

THE ALLEGIS GROUP COMPANIES GLOBAL

CODE OF CONDUCT



ALLEGIS
GROUP



This Code of Conduct is applicable to Allegis Group, Inc. and each respective subsidiary entity¹ referenced throughout this Code as “Allegis Group Companies” and/or “Company.” Specifically this Code applies to two distinct groups:

- » ***Allegis Group Personnel:** All officers, directors, and internal employees of Allegis Group, Inc.*
- » ***Subsidiary Personnel:** All officers, directors, and internal employees of Allegis Group’s subsidiary, as well as subsidiary employees who are solely engaged by the subsidiary to provide staffing support and related services directly to subsidiary customers.*

Collectively, the Allegis Group Companies employ more than 149,000 Allegis Group Personnel and Subsidiary Personnel that provide services for more than 20,000 customers around the globe.

Our thriving network of specialized companies are all fiercely committed to our mission — to provide organizations with the highest-quality workforce and business solutions, while also creating significant opportunities for individuals to realize their professional aspirations and achieve personal success.

¹ Allegis Group, Inc. is the parent company responsible for the strategic vision and administrative support of its subsidiaries. Allegis Group subsidiaries are separate legal entities, that include, but are not limited to: Actalent, Inc., Aerotek, Inc., Allegis Global Solutions, Inc., Aston Carter, Inc., Career Circle, LLC, Major, Lindsey & Africa, Inc., MarketSource, Inc., Quantum Work (Advisory), LLC, and TEKsystems, Inc.

From the Allegis Group CEO

Since 1983, our commitment to success and service to others has shaped who we are. Across the Allegis Group Companies, our core principles are constant: we value character, uphold integrity, pursue excellence, and respect differences that strengthen our Company.

Our Code of Conduct reflects these shared values and guides how we engage with communities, customers, colleagues, and partners worldwide. It serves as a reminder of our responsibility to all stakeholders and reinforces our ethical standards in every market.

Each of us plays a vital role in driving progress, growth, and a culture of respect. Our actions shape not only our reputation today, but also the future we build together. The Code exists to ensure our behavior consistently aligns with our values.

Please review the Code thoroughly, participate in required training, and use it as a reference in your daily work. Upholding honesty, integrity, and ethical conduct is essential to our continued success.

Thank you for helping Allegis Group and its subsidiaries thrive, and for your dedication to our people and customers around the world.

A handwritten signature in black ink, appearing to read 'Jay Alvather', with a long horizontal stroke extending to the right.

Jay Alvather
CEO Allegis Group Inc

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The Purpose of the Code

Our global Code of Conduct is designed to provide guidance for conducting business according to the highest ethical standards and consistent with our shared values. Our Code applies to Allegis Group Personnel and Subsidiary Personnel, which includes: all officers, directors, and internal employees of Allegis Group and its subsidiaries, and subsidiary employees engaged by the subsidiary to provide staffing support and related services directly to subsidiary customers (collectively “Allegis Group Companies” or “Company”). Think of our Code as a guide that can help us make sound decisions in complex situations involving our Company and our business. When questions arise, we can refer to this Code and rely on our internal expertise to answer questions and confront issues together. To foster strong relationships and act with character, we must conduct all Company business in accordance with our Code, our internal policies and applicable laws and regulations. Our Code helps us to uphold our values by providing guidance and instruction on how to identify and promptly address ethical issues as they arise. Our Code also provides clear mechanisms for reporting unethical conduct without fear of retaliation or retribution. Throughout this Code, there are references to global policies and other documents. They are additional resources to the guidance provided in this Code. In the event of any discrepancy between the information in the Code and the policy, the policy will take precedence. To view our policies, visit the Company intranet. If you are unable to access the intranet, please consult with your HR representative.

Additionally, we expect that our suppliers, vendors, sub-vendors, and business partners will follow these principles and adhere to the principles outlined in our Third Party Code of Conduct.

The Code and the Laws

We are committed to acting within the laws and regulations in every community in which we operate. As a global company, the laws and regulations of more than one country may apply to the work we do. Regardless of location, we must understand and abide by the laws and regulations that apply to the work we perform.

Since no single document can address every possible situation that could present an ethical issue, we must all use good judgment to decide the most appropriate way to conduct ourselves. If you find yourself in a situation in which you are unsure whether a decision or action is the most appropriate one, try to answer the following questions:

1. Is this the right thing to do?
2. Does it follow our Code, policies and applicable laws and regulations?
3. Am I being respectful, honest, and fair?
4. After my decision is made, how will others view it or any consequent actions?
5. If my decision were reported in the media or on social media, how would I or our Company be perceived?



Our Responsibilities



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Asking Questions and Reporting Concerns

Our Company values honesty, integrity, respect, and fairness. This Code, along with our Company policies and applicable laws and regulations, forms the backbone of our responsibilities to each other, our customers, and other stakeholders.

Should a question or concern arise that requires clarification, or you are confronted with a situation about which our Company should be aware, you should speak up to ask questions or report issues with appropriate urgency.

Who to Contact

If you become aware of a situation that may violate our Code, Company policy or the law, you should report it to one of the contacts listed below. When we speak up to report perceived wrongdoing, it allows our Company to investigate potential problems, implement solutions and prevent future issues that could damage our reputation and/or harm others.

To make a report, you may contact **any** of the following resources:

- » Your Supervisor, Manager or Department Leader
- » A Human Resources Representative for your company
- » The Legal Department
- » The Corporate Ethics Officer, by mail or email
 - » By mail: 7312 Parkway Dr., Hanover, MD 21076
 - » By email: corporateethicsofficer@allegisgroup.com
- » Our External Hotline
 - » By phone: +1-866-377-7489 (US Toll Free) – a list of country specific numbers can be found via the web: www.allegis.ethicspoint.com
 - » Via the Internet: www.allegis.ethicspoint.com

When a report or inquiry is made, the Company will respond promptly and appropriately, and all reports and inquiries will be treated confidentially to the extent possible. If you do not feel comfortable speaking to one of the Company's internal resources listed above, you may always use our external hotline, which is operated by an independent third party. When you call the hotline, a specially trained representative will listen to your concerns, ask you a few questions and review the information with you to ensure it is accurate. If you wish, you may use the external hotline to report any matter anonymously, as permitted by applicable local law.

Our Company ensures that all investigations are conducted in a consistent, comprehensive, and confidential manner (to the extent possible) that complies with applicable laws. When an investigation is completed, where appropriate, the Company will take appropriate corrective or disciplinary action, in accordance with local laws and internal policies and procedures. In appropriate situations, you may be updated on the actions taken to resolve your report.

Our Commitment to Non-Retaliation

We believe that building relationships based upon trust is a valuable way to strengthen our Company. One way we show this is through our strong commitment to non-retaliation. An employee will not be subject to an adverse employment action for reporting, in good faith, a suspected violation of our Code, Company policy or the law, or participating in an investigation. Acting in “good faith” means that you come forward with all relevant information, without malice or ill intent, and that you believe you are giving a sincere, complete, and accurate report.

Anyone who takes, or attempts to engage in, retaliatory action will be subject to disciplinary action, up to and including immediate termination.

What We Expect of Our Leaders

We expect our people leaders to provide guidance, direction, and leadership by demonstrating how to conduct business ethically and with good judgment. We expect leaders to foster environments in which we can build trust with each other, and we depend on our leaders to be an invaluable sounding board for our questions and concerns.

As a Leader, make sure you:

- » Communicate and demonstrate the spirit of our Code to those who report to you.
- » Take an active role in assuring that your direct reports and all members of your team(s) have the training they need to work ethically and effectively.
- » Create an environment where your direct reports and all members of your team(s) feel comfortable asking questions and raising concerns.
- » Respond quickly and effectively to concerns that are reported to you and seek answers to questions you cannot answer yourself.
- » Take prompt remedial action when mistakes or misconduct occur.

Leaders must make every effort to protect employees against retaliation and should be prepared to address or escalate issues through Human Resources, the Legal Department or Allegis Group’s [Ethics, Compliance & Risk Management \(ECRM\) Team](#).



Our Commitment to Each Other



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Equal Opportunity and Respecting Differences

At our Company, growing relationships built upon trust and mutual respect are at the core of what we do. As a global organization, those relationships transcend all borders, experiences, perspectives and characteristics. Embracing our differences allows us to best understand and serve our customers, business partners and colleagues, and to perform at our optimal level, in turn becoming a better, stronger company.

Further, our Company does not make employment-related decisions, in whole or in part, based on legally protected characteristics or otherwise engage in discriminatory practices such as preferences, quotas, or mandates in its employment decisions. To provide equal employment and advancement opportunities, our Company makes employment decisions solely based on job related criteria such as merit, qualifications, and abilities. Our Company invests heavily in all its people-related policies, processes, practices and programs, and it strives to implement them fairly across the entire employee population. Doing so allows all employees a fair opportunity to contribute, learn, and grow. Our Company expects its customers and other third parties with which it does business will adhere to the same.

QUESTION

Jennifer, a Recruiter, is reviewing applications for a new tech support role with one of our largest customers. One candidate, Sam, has over 30 years of experience and appears to be significantly older than the rest of the applicant pool. Jennifer is concerned that Sam may not be as adaptable to new technologies or fit in with the younger team culture at the customers' worksite and is considering not moving forward with Sam's application. What should Jennifer consider before proceeding?

ANSWER

Jennifer should recognize that age is a protected characteristic under Equal Opportunity laws, and making employment decisions based on assumptions about a candidate's age can constitute age discrimination.

Before making a decision, Jennifer should:

- » Focus on qualifications and experience directly related to the role.
- » Avoid stereotypes about older workers, such as resistance to change or lack of tech skills.
- » Ensure consistency in how all candidates are evaluated.
- » Consult with Human Resources or the Legal Department to confirm that the hiring process is fair, objective, and compliant with anti-discrimination laws.

Preventing Harassment

We make every effort to create a positive and productive work environment for our employees. To that end, we strive to maintain an environment in which every individual is treated with dignity and respect. This means we must not engage in behavior which could be viewed or perceived as harassing or hostile to our fellow employees, job seekers or customers. Such behavior includes disparaging or inappropriate remarks, gestures, or conduct that is offensive or unwelcome, relating to:

- » Race, color, ancestry, or national origin
- » Gender, gender expression or gender identity
- » Genetic origin information
- » Sexual orientation
- » Religion
- » Age
- » Disability or medical condition
- » Marital status
- » Citizenship status
- » Military or veteran status
- » Pregnancy, childbirth, or related medical condition
- » Union affiliation
- » Other characteristics protected by applicable law

Harassment can be sexual or non-sexual in nature. The following are examples that, if unwelcomed, may contribute to a claim of sexual harassment depending upon all circumstances: unwanted advances, inappropriate sexual jokes, sexually suggestive comments, inappropriate touching, requests for sexual favors and inappropriate comments about another person's appearance. Other harassment may include offensive comments, jokes or pictures related to the above-listed topics. Use of the Company's network, system, or any electronic device (personal or company-issued) to harass another person is also strictly prohibited. (See also the Company Property section of this Code.)

Any harassing behavior we observe or experience must be promptly reported to a Supervisor, Manager or Director, or another contact in this Code's "Who to Contact" instructions. For further information about preventing harassment, you may also consult the region or country specific policy or guidelines applicable to you, your applicable Company employee handbook or contact your Human Resources representative or the Legal Department.

QUESTION

Kim is four months into a temporary assignment at a customer site, and she is increasingly uncomfortable with the behavior of a Customer Manager. The Customer Manager hangs around her desk, gets much too close for Kim's comfort, and frequently tries to talk her into going on a date. Kim has asked him to stop, but he just laughs and disregards her request. She assumes that since he is an employee of the customer, her complaints would not be taken seriously and may jeopardize the duration of her assignment. What should she do?

ANSWER

In accordance with this Code and the applicable Company Employee Handbook, Kim should promptly report the behavior to our Company. The Company's Anti-Harassment/Anti-Discrimination Policy provides several reporting avenues Kim could utilize, strongly encouraging her to contact any of the resources in this Code's "Who to Contact" section. Any report of harassment will be handled seriously and confidentially, to the extent possible and allowed by law.

The Company is committed to providing and maintaining a harassment-free workplace for each of its employees and has a long-standing policy of ensuring an environment of dignity and respect for all.

Workplace Safety

Health and Safety

Each employee is an important part of our team, so our Company is committed to ensuring a safe working environment. We do our part by complying with all applicable health and safety rules and regulations as well as all posted safety procedures. Employees are also responsible for doing their part to comply with all applicable health and safety rules and regulations, as well as all posted safety procedures. If you know of or suspect any unsafe situations or conditions at your worksite, you should immediately alert your supervisor or manager. Additionally, if you suffer any injuries or experience any accidents in the workplace, you must promptly report that information to your supervisor or manager and the Company's Workers' Compensation Department or Human Resources Department. Employees should not be dissuaded from reporting injuries and claiming workers compensation.

Substance Abuse

Substance abuse limits our ability to work in a safe, effective, and productive manner. The Company is committed to creating a safe workplace free from drugs and alcohol. Our employees are not permitted to work while under the influence of alcohol, illegal or illicit drugs, or misused prescription/over-the-counter medications. For further information on the Company's approach to ensuring a drug and alcohol-free work environment, you may consult the region or country specific policy or guidelines applicable to you, your applicable Company *Employee Handbook* or contact a Human Resources Representative.

Violence and Crisis Management

As part of maintaining a positive, productive, and safe work environment, the Company does not tolerate violence in the workplace. Violence includes any threats, physical altercations, coercion, pushing or shoving, horseplay, intimidation, stalking, and threats of violence, whether face-to-face or via electronic media of any kind. Weapons of any kind are not allowed on the property of the Company or its clients, and in accordance with applicable law. If you know of a situation in which workplace violence has happened or has been threatened or insinuated, you should immediately report your concerns to your Supervisor, Manager, or a Human Resources Representative. If you believe someone is in immediate danger, contact the local authorities before reporting internally.

Privacy, Confidentiality, and Information Security

Protection of Personal Information

We treat compliance with our data protection obligations seriously, and our Company is committed to respecting and protecting the privacy of personal information. We achieve this by following our written policies and guidelines for the processing of personal information which include how we collect, store, use, share, and disclose such personal information of our applicants and employees as well as personal information we receive from customers and vendors. When taking any of these actions, remember the importance our Company places in trust and honesty, and make sure you understand all applicable privacy and data protection laws. Some examples of the personal information that our Company maintains include:

- » Name and other personal information such as gender, date and place of birth and marital status
- » Contact information, such as postal address, telephone number, e-mail address and emergency contact names and their contact information
- » Professional information such as employment application and/or resume/CV, past employment history, including prior employers, prior compensation and references, educational background, areas of expertise, academic and training related information, such as academic degrees, professional qualifications, certifications or trainings and security clearance information, and languages and other skills
- » Social security or other government issued identification information, including driver's license information
- » Information and documentation required under immigration laws such as passports, work permits, citizenship, and residency information
- » Financial Information
- » Medical Information

We must also take care to share such information only with those who have a business and need to know it.

For more information on how we comply with our data protection obligations, please see our Company's Privacy Notice on our Company website, *Personal Data Protection Policy* on our Company intranet, which includes our Global Privacy Principles (which describe the standards that our Company applies to protect personal information). This Policy requires employees to ensure that the personal information they collect, and use is handled in accordance with applicable data protection laws. If you have any concerns regarding our compliance with data protection obligations, then in addition to the options for "Who to Contact," you may also reach out to the Company's Global Privacy Office at privacyofficer@allegisgroup.com.

Compliance with Labor and Employment Law

Finding people meaningful employment is a noble job, and we want everyone associated with our Company to be treated with fairness and decency. These values support our commitment to comply with all applicable labor and employment laws, including, but not limited to, those governing wages and hours. Our Company strives to ensure that all of our employees are compensated in a fair, accurate and lawful manner. It is our shared responsibility to ensure that all applicable laws and regulations governing our business are carefully observed and any questions or concerns about these topics are properly addressed.

Labor and employment laws and rules can be complex, and if you should have any questions about their applicability, you should contact your Supervisor, Human Resources Representative, or the Legal Department. Always remember that we must not retaliate against any fellow employee who asks questions or attempts to invoke their rights under applicable labor and employment laws and regulations.

We must also ensure that working conditions, both internally and at the worksites where our subsidiaries place employees, satisfy applicable legal standards, and reflect our values. Under no circumstances will any of our Companies hire individuals who are under the legal age for employment in the jurisdiction in which they will be working, or who are otherwise not legally eligible to work. Furthermore, we do not allow the exploitation of any worker, including the payment of wages below the applicable minimum wage, engagement in forced labor, or any other unsafe or unfair working conditions. It is our responsibility and, in some places, our legal obligation to become familiar with our customers' worksites so that we are able to spot these types of issues and report them to the appropriate party.

QUESTION

Stephen, a recruiter, is working with a customer who has requested that his Company contractually agree to perform criminal background and credit checks on employees who will be working at the customer's site. Should Stephen agree to do this?

ANSWER

The fact that a customer requires criminal background and/or credit checks in a contract does not necessarily make the checks legally permissible. Stephen needs to check to be sure that these criminal background and credit checks are permissible in the jurisdiction where the employees will be located. Several jurisdictions have passed laws that limit the ability to perform credit or criminal background checks. It is important that Stephen fully understands the work to be performed by the employee on the client site and then make sure the client's requests comply with applicable law. Stephen should consult the Legal Department or the Company's employment screening team if he needs assistance. Stephen should not agree to perform any type of credit or criminal background check on a candidate or current employee until he has confirmed that it is legally permissible.



Integrity for Our Company



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Conflicts of Interest

One way we can demonstrate our good character is in how we handle situations in which our own personal interests could be or could be seen to be in conflict with the interests of the Company, our customers or business partners. These situations are called “conflicts of interest,” and could include but are not limited to the following:

- » Owning greater than 1% of a company’s outstanding stock in our Company’s competitors or any subsidiaries competitors.
- » Hiring a member of your family who would report to you.
- » Engaging a family member or close friend to provide (external) services to the company.
- » Accepting certain types of gifts or gifts of a substantial value from a Company vendor, sub-vendor, supplier, customer, or business partner.

These and other common conflicts of interest are explained in more detail in the following sections.

Disclosure and Resolution Process

Regardless of the specifics, if a conflict or potential conflict arises, you must disclose it promptly to your manager or supervisor and seek to immediately resolve it. Your manager or supervisor will be responsible for consulting with [Ethics, Compliance, and Risk Management \(ECRM\)](#), HR, or Legal to determine an appropriate course of action and arriving at a decision after consulting with higher levels of leadership, if necessary.

All conflicts and appearances of conflicts must go through this disclosure and resolution process.

Giving and Accepting Gifts and Entertainment

Small gifts, business lunches or dinners, and other common, nominal courtesies can help to strengthen the relationships we maintain with our external and internal customers. Although such courtesies are an important tool for building relationships, we must also be forthright in our business relationships to ensure that they do not become conflicts of interest by improperly influencing any business decision. At risk is the possibility that what is intended to be a courtesy could become an obligation, or even a bribe. When you are determining whether a gift, meal or entertainment is reasonable, ask yourself the following questions:

- » Do you regularly receive gifts or entertainment from this outside party, customer, vendor, sub-vendor, supplier, or partner?
- » Does the value of the gift or entertainment exceed \$100 or local currency equivalent?
- » Is the meal extravagant? Is the dining experience beyond what could be considered a reasonable business expense or exceeds the norms of hospitality? Was the gift, meal, or entertainment solicited?
- » In the case of a gift, does it include cash or cash equivalents (such as gift cards)?
- » Is the gift, meal or entertainment from an outside party or company that our Company does not have an existing business relationship with?
- » Does remittance and/or acceptance of the gift, meal or entertainment violate any applicable laws or regulations?

If your answer to each of these questions is “no,” then the gift or entertainment is probably acceptable.

If you answer “yes” to any of these questions, then you must contact [Ethics, Compliance, and Risk Management](#) or the Legal Department for guidance. There may be limited circumstances in which refusing or returning a gift would be impractical or culturally insensitive.

When accepting or providing meals or entertainment, we must ensure that the purpose of the meal or entertainment is directly related to the business relationship between our Company and the other individual or organization involved. For example, if an existing vendor offers to take you to dinner or to a sporting event, it should be related to our mutual business relationship and the vendor’s representative must be present.

Gifts, meals, and entertainment must never be allowed to influence, or even appear to influence, a business decision. The way we interact with our business partners shows others the type of Company we are, so it is important to always use our best judgment.

Travel Expenses

For all transactions always provide itemized receipts for every expense you submit. Submitting your expense report every month is recommended.

Business travel is often part of your job responsibilities. If an external business partner offers to pay for our travel expenses, or asks for our Company to provide their travel expenses, this may create a conflict of interest. Additionally, using company travel credits for personal trips is impermissible. Any credits from air, car, rail, or flights used for business travel belong to the company (*for more details, refer to the Physical Property and Facilities guidelines on page 17*). If you are unsure about whether you should provide or accept any travel-related expenses, please contact [Ethics, Compliance, and Risk Management](#) or the Legal Department. For information regarding Company reimbursement of travel expenses, please refer to your company’s respective *Travel & Entertainment Expense Reimbursement Policies* and the *International Travel Policy* (available on the Allegis Group or applicable subsidiary intranet).

Working with Family and Friends

In order to avoid the possibility of favoritism, we should never be in a position where individuals who have a personal relationship are also in a reporting relationship. Specifically, we may not work directly for, supervise, or make employment decisions about a family member. These personal relationships include your immediate family members (such as your spouse, children, stepchildren, parents, stepparents, siblings, in-laws, other members of your household, grandparents, aunts, uncles, and cousins) as well as romantic relationships.

If you have a family member or friend who is interested in employment with our Company and you would normally be involved in the hiring decision, you should disclose the situation to your manager or supervisor and remove yourself from the hiring process.

Outside Employment

We share a commitment to each other and our Company to properly carry out our duties to the best of our abilities. To this end, if you undertake any form of outside employment while working for us, such as running your own business, freelance work or a second job, you must ensure that these activities do not compromise the quality of your work for our Company. Also, remember that you should not use Company time or resources to perform outside work.

If you choose to undertake outside freelance, secondary employment or self-employment, remember that you may not work for any of our Company’s competitors, vendors, sub-vendors, suppliers, or other business partners as this would

be a conflict of interest. Nor should any outside employment, paid or not, ever imply sponsorship or endorsement by our Company or otherwise risk portraying our Company in a negative light. All employees must notify their supervisor or manager of any second job or outside work.

Financial Interest in Other Businesses

We must be careful about situations in which we may have a financial interest in a company that competes or does business with our Company. This applies if the financial interest is:

- » Owned by you, your spouse, or any member of your immediate family.
- » Direct or indirect (such as investing in a mutual fund or being the beneficiary of a trust).
- » Due to being an investor, lender, employee, or other service provider of the other company.
- » In one of our Company's competitors, customers, or suppliers, especially if you or employees who report to you are responsible for negotiating or managing the business relationship.

If you have a financial interest that fits this description, you must promptly report it to your supervisor or Legal Department for review and resolution of any potential conflict of interest. Furthermore, nothing in this Code is intended to prevent you from owning, as an investment, 1% or less of a publicly traded class of equity securities issued by any competitor, customer, or supplier.

QUESTION

Talia, a Manager with the Company, has a brother who owns a significant financial interest in a business that Talia's sales team has decided to pursue as a potential new client. If her team wins the account, Talia will end up working with the new client regularly. Since Talia is not involved in the sales or decision-making processes, she figures her brother's financial connection to the business is not a big deal. Is she correct?

ANSWER

No. Employees of the Company must promptly disclose any real or potential conflicts of interest. *Talia should contact her supervisor or the Legal Department and disclose her brother's financial interest to ensure the potential conflict of interest is properly addressed, as well as ensuring compliance with all ethical standards and laws.*

Company Property

We have a shared responsibility to protect the assets of our Company and make sure they are used properly. We must only use Company or client property or assets for legitimate business purposes.

Physical Property and Facilities

Just as we are honest and respectful in our relationships with coworkers, customers, and other stakeholders, we are equally respectful when protecting our Company's physical assets. We must always protect our Company's physical assets, including but not limited to our facilities, equipment, computers, mobile devices, and funds from theft, misappropriation, and damage. We must only use Company assets for legitimate Company business purposes and never for prohibited conduct such as sending harassing or inappropriate messages, or to do unapproved work for an outside party. Please refer to the Acceptable Use of Electronic Resources Policy (available on the Company intranet) for more information about the proper use of the Company's systems and electronic resources.

Confidential and Proprietary Information

Our obligation to be honest and loyal to the Company and each other means safeguarding the Company's confidential and proprietary information. This includes any information that could be of use to competitors or could bring harm to our Company or clients if disclosed to an unauthorized party, such as customer and pricing information or corporate strategies such as acquisitions. Such information should never be shared with outside parties unless we are legally obligated to disclose it, or the disclosure has been authorized by our Company and the information has been protected through an appropriate confidentiality agreement with the receiving party.

Additionally, we must not disclose such information to our fellow employees unless they have a permitted business need to know it or are authorized to access it. For example, we should not share any client contracts and/or related confidential information (such as pricing details and strategies) between Allegis Group Companies, nor access such contracts and/or information, where we are not authorized to do so under the contract or by the client. There are only a few exceptions to this at the executive leadership level or where we provide shared services (such as legal services) across the Allegis Group Companies. If there is any doubt, then this should be checked with the Legal Department.

Remember that our shared obligation to protect our Company's confidential information continues even after employment with the Company ends. For more information about the protection of Company information, please refer to the Company's Information Classification Policy (available on the Company intranet).

If you discover or suspect that our confidential information is being used or disclosed without authorization, you should notify [Ethics, Compliance, and Risk Management](#) or the Legal Department of the situation immediately. We are responsible for recovering any Company confidential information when possible and preventing further unauthorized use or disclosure.

Intellectual Property

We must protect our Company's valuable Intellectual Property (IP), including any copyrights, patents, trademarks, service marks, trade secrets, design rights, logos, brands, know-how and other similar property. These properties are important business tools, and their use, treatment and safeguarding must be thoughtful. To the extent permitted by law, the rights to all intellectual property are assigned to our Company and are the property of our Company. This is true of any such materials we create on our Company's time and expense or within the scope of the duties we perform for our Company. Any works, inventions, or developments we create during the course of our employment should be promptly disclosed to the Company in order to obtain legal protection over them. Please contact the Legal Department if you have any questions regarding intellectual property.

QUESTION

Trini manages the Company's process of collections and invoicing. She needs to leave work early for a personal appointment but plans to take her company-issued laptop home to complete her work that evening. As she's leaving the office, Trini realizes that she will not have time to take her Company laptop home before her appointment and thinks about leaving it in the back seat of her locked car while she's at her appointment. Is this a good idea?

ANSWER

No. We have a duty to protect confidential information belonging to our clients and our Company, as well as our Company's systems and data. We must each take responsibility for protecting these assets and information from the risk of security violations or theft. First, Trini should be sure that she only stores permitted data on her company-issued laptop, including any restrictions that may be imposed by customers or other third-party contracts regarding data permitted to be stored on mobile devices. Once Trini has considered such restrictions, then, if possible, Trini's best option is to leave the laptop secured at her office and return later to retrieve it. If she needs to take it outside the office, she should make sure it is with her at all times in a secure location. For example, if she goes home, she should minimize the time that the laptop has to be in her vehicle. If Trini has no choice but to leave it in her vehicle, it should be hidden from view (i.e. locked in the trunk, not on a seat or on the vehicle floor) prior to reaching her destination, and the vehicle should be fully locked after she exits the vehicle.

Company Computer Systems and Electronics

Appropriate Use

Our Company provides access to various electronic assets to do our work efficiently, effectively, and successfully. It is important to remember, though, that these assets are Company property, and should primarily be used to conduct Company business. This includes:

- » Desktop, laptop, and tablet computers
- » Smart phones and mobile devices
- » Email, internet access and network resources
- » Software
- » External drives such as flash drives
- » Printers, copiers, and fax machines

Although some personal use is permitted, we should never let personal matters interfere with our job duties. A few examples of acceptable personal use could include:

- » Scheduling an appointment or repairman
- » Taking a call from your child's school or day care
- » Coordinating schedules with a family member
- » Shopping online during your lunch hour
- » Briefly checking a social media site

For further information about appropriate use of electronic resources please refer to *Acceptable Use of Electronic Resources Policy* (available on the Allegis Group intranet). Employees are responsible for ensuring they adhere to and follow all relevant policies and procedures when utilizing Company property for acceptable personal use.

Safeguarding of Information

We all have the responsibility for keeping Company and client information secure. When using electronic resources such as Company laptops or desktops, always ensure these resources are secure and that access to the data contained within these resources is password protected or otherwise physically protected at all times. Please refer to the *Information Security Policies Framework* (available on the Company intranet) for more information. If you believe an electronic resource has been compromised, stolen or misused, contact your Supervisor, Help Desk or your Information Security Officer. Security incidents can also be reported through the Security Incident Reporting System, which is located at <http://infosec.allegisgroup.com>.

Social Media

Social media can be a powerful and creative tool when used responsibly for both personal and professional development. The Company works to ensure that our use of any social media is respectful, professional and promotes the Company and our core values. We may access social media using Company electronic resources, but the Company reserves the right to monitor, restrict and access any such use in accordance with applicable laws, including applicable data protection laws. For further information regarding monitoring activities, please review the Company's Workplace Monitoring Policy (available on the Company intranet).

To use social media responsibly, employees must maintain a respectful and professional demeanor and should not speak as an agent or representative of the Company unless authorized in advance to do so. If you see or become aware of any negative post on social media that could potentially harm the reputation of the Company, you must immediately report it to the leaders of the Marketing/Communications Department who will work with other departments (e.g., HR, Legal) as necessary to determine appropriate next steps.

Many of the principles in this Code also apply to our use of social media. For example, we must not distribute confidential or proprietary Company information through social media, and we must not use social media to engage in inappropriate behavior of any kind. We should also ensure that our use of social media does not conflict with our responsibilities to the Company, or our ability to complete our regular work duties. If you have further questions about this topic, please consult the *Social Media Policy* (available on the Company intranet), which is part of our *Information Security Policies Framework*.

QUESTION

Katya is a Professional Recruiter and avid Facebook user. Many of the people she connects with on Facebook have clever things to say about their work and the people they work with based on their race or ethnicity and Katya tries to do the same, though she is careful never to identify anyone by name. Is it okay for her to talk about work on Facebook?

ANSWER

*Katya must be cautious that what she says on Facebook regarding her coworkers will not be deemed or perceived as discriminatory or harassing in nature. **Above all, she must also take care to protect our Company's confidential information and respect the privacy of her coworkers and any prospective hires.** Katya must also remain keenly aware of and follow our Social Media policy and guidelines at all times.*

Artificial Intelligence

We are committed to the responsible and ethical use of Artificial Intelligence (AI) across all aspects of our business. AI must be used in ways that are transparent, fair, and free from discrimination or unjust bias. Human oversight and accountability are essential in both the development and deployment of AI systems, including a clear understanding of how decisions are made or supported by AI.

We must ensure that any use of AI in the delivery of services for or acting on behalf of our Company complies with all applicable laws, regulations, and ethical standards.



Our Commitment to Our Business Partners



ALLEGIS
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People-Powered Solutions to Advance Business Success

The Allegis Group Companies are passionate about our core purpose and always strive to bring the highest levels of service, care, commitment, and competitiveness to everything we do. Our employees are committed to building great relationships with our customers. That commitment helps us better understand our customers' needs and build trust so that conducting business with an Allegis Group Company is not a transaction, but rather a results-driven relationship.

As part of our service-driven focus, we take great care in recruiting the most talented and qualified employees and in selecting suppliers, vendors and other business partners that are best suited to support our business needs. We aim for everyone associated with an Allegis Group Company to match the highest standards of ethical business conduct.

For the sake of our customers and our Company's reputation, we firmly hold our suppliers and vendors accountable for assuring the quality of the goods and services they provide.

Fair Dealing

We have a responsibility to our business partners, customers, and colleagues to always conduct our business integrity, honesty and fairness. We strive to cultivate and maintain mutual trust and respect with all our stakeholders and avoid engaging in any unfair business practices. This means we will not:

- » Use deceptive advertising or marketing activities
- » Misrepresent our services or prices
- » Agree to anti-competitive practices with our competitors or customers

When entrusted with third party data, we will take steps to secure such confidential and proprietary information as if it were our own. We must not misuse, divulge, or act carelessly with any information provided to us through relationships with our business partners, suppliers, vendors, sub-vendors, customers, employees, or prospective employees/candidates.



Fair Dealing: Acting in good faith when we work with our business partners, to include fully disclosing relevant information, keeping our promises, and carrying out contracts in the manner agreed upon by both parties.

Government Partners

Working with the government includes special considerations — including additional rules for interacting with government employees and representatives — that we must be aware of and strictly adhere to. Our Company has a separate policy, the *Code of Conduct and Ethics Applicable to Federal Government Procurement Activities* (available on the Company intranet). If you work with government employees or representatives, you must familiarize yourself and comply with the additional policies and practices contained in the U.S. Government Code of Conduct section before engaging in any work with the government.

Fair Competition

Our hard work has always been the bedrock of Allegis Group Companies, and we make every effort to ensure that our customers receive superior service at a fair price. Laws regarding competition can be complex, but there are some basic ways in which we can avoid restricting competition and help keep the marketplace open and honest.

Prohibited Agreements with Competitors

We cannot enter into any formal or informal agreements with Company competitors that may restrain free and open trade. Agreements that seek to fix prices, rig bids, or which divide and allocate markets or customers are illegal. We must also be careful not to share our confidential or proprietary information with our competitors as it could lead to prices or practices that adversely affect our customers. If we find ourselves in a situation where one or more competitors wish to discuss any of these topics, we must immediately end the conversation and report such activity to [Ethics, Compliance, and Risk Management](#) or the Legal Department.

Handling Competitive Information

While our Companies have an obligation to compete vigorously with their competitors, we do so in a fair, honest, and open manner. We do not seek or otherwise attempt to obtain our competitor's non-public, confidential, or proprietary information. While we can use publicly available information, we do not use deception, such as posing as a potential customer, to obtain non-public information from our competitors. Information such as pricing, internal customer lists and marketing strategies is not typically available to the public and we should not seek to obtain it. Similarly, we cannot ask other third parties to disclose such information about our competitors to us. In addition, we must also be careful not to share our or our customers' confidential information with our competitors (or between Allegis Group Companies where not authorized) as it could lead to prices or practices that adversely affect our customers. If we find ourselves being asked for confidential information by a colleague working for one of our affiliated companies, or we find ourselves able to access confidential information of one of our affiliated companies, we must check if we are permitted to share or see this information before we share or access it. If there is any doubt whether you are authorized to share confidential information or access confidential information of one of our affiliated companies (including without limitation, contracts and related confidential data), consult with the Legal Department.

Teaming Agreements and Joint Ventures

When we discuss teaming with other organizations, particularly organizations that are otherwise competitors, we must be very careful not to share information or enter into any formal or informal agreements which might adversely affect our customers or violate the law or the terms of our service agreement. Before you discuss teaming or joint ventures with a competitor, consult with the Legal Department.

QUESTION 1

Tomas is a Contracts Manager representing his company at a job fair when he runs into Victor, who works for a company competitor in a similar role. Victor says that he thinks it would be a great idea for the two companies to work together more often. For example, he says, if we agree to charge more for a particular service, both companies would profit. What should Tomas do?

QUESTION 2

Which of the following situations could result in breach of competition laws and/or a breach of confidentiality?

Consider all that apply.

- ☐ Tieka finds out that a sister company has a contract with a client she is trying to get her company to do business with. She asks Tomaz who works in the contracts team at the sister company to send her a copy of the contract and any other information he has relating to the pricing of the deal his company reached with the client. Because they are affiliated companies, Tomaz quickly agrees and sends the contract to Tieka.
- ☐ Lena, a Receptionist, sometimes marks on her timesheet that she worked a full day even when she leaves an hour early.
- ☐ Ben, a Regional Controller, noticed an invoicing error — but it was in our Company's favor, so he ignored it.
- ☐ Steven, a Customer Support Associate, deletes an email that may be needed for an audit because it contained an unkind comment about a co-worker.
- ☐ Heather, a Professional Recruiter, asks an employee to not record a particular day of work on his timecard because the customer asked her not to.

BREACH OF CONFIDENTIALITY

Tomas should tell Victor he has serious concerns with what he is suggesting, and that the company absolutely rejects the suggestion of collusion in all cases. Tomas should end the conversation with Victor and promptly report it to the [Corporate Ethics Officer](#) or the Legal Department.

UNFAIR COMPETITION

The first, third, fourth, and fifth statement show unfair competition. Tomaz should check if the contract allows the sharing of the contract and other confidential information even between sister companies. If he is not sure then he should ask his business partners about asking the client. Sharing confidential information when not permitted could result in breach of contract and loss of business and if the shared information is used incorrectly, it could also result in breach of competition laws. Savannah should not attempt to fix prices with a competitor, as this will likely lead to unfair pricing for our customers. Similarly, Michelle should not arrange to rig the bids for these contracts. It's fine, however, for Jorge to meet his friend for lunch as long as they do not discuss confidential business. Sarah should not share bid information with anyone else even if they work for an affiliated company as this could result in unfair competition.



Integrity in the Global Community



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Anti-Corruption

Our Company conducts business activities around the globe, and we are committed to succeeding through the quality of our people and our services, never through bribery or other corrupt practices. Anti-corruption laws apply to all of our business activities and all Company employees. Even the appearance of improper payments — regardless of their intent — can lead to legal or reputational complications for our Company.

We must take special care to know and follow the anti-bribery laws that apply to business, including the U.S. Foreign Corrupt Practices Act (FCPA) and the United Kingdom Bribery Act 2010 as well as local anti-bribery laws and the other jurisdictions in which we operate. Be aware that these laws can apply outside the borders of the U.S. and the UK. When conducting our business, whether directly or through a third party, we must never provide or accept a bribe or allow anyone else to provide or accept a bribe on behalf of our Company.

Those of us whose work routinely involves services which are provided all or in part in foreign countries or who work with third parties in foreign countries must be familiar with the local and international restrictions involving bribery of foreign government officials. Additionally, we may not engage in “commercial bribery” or kickback schemes. We must never work with third parties who divert funds for any corrupt practices, such as bribery, kickbacks, or improper payments.

Because these laws and issues are complex, please seek guidance from [Ethics, Compliance, and Risk Management](#) or the Legal Department if you have any questions or believe any of these guidelines have been violated. Please refer to the Company’s Anti-Bribery Anti-Corruption Global Policy (available on the Company intranet) for additional details and instructions.



Anti-Corruption Definitions

- » A “**bribe**” is **anything of value**, including but not limited to, money, gifts, favors, in-kind use of company resources or entertainment that may be viewed as an effort to influence the other party’s actions or decisions, an attempt to obtain or retain business or an effort to acquire an improper advantage.
- » “**Foreign government officials**” may include employees of any government or governmental agency of a foreign jurisdiction, political candidates and party officials, members of royal families, employees of businesses that are **owned or otherwise controlled by a government**, and employees of international organizations.
- » A “**kickback**” is an arrangement to return a sum of **money in exchange** for making or arranging business transactions.
- » “**Commercial bribery**” refers to any attempt to bribe customers, partners, suppliers, or anyone working on their behalf (“commercial partners”), with **intent to influence their decision making**.

Relationships with Government Officials

Because of the risk involved, we must be cautious and transparent in our relationships with government officials. Providing gifts and entertainment, no matter how minor, can create issues under anti-bribery laws. If you have any questions regarding relationships with government officials, please contact the Corporate Ethics Officer or the Legal Department.

Facilitating Payments

We also do not provide any payments, even small payments, to officials for routine government actions. In certain parts of the world, it is common for government officials to receive so-called “grease,” “facilitating” or “expediting” payments. These payments are intended to expedite or secure the performance of routine governmental actions from these officials. These routine actions may include:

- » Issuing licenses or permits
- » Issuing work permits or visas
- » Obtaining utility services
- » Providing police or fire protection

Our Company does not condone such payments under any circumstances. If you have any questions about whether something may be considered a facilitating payment, please contact the Legal Department.

Third Party Relationships

We can be held responsible for the actions of our business partners, and we seek to work only with partners who follow ethical standards like our own. In compliance with the FCPA, we select business partners, including suppliers, vendors, and sub-vendors, based on objective criteria after conducting appropriate risk based due diligence. Please contact the [Ethics, Compliance, and Risk Management team](#) to ensure that any third party has been properly vetted for anti-corruption purposes. Partnerships and purchasing decisions should never be compromised by personal relationships or inappropriate gifts, favors or entertainment or other potential conflicts of interest.

International Trade Controls

Our Company takes seriously its responsibilities to support U.S. national security and foreign policy objectives and protect sensitive technologies. We are committed to complying with the laws that are administered by the Office of Foreign Assets Control (OFAC) of the U.S Treasury Department, the U.S. Department of Commerce, and the U.S Department of State. Compliance with economic and trade sanctions laws means the Company does not engage in business, or offer to engage in business, either directly or indirectly, with any party subject to sanctions.

For such purposes, the term “export” is defined broadly and can occur when an item, technology, or technical information is transferred to a person in another country or shared in conversation, email, by phone, or otherwise with a non-U.S. person within or outside the United States. We must pay close attention to any controlled materials or information and follow the appropriate government regulations.

Given the complexity of trade controls, early coordination with Company export control experts is critical. Contact the Export Control Office at corporateexportcontrolofficer@allegisgroup.com to address all export concerns, however minor, to that individual. Please refer to the Company’s *International Trade Controls Policy* (available on the Company intranet) for additional details and instructions.

Travel

Employees engaging in international travel for business purposes must adhere to all applicable trade control laws, including export control regulations, economic sanctions, and export licensing requirements. Travel to countries subject to sanctions or embargoes (e.g., Iran, North Korea, Syria, and Russia) must be pre-approved by the employee's respective company. Additionally, employees must not engage in business activities with restricted entities, including those listed on the U.S Office of Foreign Assets Control (OFAC).

Handling Boycott Requests

We may be approached to boycott certain countries, companies, or other entities. In many countries in which we operate, agreeing to cooperate in unsanctioned boycotts or related restrictive trade practices is illegal. This means we cannot take any action, provide information, or make any statements that could be viewed as participation in an illegal boycott.

If you are asked to participate in a boycott, you should immediately notify the Legal Department.

Modern Slavery and Trafficking in Persons (TIPS)

Human rights are valued throughout our organization, regardless of location. We follow all international labor and immigration laws wherever we conduct business. We have a zero-tolerance approach to modern slavery and human trafficking and are committed to acting with integrity in all our business dealings, and with our supply chain, including business partners, suppliers, contractors and other third parties who provide or deliver any goods or services to us. We will not support or deal with any business that is knowingly involved in any form of slavery and/or human trafficking and will take steps to ensure transparency within our business and supply chain. In jurisdictions where required, we publicly disclose our commitment to the elimination of Modern Slavery. If you have questions or need assistance regarding this mandate, please consult the Legal Department.

Tax Compliance

Our Company's approach to tax is in line with its overall business strategy. We have a transparent and compliant tax strategy that is committed to full compliance with all tax law and practice in the jurisdictions in which we operate.

We ensure compliance with legal requirements and in such a manner as to ensure the payment of the right amount of tax. Tax planning will have commercial and economic substance; it will be conducted on an arms-length basis and have regard to our Company's reputation and its wider corporate responsibilities..

The Company will not support any form of tax evasion either within its own operations or those of its commercial partners.

A photograph of three people—two men and one woman—collaborating in an office setting. They are gathered around a table, looking at a laptop and some papers. The man on the left is older, with grey hair and glasses, wearing a grey sweater. The woman in the center is Black, with short curly hair, wearing a bright yellow shirt. The man on the right is younger, with dark hair, wearing a striped shirt. The background is a blurred office environment. A large, semi-transparent white text overlay is positioned in the center of the image.

Honesty for Our Stakeholders & Fellow Employees



Accurate Books and Records

Each of us plays a role in assuring the integrity of our Company's business records. Regardless of whether your job includes financial or human resources duties, we all contribute to records of some kind. The Company relies on these books and records to be accurate and reliable in order to make sound business decisions as well as to comply with the many local, national, and international laws that require us to keep accurate and transparent records. Examples of these records may include (but are not limited to) the following:

- » Invoices and statements
- » Billing, payroll, and timekeeping
- » Expense reports
- » Tax, bank, and financial reports
- » Employment records
- » Reports to government agencies and other public reports
- » Contracts

We must prepare these and all other records with care and honesty consistent with our core values. Make sure you know and follow the Company procedures for recording time, funds, and other assets.

We are also committed to never taking part in unethical record-keeping activities, which may include:

- » Making false statements (whether verbal or written)
- » Inaccurately recording or reporting time worked
- » Recording false quality or safety information
- » Altering sales, customer, billing or pay information
- » Overstating or understating assets or liabilities
- » Including non-business-related expenses on expense reports for reimbursement
- » Hiding or incorrectly accounting for Company funds

Our Company depends on us to consistently follow Company internal procedures and prepare all client invoices accurately, ensuring they reflect the work performed and the appropriate fee for that work. We must make every effort not to circumvent Company internal accounting controls.

Further, we must always ensure that we provide accurate, actual costs, particularly when submitting information to our government customers or contractors. Company records must also accurately reflect all services performed, payments received, and expenses incurred. Should we determine that there are inaccuracies or errors, we must promptly correct them — however, in order to alter any Company record, we must always obtain proper authorization and notify appropriate Company personnel, such as the Legal, Financial Reporting or Human Resources Departments.

QUESTION 1

Zachary's job responsibility is to review all invoices for quality control and accuracy specific to the billing terms and contract conditions. This is an important function that ensures we adhere to contract terms, but particularly ensures we deliver world-class customer service and accuracy.

One afternoon, invoice printing is delayed, and Zachary doesn't receive them on time. Zachary has to leave work to meet a family member by 6 p.m., so he won't have time to review the invoices before he leaves. What should Zachary do?

Consider all that apply.

- ☐ Send out invoices without reviewing since no one will notice.
- ☐ Review as many as he can and review the rest the next day for accuracy.
- ☐ Inform his supervisor of the delay and request an extension to review for accuracy the next day.

QUESTION 2

Which of the following people are handling records incorrectly?

- ☐ Lena, a Receptionist, sometimes marks on her timesheet that she worked a full day even when she leaves an hour early.
- ☐ Ben, a Regional Controller, noticed an invoicing error — but it was in our Company's favor, so he ignored it.
- ☐ Steven, a Customer Support Associate, deletes an email that may be needed for an audit because it contained an unkind comment about a co-worker.
- ☐ Heather, a Professional Recruiter, asks an employee to not record a particular day of work on his timecard because the customer asked her not to.

ANSWER 1

The second and third boxes should be checked.

ANSWER 2

All of the boxes should be checked. Lena should always mark her timesheet for exactly the time she works each day, even if she plans to make up for it by working late another day. Ben should have brought the error to the attention of his manager or supervisor so that it could be corrected. Steven should have retained the email and also should remember to treat all of his co-workers with respect. Heather should ensure that this employee gets paid for his time worked and should speak with the customer to understand why they made this request.

Records Retention

We also have a responsibility to follow Company internal procedures — as well as applicable laws — when storing, maintaining, and discarding paper and electronic business records. We must each know and follow the appropriate schedule for the documents we maintain.

We may not tamper with or manipulate records or destroy them prior to their destruction dates. The procedure for determining document expiration dates, as well as procedures for storing, maintaining, and discarding all records, is described in the Data Minimization Policy (available on the Company intranet). If you have questions about matters related to records retention, please consult with your Supervisor, your Manager, your Company's designated Records Retention Manager or the Global Privacy Office at privacyofficer@allegisgroup.com.

Responding to Audits, Investigations and Inquiries

From time to time, we may be asked by a government agency, customer, or supplier/vendor to collect or retrieve documents and other data for internal and external audits, internal or external investigations, and other more formal or informal inquiries. The Legal Department, ECRM and/or HR leadership will first determine if the requesting entity is authorized to request and receive this information. Once authorization is verified, it is our duty to promptly and completely provide all the relevant data requested.

If a customer requests information, we must confirm that the signed service agreement with the customer allows us to release the requested information; then check with a Legal, Compliance or HR Representative to ensure compliance with data privacy laws before sending any information to the customer. Please direct any questions regarding customer requests or information to your Company assigned attorney(s) in the Legal Department.

Immediately stop the manual or automated destruction of all relevant records upon receipt of a Litigation Hold Notice from the Legal Department. A "Litigation Hold Notice" will identify you as a custodian of relevant records, documents or written and stored information in connection with current or anticipated litigation, an audit, government investigation or other similar matters. The Litigation Hold Notice requires the retention of any and all records relevant or related to the allegations in a current or anticipated matter. Remember, a Litigation Hold Notice also requires the suspension of automatic disposition or permanent processing of records that may be relevant or related to the current or anticipated matter.

If you know about or suspect any violations of our Code or policies involving accounting, internal controls, auditing matters or records, please immediately report your concerns to the [Corporate Ethics Officer](#) or the Legal Department.

Handling Inside Information

While our Company is not publicly traded, many of our business partners and customers are, so we must be careful when handling a customer's company information. Information is considered "inside" when it is both material (meaning that it could influence the decisions of a reasonable investor) and has not been released to the public. Individuals may not buy or sell any company's stock based on inside information. Doing so is considered "insider trading," and is illegal. "Tipping," which is giving advice to others based on inside information, is also prohibited. We must protect this information just as we would protect any of our confidential and proprietary information.

The securities laws that relate to these matters are complex, so please contact the Legal Department if you have questions related to insider trading. Those of us with access to material, non-public information should take particular care to seek clarification whenever questions or issues arise.



Insider Trading: Trading on information that is not available to the general public and that could reasonably influence an investing decision. Common examples of information that could give use to insider trading include:

- » Changes in executive management
- » Financial reports that have not yet been publicly released
- » Proposed or impending mergers and acquisitions

Tipping: Providing inside information to another person.

Money Laundering

We can all help to keep our Company from becoming inadvertently involved in money laundering by performing careful due diligence on any potential business partners. The ECRM team can help identify red flags that may signal money laundering activities. For example, ensure that the parties you are doing business with, and their management maintain an identifiable physical presence, are engaged in legitimate business, and have proper compliance processes in place. If you need more information about how to identify money laundering, you should consult the Legal Department or the [Ethics, Compliance, and Risk Management team](#).



Money Laundering: The process by which persons or groups try to conceal illegal funds or otherwise try to make illegal funds or the sources from which they were derived look legitimate.

A photograph of four diverse individuals—two men and two women—collaborating to prepare food outdoors. They are gathered around a table covered with a white cloth, which holds several large aluminum trays filled with food. The man on the far left wears a dark blue jacket and an orange beanie. The man next to him has a grey beard and wears a green puffer vest over a red shirt. The woman in the center has long blonde hair and wears a white jacket. The man on the far right wears a blue baseball cap, glasses, and a brown corduroy jacket. They are all focused on their task. The background shows a stone wall and some greenery. A large, semi-transparent blue geometric shape, composed of several triangles, is overlaid on the bottom right portion of the image.

Participating in Our Communities



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Political and Charitable Contributions

When we engage in political activity, it must always be clear that we do so in a personal capacity and not on behalf of the Company. Remember that we should never make political contributions with the intention of receiving favorable government treatment for our Company, and keep in mind that any political activity that could seem to be an endorsement by our Company must be approved in advance by [Ethics, Compliance, and Risk Management](#) or Legal Department. As a rule, we never provide contributions to a political campaign in our Company's name, and we never seek reimbursement for personal political contributions.

All contributions are subject to a complex series of rules that establish, among other things, the amount that can be contributed and the manner in which the contribution may be made. Because political activities are highly regulated, please consult our [Ethics, Compliance, and Risk Management team](#) or Legal Department if you have any questions.

Philanthropy and Corporate Volunteerism

Our Company believes that community involvement is an important piece of personal and professional development. It gives individuals the opportunity to promote awareness and understanding within their community and is one component of the Company's ongoing commitment to Corporate Social Responsibility. The Allegis Group Foundation's primary mission is to provide financial support to qualifying nonprofit organizations registered in the United States and Canada and assist employees with community engagement. The Foundation's philanthropic efforts are carried out through (1) direct grants to nonprofit organizations, and (2) our employee match program, in which employees apply for funding for an organization for which they are raising funds. The charities we support, both financially and through our volunteer efforts, are varied, but in large measure they focus on strengthening the workforce.

Responding to Media Inquiries

In order for our Company to participate in our communities as a good corporate citizen and cultivate strong community relationships, we must speak with a single, consistent voice that provides an accurate and honest picture of our businesses. To achieve such consistency, only those who have been designated to communicate on our Company's behalf should make public statements about our Company. All others should direct media inquiries to their respective Company's Communications or Marketing Department(s).

Similarly, and because we are a privately held company, if anyone requesting financial information contacts you, please refer the request to your respective Company's Credit Manager or Corporate Controller.

Environmental Sustainability

We are committed to being responsible stewards of the environment, and the Company has and will continue to put sustainable practices in place. While our industry may not have a large environmental footprint, we recognize the importance of minimizing our impact and promoting sustainable practices across our operations.

Our approach includes:

- » Sourcing responsibly, with third parties who share our concerns for and commitment to sustainable business practices.
- » Promoting energy efficiency and waste reduction in our workplaces
- » Encouraging recycling and responsible disposal of materials
- » Educating employees on sustainability initiatives and encouraging participation
- » Hosting and supporting environmentally friendly programs and events.



Our Ethics & Compliance Program



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Administration

Our global Code is administered by the Allegis Group [Corporate Ethics Officer](#), who is responsible for keeping this Code and its referenced policies and procedures up to date as well as providing training on the Code and other ethics and compliance topics. The Corporate Ethics Officer is available to answer any questions or concerns you may have about our Code and policies.

Internal Investigations and Legal Proceedings

From time to time, the Company will need to initiate internal investigations. The Company has an established procedure and framework for such investigations. It is our duty to assist the Company in conducting internal investigations and failure to do so may lead to discipline, up to and including immediate termination. The Company will also, from time to time, become involved in legal proceedings requiring our cooperation. If you have made a report regarding an ongoing investigation or are contacted by the Company to provide relevant information, you must cooperate fully and provide complete and truthful information.

Training

Our Company provide training to its employees on many of the topics discussed in this Code. We all have a duty to complete mandated and regular training and to familiarize ourselves with this Code and all applicable policies or procedures. Should you feel you need more guidance or have questions or concerns about this Code or any related training or policies, please do not hesitate to contact the [Corporate Ethics Officer](#).

Allegis Group Companies





Supports critical engineering and sciences initiatives that advance how companies serve the world. Our specialized expertise drives scale, innovation, and speed to market through a range of flexible solutions.



Staffing and workforce management solutions, connecting light industrial and skilled trades talent with clients in the manufacturing, logistics and construction industries.



The global leader in workforce solutions, helping companies in 100+ countries transform their people into a competitive advantage by designing enterprising workforces that are built for impact.



Staffing and solutions for a range of professional focus areas, including accounting and finance; governance, risk and compliance; operations and administrative; and customer support.



Workforce development platform dedicated to actively seeking out underrepresented candidates, providing upskilling opportunities, and advocate for their hire in the marketplace.



Workforce inclusion and recruitment solution dedicated to building and promoting inclusive workforces and connecting diverse talent to employers who are cultivating accommodating environments.



The largest and most experienced legal search firm offering a range of specialized legal recruiting and talent management services to meet the ever-changing needs of law firms and corporate legal departments.



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