



CODE OF BUSINESS CONDUCT & ETHICS



ZettaMorph LLC
Tallahassee, Florida
United States of America

Date Approved: 12/26/2024



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Purpose

This policy serves to outline the ethical principles that govern decisions and behavior at ZettaMorph LLC. In this policy, ZettaMorph LLC employees will find clear guidelines on how to conduct themselves professionally and specific guidance for handling issues like harassment, safety, and conflicts of interest. Integrity, high ethical standards of business conduct and responsibility form the basis of ZettaMorph LLC operations.

ZettaMorph LLC employees are comfortable and accorded due respect in the workplace, and proper benefits made available to them for their work. This policy also provides guidance on addressing complaints, problems, and grievances you may have as an employee, and how to resolve them appropriately.

The policy applies to every employee, officer, and director of ZettaMorph LLC, its subsidiaries and affiliates worldwide, as well as third parties acting on behalf of ZettaMorph LLC.

For ZettaMorph LLC employees, officers, and directors, violations of this Policy may lead to disciplinary action, up to and including termination of employment.

Any employee with knowledge or suspicion of violations of this Policy must report his/her concerns to their immediate supervisor or the Managing Director, and is accorded this obligation without fear of being subjected to Administrative and/or any other form of retribution.

Our Core Values

VISION

- Empowering individuals and businesses through innovative technology solutions.
- To be the leading provider of cutting-edge technology solutions, trusted for our commitment to customer satisfaction and data privacy.
- Strong commitment to data security and privacy.
- Adherence to industry standards and regulations.
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MISSION

- **To deliver exceptional technology solutions that simplify lives and drive business success.**
- **To provide innovative, reliable, and secure technology solutions that meet the unique needs of our clients.**

VALUES

- **Customer Centricity:** We prioritize our customers' needs and strive to exceed their expectations.



- **Innovation:** We embrace innovation and continuously seek new ways to improve our products and services.
- **Integrity:** We conduct business with honesty, transparency, and ethical principles.
- **Privacy:** We are committed to protecting the privacy and security of our clients' data.
- **Excellence:** We strive for excellence in everything we do.

Ethics Policy

Our employee recruitment policy describes our process for attracting and selecting external job candidates. This policy applies to all employees who are involved in hiring for our company and refers to all potential job candidates.

ZettaMorph LLC welcomes individuals who bring new perspectives to our teams.

BUILD TRUST AND CREDIBILITY

The success of our business is dependent on the trust and confidence we earn from our employees, customers, and shareholders. We gain credibility by adhering to our commitments, displaying honesty and integrity, and reaching company goals solely through honorable conduct.

When considering any action, it is wise to ask: Will this build trust and credibility for ZettaMorph LLC? Will it help create a working environment in which ZettaMorph LLC can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering "Yes!" to those questions and by working every day to build our trust and credibility.

RESPECT FOR THE INDIVIDUAL

ZettaMorph LLC is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success.

ZettaMorph LLC is an equal opportunity employer and is committed to providing a workplace that is free of discrimination of all types and from abusive, offensive or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to human resources.

ZettaMorph LLC will not tolerate discrimination, harassment or any behavior or language that is abusive, offensive or unwelcome. All employees are also expected to support an inclusive workplace at all times.

A CULTURE OF OPEN AND HONEST COMMUNICATION

At ZettaMorph LLC everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions.

ZettaMorph LLC will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the company will take appropriate action. ZettaMorph LLC will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

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TONE AT THE TOP

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matters.

To make our Code work, managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. At **ZettaMorph LLC**, we want the ethics dialogue to become a natural part of daily work.

UPHOLD THE LAW

ZettaMorph LLC's commitment to integrity begins with complying with laws, rules and regulations where we do business. Further, each of us must have an understanding of the company policies, laws, rules and regulations that apply to our specific roles. If ever unsure of whether a contemplated action is permitted by law or **ZettaMorph LLC** policy, an employee should seek the advice from their immediate supervisor or Managing Director. We are responsible for preventing violations of law and for speaking up if we see possible violations.

PROPRIETARY INFORMATION

We will not acquire or seek to acquire improper means of a competitor's trade secrets or other proprietary or confidential information. We will not engage in unauthorized use, copying, distribution, or alteration of software or other intellectual property.

SELECTIVE DISCLOSURE

We will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material nonpublic information with respect to **ZettaMorph LLC**, its securities, business operations, plans, financial condition, results of operations or any development plan. We should be particularly vigilant when making presentations or proposals to customers to ensure that our presentations do not contain material nonpublic information.

Avoid Conflict of Interest

CONFLICT OF INTEREST

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the business actions we take on behalf of **ZettaMorph LLC** may conflict with our own personal or family interests. We owe a duty to **ZettaMorph LLC** to advance its legitimate interests when the opportunity to do so arises. We must never use **ZettaMorph LLC** property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with **ZettaMorph LLC**.

Here are some other examples in which conflicts of interest could arise:

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- Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while you are employed with ZettaMorph LLC.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Having a personal interest, financial interest or potential gain in any ZettaMorph LLC transaction.
- Placing company business with a firm owned or controlled by a ZettaMorph LLC employee or his or her family.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor, or supplier unless equally available to all ZettaMorph LLC employees.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict-of-interest question should seek advice from management or their immediate supervisor.

Accurate Reporting and Integrity

ACCURATE PUBLIC DISCLOSURES

All disclosures made in financial reports and public documents should be full, fair, accurate, timely and understandable. This obligation applies to all employees, including all financial executives, with any responsibility for the preparation for such reports, including drafting, reviewing and signing or certifying the information contained therein. No business goal of any kind is ever an excuse for misrepresenting facts or falsifying records.

Employees should inform Executive Management and their immediate supervisor if they learn that information in any filing or public communication was untrue or misleading at the time it was made or if subsequent information would affect a similar future filing or public communication.

CORPORATE RECORDKEEPING

We create, retain and dispose of our company records as part of our normal course of business in compliance with all ZettaMorph LLC policies and guidelines, as well as all regulatory and legal requirements.

All corporate records must be true, accurate and complete, and company data must be promptly and accurately entered in our books in accordance with ZettaMorph LLC and other applicable accounting principles.

We must not improperly influence, manipulate or mislead any unauthorized audit, nor interfere with any auditor engaged to perform an internal independent audit of ZettaMorph LLC books, records, processes or internal controls.



USE OF COMPANY RESOURCES

Company resources, including time, material, equipment and information, are provided for company business use. Nonetheless, occasional personal use is permissible as long as it does not affect job performance or cause a disruption to the workplace.

Employees and all who represent **ZettaMorph LLC** are trusted to behave responsibly and use good judgment to conserve company resources. Managers are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use.

Generally, we will not use company equipment such as computers, copiers and fax machines in the conduct of an outside business or in support of any religious, political or other outside daily activity, except for company-requested support to nonprofit organizations. We will not solicit contributions nor distribute non-work-related materials during work hours.

In order to protect the interests of the **ZettaMorph LLC** network and our fellow employees, **ZettaMorph LLC** reserves the right to monitor or review all data and information contained on an employee's company-issued computer or electronic device, the use of the Internet or **ZettaMorph LLC** intranet. We will not tolerate the use of company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit, or otherwise offensive or inappropriate.

Questions about the proper use of company resources should be directed to your manager and **ZettaMorph LLC** upper management.

END