

prototypeD TEAM Inc.

Code of Conduct

Purpose

prototypeD TEAM Inc. (“prototypeD”) has prepared this Code of Conduct to provide a clear set of expectations on the behaviours of or employees and subcontractors toward their colleagues, supervisors and the overall organization. For the purposes of this Code of Conduct, we refer to both employees and subcontractors as ‘Associates’.

We promote freedom of expression and open communication. But we expect all Associates to follow our Code of Conduct. They should avoid offending, participating in serious disputes and disrupting of our workplace. We also expect them to foster a well-organized, respectful, safe and collaborative environment.

Scope

This policy applies to all our Associates regardless of status, seniority, or rank.

Policy Elements

Associates are bound by their contract to follow our Code of Conduct while performing their duties. From time to time, this Code may change at which time Associates will be expected to accept and sign the latest forms.

Compliance with Law

All Associates must protect our company’s legality. They should comply with all environmental, safety and fair dealing laws. We expect Associates to be ethical and responsible when dealing with our company’s finances, products, partnerships and public image.

Respect in the Workplace

All Associates must respect their colleagues. prototypeD does not allow any kind of discriminatory behavior, harassment or victimization. Associates should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Safety

We believe that everyone, including Associates, partners, visitors and volunteers is an equal citizen in the prototypeD community and has the right to an environment that is safe. prototypeD expects Associates to follow applicable health and safety practices, laws, and policies related to their work. If an environment does not feel safe, or Associates do not feel like they are equipped to undertake the task identified, they have a duty to raise this concern with their supervisor. Associates are expected to maintain their necessary safety training and to share best practices and policies with their peers. Disruptive or dangerous activities, failure to abide by mandated and common sense safety procedures,

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or any activities which willfully or by failure to act responsibly create an environment of physical risk are strictly prohibited.

Substance Abuse

An Associate whose ability to carry out his/her prescribed duties due to the misuse of alcohol or drugs shall be subject to a progressive process of counselling and progressive discipline up to and including termination of employment. If the Associate believes that substance abuse is impacting his/her work, it is his/her responsibility to seek support from his/her supervisor.

Professionalism

All Associates must show integrity and professionalism in the workplace and when interacting with clients, the public, and their colleagues. Associates must execute tasks with diligence and demonstrate a high degree of competency. All Associates are expected to undertake tasks proactively and to follow instructions and best practices to successfully complete their duties.

Protection of Company Property

All Associates should treat our prototypeD's property, whether material or intangible, with respect and care. Associates must:

- not misuse prototypeD's equipment or use it frivolously;
- respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.). Associates should use them only to complete their job or contractual duties;
- protect prototypeD's facilities and other material property (e.g. equipment, vehicles etc.) from damage and vandalism, whenever possible.

Corruption

We discourage Associates from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

Job Duties and Authority

All Associates should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers must not abuse their authority. We expect Associates to delegate duties to their team members taking into account their competencies and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

Mentorship

We encourage mentoring and co-learning throughout our company.

Absenteeism and tardiness

Where prescribed, Associates must follow their schedules. We can make exceptions for occasions that prevent Associates from following standard working hours or days. It is expected that Associates be punctual when coming to and leaving from work, meetings, events and appointments.

Confidentiality and Privacy Policy

Everyone is responsible for supporting prototypeD's protection of confidential information. All confidential or non-public information, including proprietary information, is to be handled properly in order to protect it from inappropriate access, use and disclosure. Any breach of confidentiality must be reported immediately.

Conflict of Interest

Associates must conduct themselves in a manner that avoids actual or apparent conflicts of interest and that protects prototypeD's reputation. This includes not speaking to media unless authorized, keeping personal views separate from professional opinions when representing prototypeD and not using one's position or title to promote political agendas, products or services which are not endorsed by prototypeD. Further, Associates shall refrain from damaging or defamatory comments about the organization or other Associates. We expect Associates to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

Communication and Collaboration

Associates should be friendly and collaborative. Guests must be welcomed with courtesy and respect. All Associates must be open for communication with their colleagues, supervisors or team members. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Benefits

We expect Associates to not abuse any applicable benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits prototypeD offers.

Disciplinary Actions

prototypeD may take disciplinary action against Associates who repeatedly or intentionally fail to follow our Code of Conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion;
- Reprimand;
- Suspension or termination;
- Cancellation of subcontractor arrangements;
- Detraction of benefits for a definite or indefinite time.

We may take legal action in cases of corruption, theft, embezzlement or any other unlawful behaviour.

Acceptance

I, _____, have read, understood, and will abide by this Code of Conduct.

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Signed: _____

Date: _____

Initials: _____