

**This Policy applies to: All EMPLOYEES, Independent Contractors and Corix Board Directors**

### Obey the Law

You are expected to act according to high ethical standards and comply with all applicable laws, rules, and regulations.

This includes:

- Maintaining the integrity and confidentiality of information
- Avoiding conflicts of interest
- Conducting yourself appropriately
- Keeping compliant with this policy

### Do What is Right

Ethical actions mean doing what's right. Before acting, ask yourself:

- Is it legal?
- Does it violate a professional code of conduct to which I am subject?
- Is it fair and ethical in every way?
- Could it create an appearance of impropriety?
- Am I trying to fool anyone, including myself, about the propriety of the action?

### Fraud

You must not at any time during your engagement with Corix commit any form of Fraud. Fraud typically involves dishonesty or deceit and is intended to result in unfair or unlawful personal and/or financial gain.

Examples:

- Stealing or misappropriating assets
- Forging or improperly altering documents
- Falsifying an employee expense reimbursement claim
- Falsifying accounting records

### Respect the Rights of Others

All employees have the right to carry out their responsibilities free from discrimination and harassment based on any classification or grounds prohibited by law:

- Race
- Creed
- Color
- Ancestry
- Place of origin
- Religion
- Family status
- Marital status
- Pregnancy-related condition
- Physical disability
- Predisposing genetic characteristics
- Mental disability
- Sex
- Age
- Sexual orientation
- Gender identity or expression
- Military status
- Political belief
- Domestic victim status
- Conviction of a criminal offense unrelated to their employment
- Opposing unlawful discriminatory practices
- Any other characteristics protected by law

### Reporting Policy Violations

Be alert and sensitive to situations that could result in actions that might violate federal, state, provincial, or municipal laws, or the standard of conduct set in the Policy.

All instances of suspected fraud, impropriety, or dishonesty must be reported.

**Two ways to report:**

1. Possible violations should be reported to a Supervisor or Manager. If you are not comfortable reporting to your Supervisor or Manager, you can consult the HR Department, Director of Internal Audit, or Corix Legal Counsel.
2. Alternatively, you can report using the **Corix Confidential Reporting Line** and choose to remain anonymous:
  - **Toll-Free: 1-844-420-9066**
  - **Website: [www.corix.ethicspoint.com](http://www.corix.ethicspoint.com)**

### Non-retaliation for Reporting or Whistleblowing

There will be no retaliation against anyone for reporting, threatening to report, or whistleblowing in good faith any suspected violation of this Policy and/or applicable laws.

*Note: This Guide is provided for your ease of information but does not replace the full policy document nor your responsibility to read the full policy. Please refer to the Code of Ethical Business Conduct and Whistleblower Policy document for complete information.*