

## **LEVEL GROUP DEVELOPERS CODE OF CONDUCT**

At Level Group Developers, we conduct our projects with the highest respect and integrity for our clients. We prioritize honesty and maintain a strong standard of conduct in all our endeavors. Our commitment is to operate within the bounds of professional standards, laws, regulations, and policies.

We are dedicated to continuously improving the quality of our services, products, and operations, which in turn enhances our reputation for fairness, respect, responsibility, integrity, honesty, and quality service to our clients.

Employees of Level Group Developers are expected to uphold professionalism at all times, fostering a workplace where everyone feels valued and respected. We strictly adhere to all relevant rules and regulations concerning anti-discrimination and harassment laws.

All transactions undertaken by Level Group Developers exceed the minimum legal standards. Employees must ensure that their actions cannot be interpreted as against the law in any way.

It is essential that Level Group Developers and its employees comply with all applicable laws, rules, and regulations at all times. We do not tolerate any activity from employees that achieves results through violating the law or engaging in unethical conduct. This includes:

- Illegal activities
- Indirect contributions
- Rebates
- Bribery

Sexual harassment or any behavior that could be construed as such is strictly prohibited. Examples include:

- Using inappropriate language
- Posting inappropriate materials
- Accessing inappropriate websites on company computers
- Making unwelcome sexual jokes, suggestive comments, or advances

Level Group Developers does not condone any activity that cannot withstand the closest possible public scrutiny.

All Level Group Developers employees are responsible for the proper use of property, data resources, job materials, tools, and equipment belonging to either Level Group Developers or subcontractors. These items must be used and maintained with respect, and misuse, abuse, or waste of these resources may result in disciplinary action, up to and including termination.

If an employee is unsure about a situation or how to resolve an issue, they should refer the matter to a supervisor, who will take appropriate measures to address it.

#### Communication

Effective communication is crucial for Level Group Developers in our interactions with all clients. Employees are expected to provide all job-related information promptly and accurately, responding promptly and courteously to requests for information and any concerns or complaints from clients.

Level Group Developers employees are prohibited from disclosing official information or documents acquired through their work, except as required by law or with proper authorization, and they may not misuse official information for personal or commercial gain.