



Ethics Policy

Revision	Date	Description	Issued By
0	2/1/24	New Policy	Julie Price

Introduction

E Tech Group is dedicated to uncompromising integrity in all that we do. The standards in this policy aim to comply with all relevant laws and to reflect the values that define us as a company. Each of us is responsible for ensuring that our business decisions and actions comply with the spirit and letter of this policy.

It is impossible for this policy to anticipate all possible scenarios which may involve ethical decision-making. If there are questions about the application of the policy or an issue that is not addressed by this policy, guidance should be sought from any member of Management or the HR Department.

Protecting Property

All Associates have an obligation to safeguard Company and Customer assets. These assets include but are not limited to non-public information pertaining to the Company or its customers, physical or electronic assets and Intellectual Property. At any time, we may perform an assessment to ensure our assets are being used for business purposes.

Commitment:

- Ensure all associates know the kind of information that is considered confidential and the ways to protect it. Reference Confidential Information in the E Tech Group Handbook.
- Protect physical assets by ensuring office spaces are locked when leaving and to use computers, laptops, office equipment / property for business purposes only and in an appropriate manner. Reference Company Assets and Property in the E Tech Group Handbook.

Goals:

- Ensure all Associates have signed the E Tech Group Handbook.
- Ensure all Associates have signed this Ethics Policy

Accountability

E Tech Group expects all associates to conduct company business in a manner that reflects the highest standards of conduct. All associates are responsible for acting in the best interest of the company, never allowing personal interests to influence or appear to influence actions on behalf of the company.

Commitment:

- Ensure associates know the types of situations that can lead to conflicts of interest or the appearance of a conflict of interest. Reference Conflicts of Interest in the E Tech Group Handbook.
- Ensure overly generous gifts, meals or entertainment that may be perceived as an attempt to influence a business decision are not accepted. Gifts of any value that could potentially create

the appearance of a conflict of interest, should be returned. Reference Gifts and Gratuities in the E Tech Group Handbook.

Goals:

- Provide all associates with Ethics training.

When in doubt, consult with a manager or the HR department on potential conflicts of interest.

Fair Dealings

E Tech Group believes that everyone benefits from a competitive marketplace. We follow the antitrust and fair competition laws in all areas in which we operate. We will never enter into any agreement, formal or informal, with a competitor to: Set prices on services or participate in any form of bid rigging. We also will not offer or accept anything of value to gain/keep business or gain an unfair advantage.

Commitment:

- Compete fairly and within legal boundaries.
- Zero tolerance on acts of bribery or corruption. Reference Gifts and Gratuities in the E Tech Group Handbook.
- Collect, use, and process any personal information for legitimate business purposes and protect it from possible loss, misuse, or disclosure. Reference Privacy Policy and Confidential Information in the E Tech Group Handbook.

Goals:

- Follow the established Privacy Policy when dealing with Personal Information of both customers and associates. Ensure the Privacy Policy is signed by all associates.

Making Good Decisions and Reporting Concerns

Associates who are concerned about possible inappropriate or illegal actions should first discuss matters with their Supervisor or Manager. If an associate does not believe a discussion with the Supervisor or Manager is appropriate for any reason, the Associate may request a meeting with Human Resources. Reference Whistleblower Policy in the E Tech Group Handbook.

CEO Commitment

E Tech Group and I are committed to conducting company business in a manner that reflects the highest standards of conduct. I support this policy and our goals.



Matt Wise, CEO

Acknowledgement

I acknowledge that I have read this policy and agree to conduct company business in a manner that reflects the highest standards of conduct.

Associate Printed Name

Associate Signature

Date