

## **Code of Business Conduct**

### **1. Purpose**

Agile Global Solutions (AGS) is committed to conducting business with integrity, transparency, and respect. This Code of Business Conduct outlines the standards and expectations that guide our decisions, actions, and interactions with clients, partners, suppliers, and one another.

### **2. Scope**

This Code applies to:

- All AGS employees, contractors, and temporary workers
- All officers, executives, and board members
- All vendors, suppliers, and business partners acting on behalf of AGS

Every individual is responsible for understanding and upholding these standards.

### **3. Our Core Commitments**

#### **3.1 Integrity & Ethical Behavior**

We act honestly and ethically in all business dealings. This includes:

- Being truthful in communications
- Avoiding deceptive, misleading, or manipulative practices
- Making decisions based on fairness and merit

#### **3.2 Compliance With Laws & Regulations**

AGS complies with all applicable:

- Federal, state, and local laws
- International regulations
- Industry-specific requirements
- Contractual obligations

Employees must seek guidance when unsure about legal or compliance requirements.

#### **3.3 Anti-Corruption & Anti-Bribery**

AGS prohibits:

- Bribery
- Kickbacks
- Improper gifts or payments
- Any attempt to influence decisions unethically

Gifts, hospitality, or entertainment must be reasonable, infrequent, and transparent.

### **3.4 Conflicts of Interest**

Employees must avoid situations where personal interests conflict—or appear to conflict—with AGS’s interests. Examples include:

- Personal financial interests in a vendor or competitor
- Outside employment that interferes with AGS responsibilities
- Using AGS resources for personal gain

Conflicts must be disclosed promptly.

## **4. Workplace Conduct**

### **4.1 Respectful & Inclusive Environment**

AGS is committed to a workplace free from:

- Discrimination
- Harassment
- Bullying
- Retaliation

We treat colleagues, clients, and partners with dignity and professionalism.

### **4.2 Health, Safety & Well-Being**

We maintain safe working conditions and follow all safety protocols. Employees must:

- Report hazards
- Follow security procedures
- Promote a culture of safety and well-being

## **5. Protection of Company & Client Assets**

## **5.1 Confidentiality & Data Protection**

Employees must safeguard:

- Client data
- Employee information
- Intellectual property
- Proprietary business information

Information may only be used for legitimate business purposes and must be protected from unauthorized access or disclosure.

## **5.2 Responsible Use of Technology**

AGS technology and systems must be used:

- For legitimate business activities
- In compliance with security policies
- Without engaging in inappropriate, illegal, or harmful activities

## **5.3 Accurate Records & Reporting**

All financial and operational records must be:

- Accurate
- Complete
- Timely
- Compliant with accounting standards and internal controls

Falsification of records is strictly prohibited.

## **6. Working With Clients, Partners & Suppliers**

### **6.1 Fair Dealing**

We compete honestly and treat clients, partners, and suppliers with fairness and respect.

### **6.2 Supplier Responsibility**

AGS expects suppliers and partners to:

- Uphold ethical labor practices

- Comply with human rights standards
- Follow all applicable laws
- Support safe and inclusive workplaces

### **6.3 Avoiding Unfair Advantage**

Employees may not:

- Seek confidential information improperly
- Misrepresent AGS capabilities
- Exploit insider information

## **7. Reporting Concerns**

### **7.1 Speaking Up**

Employees are encouraged to report:

- Violations of this Code
- Unethical behavior
- Legal or compliance concerns

Reports may be made to:

- Supervisors
- Human Resources
- Executive leadership
- Anonymous reporting channels (if available)

### **7.2 Non-Retaliation**

AGS strictly prohibits retaliation against anyone who reports concerns in good faith or participates in an investigation.

## **8. Accountability & Enforcement**

Violations of this Code may result in:

- Coaching or retraining
- Corrective action

- Disciplinary measures
- Termination
- Legal consequences, where applicable

## **9. Acknowledgment**

All employees and relevant partners must review and acknowledge this Code upon hire and annually thereafter.