Retaliation may result in discipline, up to and including termination.

Health and Safety

The company provides a clean, safe and healthy work environment. It is the responsibility of each employee to maintain a safe and healthy workplace by following all local, state, and federal safety and health regulations. Employees must report any accident, injuries, and unsafe conditions, procedures, or behaviors.

The facility has posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events, and medical crises.

Confidentiality and Data Protection

Proprietary information about Aivres must not be made available, directly or indirectly, to others. This includes information pertaining to company financials, procedures, fees, billing rates, schedules, and policies. Additionally, confidential information regarding clients must not be disclosed to others.

Aivres will protect the right to privacy for all of our employees. Information concerning you (except correct job title and dates of employment) will not be given to anyone outside the Company without your written consent, unless required by law. Our policy is to only verify information that has been supplied by you to a third party.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resource department. Personnel files may not be taken outside the department.

Company documents that are no longer needed or required to be retained by law are to be shredded or disposed of in an authorized, secured document disposal receptacle.

Duty To Report a Violation

It is our collective responsibility to follow the Aivres code of conduct in order to foster and maintain a culture of integrity. It is essential that all employees pay close attention to possible violations of the code of conduct, whether they occur because of an oversight or intention. Any employee who is aware of possible violations should notify his or her manager, Human Resources, or, if applicable, the Company's legal counsel. If you are not sure whether there is an ethical problem, it is better to ask.

Violations of these codes of conduct will be grounds for termination or other disciplinary action, adapted to the circumstances of the particular violation. Disciplinary action will be taken against individuals who authorize or participate directly in a violation of these codes.