

Code of Ethics and Professional Conduct

Version 1.0

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Vision

Another Supply Company LLC (ASCLLC) believes that the credibility and reputation of our company is shaped by the collective conduct of our Agents and Partners. The purpose of this CODE is to establish a company-wide understanding of appropriate behavior, to provide guidance to ASCLLC Agents and Partners, to instill confidence in ASCLLC Agents, Partners, and customers, and to ensure any concerns raised regarding any misconduct in relation to ASCLLC's business are dealt with effectively, securely, and appropriately.

The values most important to ASCLLC leadership are integrity, respect, fairness, and honesty.

Integrity - our duty to perform our work with honesty and diligence, to contribute to the legitimate and ethical objectives of ASCLLC, and to take ownership for the decisions we make or fail to make, the actions we take or fail to take, and the consequences that result.

Respect - our duty to show a high regard for ourselves, others, and the resources entrusted to us, and to value and take ownership of information we receive, and to not disclose information without appropriate authority unless there is a legal or professional obligation to do so.

Fairness - our duty to make decisions and act impartially and objectively. Our conduct must be free from competing self-interest, prejudice, and favoritism.

Honesty - our duty to understand the truth and act in a truthful manner both in our communications and in our conduct.

This CODE affirms these four values as its foundation. ASCLLC intends this CODE to assist Agents and Partners in making wise decisions, particularly when faced with difficult situations where we may be asked to compromise our core values.

Scope

ASCLLC is committed to doing what is right and honorable. We set high standards for our Agents and Partners, and we aspire to meet these standards in service to our customers and our profession. This Code of Ethics and Professional Conduct (CODE) describes the expectations that ASCLLC holds for its Agents and, as appropriate, its Partners. It articulates the ideals to which we aspire as well as the behaviors that are mandatory in our professional roles.

ASCLLC communicates quality management practices, other aspects of established business ethics and compliance programs, and internal control systems as appropriate to an individual's respective roles and responsibilities. Quality management system and ethics training is provided for all ASCLLC Agents and, as appropriate, Partners.

ASCLLC Agents, and, as appropriate, Partners, are required to review this policy prior to engagement in performance of work on behalf of ASCLLC.

This policy will be provided to all ASCLLC Agents, and, as appropriate, Partners, upon commencement of employment or engagement in any activity on behalf of ASCLLC.

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Definitions – As used in this policy

Abusive Manner means conduct which results in physical harm or creates intense feelings of fear, humiliation, manipulation, or exploitation in another person.

Agent means any individual, including a director, an officer, an employee, or an independent Technician or Contractor, authorized to act on behalf of ASCLLC.

Conflict of Interest means a situation that arises when an ASCLLC Agent is faced with making a decision or doing some act that will benefit the Agent or another person or organization to which the Agent or ASCLLC owes a duty of loyalty and at the same time will harm another person or organization to which the Agent or ASCLLC owes a similar duty of loyalty.

Contractor means any entity that ASCLLC issues an IRS 1099 form to at the end of the calendar year, and any entity that Cloudwork|Pro issues an IRS 1099 form to for work done on behalf of ASCLLC, and any entity that another authorized ASCLC Partner or Agent issues an IRS 1099 form to for work done on behalf of ASCLLC.

Covered Employee means any full-time or part-time ASLLC Agent working on or in connection with a federal government contract or working at a location controlled by ASCLLC where other ASCLLC employees work on or in connection with a federal contract are likely to be present (does not include ASCLLC employee residences). This includes employees of ASCLLC who are not themselves working on or in connection with a federal government contract.

Director means the CEO, CFO, COO, President, or Vice President of ASCLLC.

Duty of Loyalty means a person's responsibility, legal or moral, to promote the best interest of an organization or other person with whom they are affiliated.

Employee means any person who is issued a W2 by ASCLLC for full-time or part-time work done on behalf of ASCLLC.

FAR means United States Federal Acquisition Regulation

Full cooperation -

- Means disclosure to the Government of information sufficient for law enforcement to identify the
 nature and extent of an offense and the individuals responsible for reported conduct. It includes
 providing timely and complete response to Government auditors' and investigators' request for
 documents and access to ASCLLC Agents with information;
- 2) Does not foreclose any ASCLLC Agent rights arising in law, the FAR, or the terms of a contract. It does not require
 - i) ASCLLC or its Agents to waive attorney-client privilege or the protections afforded by the attorney work product doctrine; or to waive their Fifth Amendment rights; and
- 3) Does not restrict a ASCLLC from
 - i) Conducting an internal investigation; or

ii) Defending a proceeding or dispute arising under a contract or related to a potential or disclosed violation.

Officer see Director

Partner means an original equipment manufacturer or supplier or subcontractor that represents an element of the chain of custody in the supply chain for a product component or COTS finished product or service offered by ASCLLC.

Principal means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

Relative means a spouse or domestic partner, parent, legal guardian, sibling, child (natural, step-children, or adopted), grandparent, grandchild, aunt, uncle, cousin, or current in-law.

Subcontract means any contract entered into by a subcontractor to furnish supplies or services for performance of a prime contract or a subcontract.

Subcontractor means any Supplier, Distributor, Technician, Vendor, or firm that furnishes supplies or services to ASCLLC or to an ASCLLC subcontractor or ASCLLC customer in performance of a work order issued by ASCLLC..

Stakeholder means ASCLLC, an ASCLLC principal or employee, or another person or organization to which ASCLLC or an ASCLLC principal or employee owes a duty of loyalty, that may be impacted by the decision of an ASCLLC principal or employee.

United States means the 50 States, the District of Columbia, and outlying areas.

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Policy

ASCLLC is committed to ensuring compliance and promoting ethical culture by observing the highest standards of fair dealing, honesty, and integrity in our business activities, and believes adherence to such standards should never be traded in favor of financial or other business objectives. The success of ASCLLC depends on Agents' knowledge, skills, and abilities as well as their performance of work with sound judgment, self-discipline, common sense, and integrity. As such, ASCLLC Agents are required to maintain and uphold the following ethical standards in all aspects of their work:

- To make decisions and take actions on behalf of ASCLLC based on the best interests of ASCLLC, society, public safety, and the environment.
- To exercise due diligence to prevent and detect criminal conduct; and otherwise promote a company culture that encourages ethical conduct and a commitment to compliance with the law.
- To proactively, and fully, disclose any real or potential conflicts of interest to appropriate stakeholders.
- To proactively, and fully, disclose any violations of this CODE to appropriate stakeholders.
- To be truthful in our communications and in our conduct.
- To fulfill any commitments that are undertaken we do what we say we will do.
- To take ownership and make corrections promptly when we make errors or omissions.
- To communicate errors or omissions caused by others to the appropriate body as soon they are discovered.
- To accept accountability for any issues resulting from our errors or omissions and any resulting consequences.
- To listen to others' points of view, seeking to understand them.
- To respect the property rights of others.
- To conduct ourselves in a professional manner, even when it is not reciprocated.
- To negotiate in good faith.

ASCLLC principals, employees, and agents are expected **not** to:

- Engage in criminal conduct.
- Engage in or condone behavior that is designed to deceive others, including but not limited to, making misleading or false statements, stating half-truths, providing information out of context or withholding information that, if known, would render our statements as misleading or incomplete.
- Engage in dishonest behavior with the intention of personal gain or at the expense of another.

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- Exercise the power of expertise or position to influence the decisions or actions of others in order to benefit personally at another's expense.
- Act in an abusive manner toward others.
- Discriminate against others based on, but not limited to, gender, race, age, religion, disability, nationality, or sexual orientation.
- Hire or fire, reward or punish, or award or deny contracts based on personal considerations, including but not limited to, favoritism, nepotism, or bribery.
- Engage in any conduct that would create an actual or potential conflict of interest in performing their job or create the appearance of such a conflict.
- Encourage or influence others to breach

Conflicts of Interest

ASCLLC maintains policies and procedures to screen covered employees for potential personal conflicts of interest, and reviews and updates these policies annually. Periodic reviews of company business practices, procedures, policies, and internal controls for compliance with this CODE and the special requirements of Government contracting, include-

- Monitoring and auditing to detect criminal conduct;
- Periodic evaluation of the effectiveness of the business ethics awareness and compliance program and internal controls and systems, especially if criminal conduct has been detected; and
- Periodic assessment of the risk of criminal conduct, with appropriate steps to design, implement, or modify the business ethics awareness and compliance program and the internal control system as necessary to reduce the risk of criminal conduct identified through this process.
- 1) ASCLLC obtains and maintains from each covered employee, when the employee is initially assigned to a task under a federal or state government contract, a disclosure of interests that might be affected by the task to which the employee has been assigned, as follows:
 - i) Financial interests of the covered employee, of close family members, or of other members of the covered employee's household.
 - ii) Other employment or financial relationships of the covered employee (including seeking or negotiating for prospective employment or business).
 - iii) Gifts, including travel; and

requires each covered employee to update the disclosure statement whenever the employee's personal or financial circumstances change in such a way that a new personal conflict of interest might occur because of the task the covered employee is performing.

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ASCLLC standards to prevent personal conflicts of interest include not assigning or allowing ACSLLC agents to perform any task under a contract for which ASCLLC has identified a personal conflict of interest for the agent that ASCLLC or the agent cannot satisfactorily prevent or mitigate in consultation with the contracting department/agency. In exceptional circumstances, when ASCLLC cannot satisfactorily prevent a personal conflict of interest, ASCLLC may submit a request through the Contracting Officer to the Head of the Contracting Activity for:

- i) Agreement to a plan to mitigate the personal conflict of interest; or
- ii) A waiver of the requirement.

ASCLLC shall include proposed mitigation of the personal conflict of interest in the request, and will comply, and require compliance by the covered employee, with any conditions imposed by the Government as necessary to mitigate the personal conflict of interest; or remove the agent from performance of the task.

- 2) ASCLLC prohibits use of non-public information accessed through performance of any contract for personal gain; and obtains a signed non-disclosure agreement to prohibit disclosure of non-public information accessed through performance of a contract from each covered employee.
- 3) ASCLLC informs covered employees of their obligation
 - i) To disclose and prevent personal conflicts of interest;
 - ii) Not to use non-public information accessed through performance of a government contract for personal gain;

and in the case that a covered employee fails to comply with these established policies, ASCLLC shall-

- Report to the Contracting Officer any personal conflict-of-interest violation by a covered employee as soon as it is identified. The report shall include a description of the violation and the proposed actions to be taken by ASCLLC in response to the violation;
- ii) Take appropriate disciplinary action;
- iii) Provide follow-up reports of corrective actions taken, as necessary.

To prevent conflicts of interest, the following behavior is deemed unacceptable and unethical, except to the extent the law provides otherwise:

- i) 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 in your capacity as an employee or representative of the company that is 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.
- ii) Maintaining a personal, business, or financial relationship with a customer or vendor where the employee has control or influence over the company's relationship with that

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customer or vendor. For example, employees should not borrow from or lend personal funds to a customer or vendor of the employee's division.

- iii) Using information developed or learned on the job for personal or familial benefit. This includes the use of company databases, financial information, and intellectual property.
- iv) Maintaining outside directorship, employment, or political office that might appear to or conflict or compete with an employee's responsibilities.
- v) Conducting company business with or using position or authority to influence the company to conduct business with family members.
- vi) Unauthorized sharing of Confidential Information or proprietary company-related information with business associates or representatives of other companies.

The foregoing list 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. Ultimately, it is the responsibility of each employee to avoid any situation that could affect their ability to judge situations independently and objectively on behalf of the company and any situation that could appear to be a conflict of interest. In addition, it is important to note that conflicts of interest can amount to violations of criminal law under certain circumstances. Any doubts should be resolved in discussion with your manager, VP of Contracting and Compliance, or the Director of Operations.

Duty to Obey All Applicable Laws

ASCLLC principals, employees, and agents are expected to ensure compliance with all relevant local, state, federal, and international laws in all aspects of their work, and holds each employee responsible for being:

- 1) familiar with the laws governing their area(s) of responsibility and
- 2) generally aware of possible legal risks or any threatened litigation related to actions taken in the performance of any aspect of work in an assigned area of responsibility.

Employees should seek immediate advice from the company whenever there is a question concerning any application of the law. As appropriate, ASCLLC may contract legal counsel to provide guidance on legal and regulatory issues to management and employees.

Fair Labor Standards

ASCLLC has adopted standards from the Responsible Business Alliance (RBA) Code of Conduct and International Bill of Human Rights in our policies and related internal controls and actively pursues conformance to these codes and standards. ASCLLC carries out human rights due diligence across our business to identify, investigate, prevent, and mitigate adverse human rights impacts. This includes impacts that we may cause or contribute to through our own activities, or those which may be directly linked to our operations, or the products and services we provide. We engage and collaborate with industry and partners to develop, implement, and monitor our approach, and require our partners and suppliers to uphold respect for human rights through our programs and contracts.

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Examples of key human rights that ASCLLC is committed to in all its business activities, has incorporated into its Partner Code of Conduct and monitors through internal controls:

- Freely Chosen Working Conditions
- Favorable Working Conditions
- Fair and Equitable Treatment
- Non-Discrimination
- Non-Harassment

- Rest and Leisure (Fair Working Hours)
- Respect for Privacy and Personal Data
- Freedom from Modern Slavery
- Freedom of Association

Whistle While you Work - Duty to Report

ASCLLC encourages the reporting of any instances of suspected unethical, illegal, corrupt, fraudulent, or undesirable Conduct involving the Company's business and provides protections and measures to individuals who disclose in relation to such Conduct without fear of victimization or reprisal.

ASCLLC shall not discharge, demote or otherwise discriminate against an employee as a reprisal for disclosing information to:

- The ASCLLC Compliance Team,
- A person with supervisory authority over the employee or such other person working for the employer who has the authority to investigate, discover, or terminate misconduct.
- An Inspector General,
- The Comptroller General,
- A member of Congress,
- A State or Federal regulatory or law enforcement agency,
- A court or grand jury.

ASCLLC relies on its agents maintaining a culture of honest and ethical behavior. Accordingly, if you become aware of any Reportable Conduct, you must disclose in accordance with this policy. There are several ways to report or disclose any issue or behavior considered to be Reportable Conduct, and employees and agents may make a report or disclosure under this policy if they have reasonable grounds to believe that an ASCLLC principal, officer, vice president, director, employee, contractor, supplier, consultant, agent, or other person who has business dealings ASCLLC has engaged in Reportable Conduct.

When making a disclosure, you may do so anonymously. It may be difficult for the Company to investigate matters disclosed in a report submitted anonymously correctly; therefore, the Company encourages you to share your identity when making a disclosure. However, you are not required to do so. The ASCLLC compliance team, to the extent permitted by law and regulation, will safeguard and treat information obtained pursuant to an employee's disclosure as confidential where the information has been marked "confidential" or "proprietary" by ASCLLC or where desired by the employee. To the extent permitted by law and regulation, such information will not be released by ASCLLC or the government to the public

pursuant to a Freedom of Information Act request, 5 U.S.C. Section 552, without prior notification to the employee. The Government may transfer documents provided by ASCLLC to any department or agency within the Executive Branch if the information relates to matters within the organization's jurisdiction.

ASCLLC shall take the following measures for protecting employee and agent identities when a disclosure is received by the ASCLLC Compliance Team:

- All paper and electronic documents and other materials relating to disclosures will be stored securely;
- ii) Access to all information relating to the disclosure will be limited to those directly involved in managing and investigating the disclosure;
- iii) Only a restricted number of people who are directly involved in handling and investigating a disclosure will be made aware of your identity (subject to your consent) or information that is likely to lead to your identification;
- iv) Communications and documents relating to the investigation of the disclosure will not be sent to an email address or to a printer that other staff can access; and
- Each person involved in handling and investigating a disclosure will be reminded about the confidentiality requirements, including that unauthorized disclosure of your identity may be a criminal offence.

Should an employee or agent have concerns that their identity has been disclosed in relation to a disclosure without their consent, they should inform the Vice President or another eligible internal point of contact immediately.

ASCLLC agents are expected to participate fully and honestly with investigations and audits, cooperate with the designated ASCLLC compliance representatives and your designated legal support to respond to litigation or requests from government and other external agencies, never act in any manner that would interfere with an investigation, including destroying or fabricating evidence, intimidating witnesses, or improperly disclosing information in a manner that impedes a fair review, follow instructions to retain and not alter or destroy records in response to litigation, investigations, or audits.

Any ASCLLC agent found to have violated this CODE or engaged in other unlawful or unethical behavior shall be subject to appropriate disciplinary action, up to and including demotion or termination of employment. Any ASCLLC principal, employee, or agent who fails to report known or suspected violations of this CODE or other unlawful or unethical behavior shall be subject to appropriate disciplinary action. Disciplinary action shall be taken against individuals who authorize or participate directly in a violation of the CODE. Disciplinary action also may be taken against any of the violator's managerial superiors, to the extent that the circumstances of the violation reflect inadequate supervision and leadership by the superior.

In addition to violations of this CODE, ASCLLC principals and employees shall timely disclose, in writing, to the ASCLLC compliance team, and the agency Office of the Inspector General (OIG), with a copy to the Contracting Officer, whenever, in connection with the award, performance, or closeout of a government contract or any subcontract thereunder, an employee has credible evidence that a principal, employee, agent, or subcontractor of ASCLLC has committed a violation of Federal criminal law involving fraud,

conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code; or a violation of the civil False Claims Act (31 U.S.C. 3729-3733).

If the violation relates to an order against a Governmentwide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies, the employee shall notify the ASCLLC compliance team, and, as appropriate, the OIG of the ordering agency, and the IG of the agency responsible for the basic contract.

- If a violation relates to more than one Government contract, ASCLLC shall make the disclosure to the agency OIG and Contracting Officer responsible for the largest dollar value contract impacted by the violation.
- ii) If the violation relates to an order against a Governmentwide acquisition contract, a multi-agency contract, a multiple-award schedule contract such as the Federal Supply Schedule, or any other procurement instrument intended for use by multiple agencies, ASCLLC shall notify the OIG of the ordering agency and the IG of the agency responsible for the basic contract, and the respective agencies' contracting officers.
- iii) The disclosure requirement for an individual contract continues until at least 3 years after final payment on the contract.

Technician Supplement

- I will always be professional.
- I will wear applicable, professional field service work attire.
- I will review ASCLLC work orders in detail prior to arriving on site.
- I will alert the client as soon as I realize I'll be late.
- I will have all the required tools and equipment.
- I will adhere to the specified terms of every work order.
- I will provide deliverables within the client's requested window.
- I will provide a 30-day warranty on my workmanship.

Recognizing and Reporting CODE Violations

ASCLLC agents must pay close attention to possible violations of this CODE, whether they occur because of an oversight or by intention. Any ASCLLC agent aware of potential violations should notify the ASCLLC Compliance Team.

ASCLLC policy encourages agents to come forward with any credible evidence of safety, ethical, or legal concerns. If an agent or applicant or Partner believes that he or she has been retaliated against for disclosing information regarding misconduct under the Code, he/she/they should file a written complaint with the Vice President responsible for Contracting and Compliance.

If you are not sure whether there is an ethical problem, here are some signs to watch for:

 You feel uncomfortable about a business decision or about something you've been asked to do at work.

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- You have witnessed a situation involving a business decision that made you or someone else feel uncomfortable.
- If a business conflict were revealed to the public, you feel that the company would be embarrassed or face legal implications.

Ask yourself the following questions:

- To what extent does the dilemma abide, align, or agree with:
 - o The law?
 - o This CODE?
 - Our core values: integrity, fairness, respect, and honesty?
 - o Your ethical values?
 - o Ethical values of the surrounding culture?
- Would a reasonable person with your knowledge question the decision or action?
- Will this decision or action seem like a good idea a year from now?
- How would you and your family, and friends and relatives, feel if what the action or decision were to come out as a newspaper headline?
- Would you make the same decision or take the same action if your manager was directly involved?
- Are you prepared to accept responsibility for the action or decision?

NOTE: You may consult with your direct supervisor or the VP responsible for Contracting and Compliance if you suspect a potential ethical problem.

There are several ways to report or disclose any issue or behavior you consider to be Reportable Conduct.

1) You may disclose any Reportable Conduct to the Vice President:

Rick Vogel

Office: 814-962-6260 / Mobile: 805-416-4180

Email: rickv@anothersupplycompany.co

If you cannot use the above reporting channel, a disclosure can be made to an "eligible recipient" within the Company. Eligible recipients include:

CEO / President

Kali Davis

Office: 814-962-6260 / Mobile: 814-496-7624

Email: kali@anothersupplycomapny.co

The above-referenced points of contact will safeguard your interests and will ensure the integrity of the reporting mechanism.

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2) ASCLLC maintains a public reporting mechanism, which allows for anonymity and confidentiality, by which principals, employees, agents or members of industry and the public may report suspected instances of improper conduct to the ASCLLC compliance team.

ASCLLC Anonymous Report form: https://forms.office.com/r/5j1pSG5sEu

- 3) Where you do not feel comfortable making an internal report, or where you have made an internal report, but no action has been taken within a reasonable time, you are encouraged to disclose any Reportable Conduct to:
 - An Inspector General,
 - The Comptroller General,
 - A member of Congress,
 - A State or Federal regulatory or law enforcement agency.

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Internal Control System for Reporting of Improper Conduct in Connection to a Government Contract

- Assignment of responsibility to a principal of ASCLLC whom due diligence has not exposed as having engaged in conduct that is in conflict with this CODE, and adequate resources to ensure effectiveness of the business ethics awareness and compliance program and internal control system.
- 2) Reasonable efforts not to include an individual as a stakeholder whom due diligence has exposed as having engaged in conduct that is in conflict with this CODE.
- 3) Appropriate measures for protecting stakeholder identities.
- 4) Disciplinary action for improper conduct or for failing to take reasonable steps to prevent or detect improper conduct.
- 5) Timely disclosure, in writing, to the agency OIG, with a copy to the Contracting Officer, whenever, in connection with the award, performance, or closeout of any Government contract performed by ASCLLC or a subcontract thereunder, ASCLLC has credible evidence that a principal, employee, agent, or subcontractor of ASCLLC has committed a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 U.S.C. or a violation of the civil False Claims Act (31 U.S.C. 3729-3733).
- 6) Full cooperation with any Government agencies responsible for audits, investigations, or corrective actions.

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References

The following codes and standards are referenced in and were used in preparing this Code and may be a useful source of additional information.

Project Management Institute Code of Ethics and Professional Conduct

https://www.pmi.org/codeofethics

PMI Ethical Decision-Making Framework

https://www.pmi.org/-/media/pmi/documents/public/pdf/ethics/ethical-decision-making-framework.pdf

The International Professional Practices Framework

https://www.theiia.org/en/standards/international-professional-practices-framework/

Responsible Business Alliance Code of Conduct

https://www.responsiblebusiness.org/media/docs/RBACodeofConduct7.0 English.pdf

Open Trusted Technology Provider Standard (O-TTPS)

https://publications.opengroup.org/downloadable/download/link/id/MC45Mzg3MjUwMCAxNjYxODAz MTY4MTYwNTU3NTE2NDE1MDY5Nzg%2C/

Open Trusted Technology Provider Framework (O-TTPF)

https://publications.opengroup.org/downloadable/download/link/id/MC4xOTU4ODUwMCAxNjYxODAz OTIzMTYwNTU5MzE2NDE1MjQxNDc2/

Dodd-Frank Wall Street Reform and Consumer Protection Act

http://www.sec.gov/about/laws/wallstreetreform-cpa.pdf

ISO 14001

http://www.iso.org/iso/home/standards/management-standards/iso14000.htm

OHSAS 18001

www.bsi-global.com/index.xalter

United Nations Convention Against Corruption

http://www.unodc.org/unodc/en/treaties/CAC/

United Nations Convention on the Elimination of All Forms of Discrimination Against Women https://www.ohchr.org/EN/ProfessionalInterest/Pages/CEDAW.aspx

United Nations Global Compact

www.unglobalcompact.org

United States Federal Acquisition Regulation

www.acquisition.gov/far/

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