Corporate Ethics Policy

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1. Purpose

Tanda | Workforce.com's purpose for this ethics policy is to establish a culture of openness, trust, and integrity in business practices. Effective ethics is a team effort involving the participation and support of every Tanda | Workforce.com employee.

Tanda | Workforce.com is committed to protecting employees, customers, partners, vendors, and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When Tanda | Workforce.com addresses issues proactively and uses correct judgment, it will help set us apart from competitors.

Tanda | Workforce.com will not tolerate any wrongdoing or impropriety at any time, and will take appropriate measures to act quickly in correcting any breach of this code of ethics.

2. Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at Tanda | Workforce.com, including all personnel affiliated with third parties.

3. Policy

3.1. Executive Commitment to Ethics

The Executive Management Team must set a prime example: in any business practice, honesty and integrity must be the top priority for executives.

Executives must maintain an open door policy and welcome suggestions and concerns from employees, so that employees feel comfortable raising issues and executives stay alert to concerns within the workforce.

Executives must disclose any conflicts of interest regarding their position within Tanda | Workforce.com.

3.2. Employee Commitment to Ethics

Tanda | Workforce.com employees will treat everyone fairly, show mutual respect, promote a team environment, and avoid both the intent and the appearance of unethical or compromising practices.

Every employee is expected to apply effort and intelligence in maintaining ethical values, and must disclose any conflicts of interest regarding their position within Tanda | Workforce.com. Employees will also help increase customer and vendor satisfaction by providing quality products and timely responses to inquiries.

3.3. Company Awareness

Tanda | Workforce.com will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

3.4. Maintaining Ethical Practices

Tanda | Workforce.com will reinforce the importance of the integrity message, and the tone will start at the top. Every employee, manager, director, and executive is expected to consistently maintain an ethical stance and support ethical behavior. Employees should encourage open dialogue, seek honest feedback, and treat everyone fairly, with honesty and objectivity.

3.5. Unethical Behavior

Tanda | Workforce.com will avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications. Employees will not participate in any acts of corruption, bribery, or other illegal behavior, and harassment or discrimination will not be tolerated.

Unauthorized use of company trade secrets and of marketing, operational, personnel, financial, source code, or technical information integral to the success of the company is prohibited. Employees will not use corporate assets or business relationships for personal use or gain. Tanda | Workforce.com will not permit impropriety at any time and will act ethically and responsibly in accordance with applicable laws.

4. Enforcement

Any person found to have violated this policy may be subject to disciplinary action. For employees, this includes action up to and including termination of employment; for contractors, consultants, temporaries, and other third-party personnel, it includes action up to and including termination of the contract or engagement. Tanda | Workforce.com will act quickly to investigate and correct any breach of this code of ethics.

5. Reporting and Non-Retaliation

Concerns may be raised directly with a manager, an executive, or the policy owner. Tanda | Workforce.com also maintains a subscription to FaceUp, an online governance reporting platform, to allow for anonymous reporting via Our Reporting Portal http://faceup.com/c/onto7gu6.

Reports submitted through the reporting portal are triaged within 5 business days of receipt. All reports are investigated confidentially to the extent practicable, and reporters who identify themselves will be informed of the outcome where appropriate.

Tanda | Workforce.com strictly prohibits retaliation against any person who, in good faith, reports a suspected violation of this policy or participates in an investigation. Retaliation in any form will itself be treated as a violation of this policy and handled under Section 4.

6. Acknowledgment

All personnel within the scope of this policy must read and acknowledge this policy upon commencement of employment or engagement, and annually thereafter.

7. Version History

Version	Changes	Approved by	Date
1	Initial version	Josh Cameron	Dec-2019
2	Added non-retaliation clause, acknowledgment requirement, extended enforcement to non-employees, expanded reporting procedures, added document control	Austin Wilshire	May-2026