

Employee Principles of Conduct

OUR COMMITMENT

AHEAD, Inc. (“AHEAD”) publishes these Employee Principles of Conduct to give clients and other stakeholders a general understanding of the broad principles that inform employee conduct in connection with AHEAD’s business. They reflect the importance of integrity, sound judgment, professionalism, responsible stewardship, and respect for people and the interests entrusted to us.

These principles apply wherever AHEAD’s work takes place, including AHEAD workplaces, remote-work settings, business travel, and business or company-sponsored activities. In each of these settings, professional conduct helps maintain a secure, respectful, and resilient environment.

AHEAD maintains detailed internal policies that set out the specific standards governing employee conduct. These principles offer only a broad, high-level overview of the expectations reflected in those policies. They do not reproduce, replace, or modify AHEAD’s internal policies, which remain separate and control in the event of any inconsistency with these principles. AHEAD requires all employees to complete regular compliance training, as well as an annual review and acknowledgment of the AHEAD Employee Handbook, to reinforce these principles and educate on applicable laws and policies.

INTEGRITY AND JUDGMENT

Honesty, lawful and ethical awareness, and considered decision-making are the foundation of how we expect employees to work. Employees are expected to comply with applicable laws, regulations, and contractual commitments and to keep books, records, reports, and communications accurate and complete. Employees are also expected to recognize and disclose actual or apparent conflicts of interest—including outside activities or relationships that could compromise objective business judgment through appropriate channels. Consistent with anti-bribery and anti-corruption standards, employees are prohibited from offering or accepting bribes, kickbacks, facilitation payments, or other improper inducements. When the right course is unclear, employees are encouraged to seek guidance.

RESPECTFUL AND PROFESSIONAL CONDUCT

Respect for human dignity shapes how employees work with colleagues, clients, partners, suppliers, and others. AHEAD strives to maintain a workplace grounded in equal employment opportunity, inclusion, and reasonable accommodation, where individuals are treated with courtesy and where discrimination, harassment, bullying, intimidation, and abuse have no place. AHEAD also respects lawful rights of freedom of association and collective bargaining, where applicable, and recognizes that diverse perspectives strengthen decisions when they are heard and considered with civility.

SAFETY, SECURITY AND WELLBEING

Health, safety, security, and wellbeing are shared responsibilities that support a professional environment and the continuity of AHEAD’s work. Employees are expected to follow applicable health, safety, security, and emergency procedures and to take reasonable care to protect themselves and others. This includes preventing avoidable harm and promptly reporting accidents, injuries, hazards, security concerns, threats, or violence through appropriate channels.

RESPONSIBLE BUSINESS RELATIONSHIPS

AHEAD expects its employees to approach their work with fair dealing, fair competition, and respect for legitimate commercial interests. In relationships with clients, suppliers, technology providers,

distributors, channel partners, and other parties, this means communicating candidly, honoring authorized commitments, and making decisions for legitimate business reasons rather than improper personal benefit. Employees are required to comply with applicable trade controls, economic sanctions, anti-money-laundering, competition, and tax laws. They are also expected to seek to work with suppliers, vendors, and other third parties that share AHEAD's commitment to lawful, ethical, and responsible business practices.

HUMAN RIGHTS, COMMUNITIES, AND THE ENVIRONMENT

AHEAD's business relationships also reflect respect for human rights, lawful labor practices, the communities in which we operate, and the environmental implications of our choices. AHEAD does not condone slavery, forced labor, human trafficking, unlawful child labor, or abusive recruitment practices, and it expects its employees to support work that is voluntary and on lawful terms. Employees are expected to follow applicable environmental requirements.

STEWARDSHIP OF INFORMATION AND TECHNOLOGY

Employees are expected to use confidential, personal, and proprietary information only for authorized business purposes and in accordance with applicable privacy, data-protection, contractual, and security requirements. Employees are also expected to use systems, networks, and devices responsibly and securely, to safeguard their credentials, and to promptly report lost equipment, suspected unauthorized access, or potential security incidents.

RESPONSIBLE COMMUNICATIONS

In their communications, employees should be truthful, accurate, respectful, and responsible, exercising sound judgment across in-person, written, digital, and social media channels. Employees are expected to protect confidential, personal, proprietary, client, and other sensitive information and to remain mindful of the potential impact of what they communicate or share. Only authorized representatives are permitted to speak on behalf of AHEAD, and all employees are expected to distinguish their personal views from company statements. The names, trademarks, and other brand assets of AHEAD, its clients, and its partners are to be used only in authorized ways that honor applicable contractual commitments and preserve trust in AHEAD.

RESPONSIBILITY AND ACCOUNTABILITY

AHEAD encourages a speak-up culture: employees are expected to raise good-faith questions and concerns, to seek guidance when the right course is unclear, and to cooperate honestly when matters require review. These concerns can be raised through a manager, People & Culture, Legal & Compliance, or other available reporting channels. AHEAD does not tolerate retaliation against anyone who, in good faith, asks a question, raises a concern, reports suspected misconduct, participates in an authorized review, declines to engage in conduct they reasonably believe is unlawful or unethical, or exercises a legally protected right.

ABOUT THESE PRINCIPLES

These Employee Principles of Conduct are provided for general informational purposes only. They are not a contract, do not create any rights for any client, supplier, employee, or other third party, and do not constitute a representation, warranty, or guarantee regarding the conduct of any individual. Nothing in these principles amends, supplements, or expands AHEAD's obligations under any agreement, which are governed solely by the terms of that agreement. AHEAD may update these principles at any time without notice.