

# 1. Red Tree Code of Conduct Policy

## Red Tree Code of Conduct

**Effective Date:** 1 June 2025

**Applies To:** All employees, contractors, interns, managers, and executives

## Purpose

At Red Tree, we want to build a workplace that is respectful, trustworthy, inclusive, and professional. This Code of Conduct explains the standards of behavior expected from everyone working at the company. It helps ensure that all employees understand how to act with integrity, treat others fairly, and represent Red Tree responsibly.

## Expected Standards of Behavior

All employees at Red Tree are expected to:

- Treat coworkers, customers, vendors, and partners with respect
- Act honestly and professionally in all work-related situations
- Follow company policies and applicable laws
- Protect confidential company and customer information
- Avoid behavior that creates a hostile, intimidating, or disrespectful environment
- Use company systems, tools, and resources responsibly
- Speak up when they see misconduct or violations of policy

## Professional Conduct

Employees are expected to maintain professional behavior in the workplace, in remote communication, during meetings, at company events, and in interactions with external partners. This includes using respectful language, listening to others, avoiding disruptive behavior, and supporting a collaborative environment.

## Conflicts of Interest

Employees must avoid situations where personal interests interfere, or appear to interfere, with the interests of Red Tree. Examples include using a company role for personal gain, favoring a family member in a business decision, or working with a competitor without disclosure. Employees should report any potential conflict of interest to HR or management.

## Use of Company Resources

Company equipment, systems, and information should be used primarily for business purposes and handled responsibly. Employees must not misuse company property, access unauthorized

information, or use company tools in ways that are unlawful, offensive, or harmful to the business.

## **Reporting Concerns**

Any employee who sees behavior that may violate this Code of Conduct should report it promptly to their manager, HR, or the designated reporting channel. Red Tree will review all reports seriously and fairly.

## **Non-Retaliation**

Red Tree does not tolerate retaliation against anyone who raises a concern in good faith, participates in an investigation, or reports suspected misconduct.

## **Consequences of Violations**

Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment or contract, depending on the severity of the issue.

## **Acknowledgment**

All employees are expected to review, understand, and follow this Code of Conduct as a condition of working at Red Tree.