Code of Conduct

Policy Owner: Donna Reddout

Effective Date: 08/10/2022

Purpose

The purpose of this Code of Conduct policy is to define expectations and responsibilities for appropriate behavior in the workplace as well as the consequences for unacceptable behavior.

Scope

The Code of Conduct applies to all Darwin Global LLC (Darwin Global) employees and is governed by the Darwin Global Employee Handbook, Version 1.7, effective March 1, 2021, and other policies and procedures and handbooks available to all employees in the Google Drive shared folder: DG_Policies-Handbooks-EMPLOYEES.

This policy applies to all employees of Darwin Global or its divisions and its wholly-owned subsidiary and to all external parties with access to Darwin Global engineering data/information, information systems, networks, and system resources.

Culture and Citizenship

People who work together affect each other's performance, productivity, and job satisfaction. In addition, employee interactions with customers and vendors influence success of those relationships for our Company.

Because your conduct affects many more people than just yourself, we expect you to act in a professional manner whenever you are on Company property, conducting Company business, or representing the Company at business or social functions.

Be welcoming. We strive to be a company that welcomes and supports people of all backgrounds and identities. This includes, but is not limited to, members of any race, ethnicity, culture, national origin, color, immigration status, social and economic class, educational level, sexual orientation, gender identity and expression, age, size, family status, political belief, religion, mental and physical ability, or status as a covered veteran in accordance with applicable federal, state, and local laws .

Be considerate. Your work at Darwin Global will be used by other people, and you in turn will depend on the work of others. Any decision you take will affect users and colleagues, and you should take those consequences into account when making decisions.

Be respectful. Not all of us will agree all the time, but disagreement is no excuse for poor behavior and poor manners. We may all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. If people feel uncomfortable or threatened, it is neither a productive nor a pleasant work environment. Employees must always be respectful when dealing with other employees as well as with people outside of Darwin Global.

Acceptable and Expected Behavior

The following behaviors are expected of all Darwin Global employees:

- Exercise consideration and respect in your speech and actions at all times.
- Attempt collaboration before conflict.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants. Alert Darwin Global managers or supervisors if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if the action seems inconsequential.

Refer to the Darwin Global Employee Handbook and other handbooks and policies and procedures for accepted and expected behavior.

Unacceptable Behavior

The following behaviors are unacceptable:

- Violence, threats of violence, or violent language directed against another person.
- Sexist, racist, homophobic, transphobic, ableist, or otherwise discriminatory jokes and language.
- Posting or displaying sexually explicit or violent material.
- Posting or threatening to post other people's personally identifying information ("doxing").
- Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability.
- Inappropriate photography or recording.
- Inappropriate physical contact. You should have someone's consent before touching them in any manner.
- Unwelcome sexual attention. This includes sexualized comments or jokes; inappropriate touching, groping, and unwelcome sexual advances.
- Deliberate intimidation, stalking, or following (online or in-person).
- Advocating for, or encouraging, any of the above behavior.
- Repeated harassment of others. In general, if someone asks you to stop, then stop.
- Other conduct which could reasonably be considered inappropriate in a professional setting.

Refer to the Darwin Global Employee Handbook and other handbooks and policies and procedures for unacceptable behavior.

Weapons Policy

Employees must not bring weapons into our workplaces or to Darwin Global events. Weapons include, but are not limited to guns, explosives (including fireworks), knives, as well as any other item used for the purpose of causing injury or harm to others.

Unless authorized by the Site Manager at a Darwin Global office, an employee found with a weapon in the workplace will be asked to leave immediately and will be subject to law enforcement involvement and disciplinary action, up to and including termination. Site Managers and employees must comply with federal, state, and local laws.

Refer to the Darwin Global Employee Handbook regarding weapons and violence in the workplace.

Consequences of Unacceptable Behavior

Darwin Global does not tolerate unacceptable behavior from any employee, including those with decision-making authority.

Any employee asked to stop unacceptable behavior is expected to comply immediately.

If unacceptable behavior is correctable, your supervisor will meet with you to discuss the matter, explain the nature of the problem and action or actions necessary to correct it in accordance with the Darwin Global Employee Counseling and Discipline policy and procedure.

If unacceptable behavior is not correctable, then your employment will be terminated immediately in accordance with the Darwin Global Employee Counseling and Discipline policy and procedure.

Reporting Violations

If you are subject to or witness unacceptable behavior, or have any other concerns, please notify your supervisor, your manager or site manager, or any Company officer as soon as possible in accordance with the Grievance and Appeals policy in the Darwin Global Employee Handbook.

We will not engage in or allow retaliation against any employee who makes a good faith complaint or participates in an investigation.

Responsibility

It is the responsibility of any supervisor, manager, or Darwin Global officer to ensure all employees adhere to the Code of Conduct as expressed in this policy and the Darwin Global Employee Handbook.

Version	Date	Description	Author	Approved by
1.0	06/23/2022	SOC2-2022	Diana Hussein	
1.1	8/10/2022		Donna Reddout	Donna Reddout