

# **CODE OF BUSINESS CONDUCT**

Code of Conduct: AK (House of Expertise) and Affiliated Companies

#### Introduction:

At AK (House of Expertise) and its affiliated companies, including International Safety Depot, Terra Labs, Leadbridge™, and Horus™, we are committed to upholding the highest ethical standards and fostering a culture of integrity, professionalism, and mutual respect. Our Code of Conduct outlines the expectations and responsibilities of all employees, contractors, and stakeholders across our organizations, promoting a unified commitment to ethical behavior and accountability.

# 1. Compliance with Laws and Regulations:

We are dedicated to complying with all applicable laws, regulations, and legal requirements in the jurisdictions where we operate. Employees are expected to understand and adhere to these laws, ensuring that our business activities are conducted ethically and within legal boundaries across all our affiliated companies.

### 2. Professionalism and Respect:

We value diversity, inclusivity, and mutual respect in our workplaces. We treat all individuals with dignity and respect, regardless of their background, race, gender, religion, age, disability, or any other protected characteristic. Harassment, discrimination, bullying, or any form of disrespectful behavior will not be tolerated across any of our affiliated companies.

### 3. Confidentiality and Data Protection:

We handle confidential information and personal data with the utmost care and in compliance with applicable data protection laws. Employees are responsible for maintaining the confidentiality of proprietary information, client data, and any other sensitive information obtained in the course of their work within AK (House of Expertise) and its affiliated companies.

### 4. Conflict of Interest:

We avoid situations that may create a conflict of interest between personal interests and the interests of our organizations. Employees must disclose any potential conflicts of interest and act in the best interests of the respective companies. Employees should not engage in any activities that compromise the integrity or impartiality of our services across all affiliated companies.

# 5. Intellectual Property and Company Assets:

We respect the intellectual property rights of others and protect the intellectual property owned by our organizations. Employees must not infringe upon copyrights, patents, trademarks, or trade secrets of others. Additionally, employees must appropriately use and protect company assets, including equipment, software, data, and facilities, across all affiliated companies.



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## 6. Fair Competition and Anti-Corruption:

We promote fair competition and adhere to laws and regulations governing competition and antitrust across all our affiliated companies. We do not engage in unfair business practices or activities that restrict competition. Our organizations have a zero-tolerance policy for bribery, corruption, or any form of unethical behavior. Employees must not offer, solicit, or accept bribes or engage in any illegal or unethical conduct.

### 7. Health and Safety:

We prioritize the health, safety, and well-being of our employees, clients, and partners across all affiliated companies. Employees are expected to comply with health and safety policies, procedures, and guidelines, ensuring a safe working environment and taking proactive measures to prevent accidents, injuries, and hazards.

### 8. Environmental Responsibility:

We are committed to minimizing our environmental impact and promoting sustainability across all affiliated companies. Employees are encouraged to reduce waste, conserve resources, and adopt environmentally responsible practices in their work activities. We comply with applicable environmental laws and regulations, striving for continuous improvement in our environmental performance.

### 9. Reporting Violations:

Employees play a crucial role in upholding our Code of Conduct across all affiliated companies. Any suspected violations should be promptly reported to the appropriate channels within each organization, such as managers, human resources, or designated ethics hotlines. We ensure that reports will be treated confidentially, and there will be no retaliation against individuals who report concerns in good faith.

### 10. Consequences of Non-Compliance:

Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment or contract, across all affiliated companies. Each organization will investigate

reported violations and take appropriate action based on the severity and circumstances of the case. We will also comply with any legal obligations regarding reporting violations to the relevant authorities.

#### Conclusion:

By adhering to this Code of Conduct, we contribute to the reputation of AK (House of Expertise) and its affiliated companies as responsible, ethical, and trusted organizations. We are committed to upholding these principles and fostering a culture of integrity, respect, and accountability across all our entities.