

Table of Contents

Section	Page Number
I. Fair Business Practices	2
II. Confidentiality	2
III. Ethics	2
IV. Anti-Corruption	2
V. Conflicts of Interest	3
VI. Specific Instructions	3
VII. Intellectual Property and Moral Rights	3
VIII. Quality Assurance	3
IX. Duty of Care	3
X. Social Responsibility	3
XI. Minimising Environmental Impacts	3
XII. Equality and Discrimination	5
XIII. Working Hours and Environment	5

WorkAxle Code of Conduct

This Document describes how WorkAxle's employees and contractors are to act in relation to WorkAxle customers when performing implementation, support, or other services. Furthermore, it describes how WorkAxle acts toward its employees and society as a whole.

I. Fair Business Practices

WorkAxle is firmly committed to fair competition and open markets. WorkAxle requires free and fair competition and competes as efficiently and constructively as possible, all while complying with national and international competition laws and regulations.

WorkAxle is further committed to fair and best practices concerning payment, and follows the [Prompt Payment Act](#) administered by the Government of Canada.

In return, WorkAxle expects and relies on its customers and suppliers to uphold the same principles in respect to fair business practices.

II. Confidentiality

WorkAxle is committed to maintaining the highest degree of integrity in all of its dealings with potential, current and past customers, both in terms of commercial confidentiality and the protection of all personal information received in the course of providing the business services concerned. WorkAxle extends the same standards to all of its customers, suppliers and associates.

III. Ethics

WorkAxle always conducts its services honestly and honourable, and expects its clients, supplier and associates to do the same. WorkAxle's advice and methods, imparted through its training, takes proper account of this.

IV. Anti-Corruption

No abuse of power, nepotism and/or bribery, including improper offers of payments to, or from employees or organisations, shall be tolerated. Gifts or similar benefits may only be offered to, or accepted from a third party if modest in value and if consistent with reasonable hospitality standards.

V. Conflict of interest

When performing its business, WorkAxle always acts in the joint interests of itself and its customers. In the case of a possible conflict of interest in relation to a specific customer, WorkAxle employees will not take part in meetings and/or projects where they, for any reason, might not be completely objective.

VI. Specific Instructions

WorkAxle Code of Conduct

When performing services at a customer's premises or place of business, WorkAxle will always do its utmost to comply with a customer's specific instructions regarding its premises or place of business.

VII. Intellectual Property and Moral Rights

WorkAxle retains the moral rights in, and ownership of all intellectual property that it creates, unless otherwise agreed upon in advance with its customers. In return, WorkAxle respects the moral and intellectual copyright vested in its customers' intellectual property. To ensure this, WorkAxle asks every customer to sign an MND (reviewed and approved by said customer) prior to business.

VIII. Quality Assurance

WorkAxle maintains the quality of its products and services by way of ongoing review. WorkAxle encourages the option of regular review meetings and check-ins with its customers. In order to ensure top quality and performance, WorkAxle provides its customers with around-the-clock support and rapid response times.

IX. Duty of Care

WorkAxle's actions and advice will always conform to relevant laws, and believes that all businesses and organisations should avoid causing any adverse effects on the human rights of people in the organisation it deals with, the local and global environment, and the wellbeing of society as a whole.

X. Social Responsibility

WorkAxle takes as many opportunities as possible to be a good corporate citizen, and strives to give back to society whenever possible. These future opportunities could include, but are not limited to the following: Allowing students to conduct their thesis at WorkAxle, starting a post-undergraduate or post-graduate internship program, allowing charitable organisations to use WorkAxle free of charge, etc.

XI. Minimizing Environmental Impacts

WorkAxle conducts its business in an environmentally responsible manner. As a leader in the WorkForce Management Software market, WorkAxle continues to strive to reduce its carbon footprint. WorkAxle considers compliance with legislation to be a baseline standard and strives to go above and beyond said guidelines.

Furthermore, WorkAxle commits to **Green IT**. This includes the following:

- Running WorkAxle's SaaS-Service fully in the cloud, WorkAxle uses Amazon Web Services (AWS), which means sharing hardware with

WorkAxle Code of Conduct

other companies (please note that AWS is, however, ISO 27100 certified, information security management). Cloud services are up to 84% more energy efficient for a company, compared to having its own servers. At AWS, a large portion of the power driving the centers comes from renewable energy sources.

- WorkAxle offices are completely paperless, and hold little to no equipment, as all of its work is cloud-based. This allows WorkAxle to pursue energy efficiency. WorkAxle is also committed to piloting new technologies, as well as utilizing space and virtualization techniques.
- Concerning its customers, suppliers, and associates, WorkAxle aims to help its customers, suppliers and associates to meet their own sustainability goals, and encourages the investment in products and services that have sustainability benefits, as well as financial benefits.
- Reusing, recycling and responsibly disposing of electronic waste is a priority for WorkAxle.

WorkAxle is also committed to **Responsible Sourcing**. This includes the following:

- Purchasing environmentally preferable products and favoring products with reputable certifications or labels. WorkAxle also provides its employees with leased laptops for their work. This allows employees to have the newest technology, while old hardware is turned in and materials are recycled by the provider.
- Setting environmental performance expectations in our suppliers' Codes of Conduct and, where appropriate, in suppliers' RFPs. WorkAxle is also committed to monitoring its suppliers' performance.
- Where warranted by environmental impacts, showing preference to suppliers that can meet WorkAxle's business needs in environmentally preferable ways.

WorkAxle also strives to be environmentally conscious in relation to both **Travel and Events**. This includes the following:

- Implementing environmentally preferable choices in its travel and events, and promoting ways for participants to minimize their negative environmental impacts. When travelling by plane, WorkAxle encourages using newer and more sustainable fleets.
- WorkAxle also avoids non-direct flights, when possible.
- WorkAxle encourages the use of public transit and rideshare options to reduce employees' commute impacts.
- Promoting virtual working technology in order to reduce non-essential business travel (ie. Video conferencing, e-learning, etc.)

WorkAxle Code of Conduct

- Making the WorkAxle office easily accessible via public transit for staff members and visitors alike.

WorkAxle is committed to actively educating and engaging its employees, and strives to partner with other organisations to address environmental sustainability challenges. WorkAxle will do its best to monitor and report its environmental performance to its employees, customers, investors, and other stakeholders. WorkAxle's Board of Directors is responsible for overseeing the company's corporate responsibility effort which includes the environment. The Board will review this policy annually to ensure that it continues to reflect the above mentioned aims and aspirations.

XII. Equality and Discrimination

WorkAxle always strives to be fair and objective in its advice and actions, and aims to avoid being influenced in its decisions, actions, or recommendations by issues of gender, race, creed, class, colour, age, or personal disability. Its salaries are based on the role and contribution, not race or gender.

XIII. Working Hours and Environment

WorkAxle does not make rules on how little or how much its colleagues should work, but it cares about how its employees feel, and how they contribute toward the company's goals and vision. Officially, WorkAxle contracts stipulate 40h work weeks, as is the norm in today's workforce. Should an employee work longer hours for a long period of time, without the possibility of taking a vacation, they are encouraged to speak to management so that appropriate actions to regulate their workload can be taken.

WorkAxle follows, and in many cases exceeds, local laws and regulations regarding working environments. WorkAxle manages and develops its working environment constantly, and is always in dialogue with the staff.