



ABACUS CODE OF CONDUCT

Last Updated: 2024-11-06

This Code of Conduct forms part of the *Master Professional Services Agreement* ("Principal Agreement") between: (i) for US based "Client": **ABACUS INFORMATION TECHNOLOGY, LLC (d/b/a Abacus Group LLC)**; or for UK based "Client": **ABACUS INFORMATION TECHNOLOGY UK LIMITED** (*collectively "Abacus"*) acting on its own behalf and as agent for each Abacus Affiliate; and (ii) "CLIENT" (*as detailed in the respective Principal Agreement*) acting on its own behalf and as agent for each Client Affiliate.

The terms used herein shall have the meanings as set forth herein. Capitalized terms not otherwise defined herein shall have the meaning given to them in the Principal Agreement. Except as modified below, the terms of the Principal Agreement shall remain in full force and effect.

In consideration of the mutual obligations set out herein, the parties hereby agree that the terms and conditions set out below shall be added as an addendum to the Principal Agreement. Except where the context requires otherwise, references herein to the Principal Agreement are to the Principal Agreement as amended by, and including, this addendum.

Abacus considers the health and safety of its clients, employees and agents to be a top priority. As such, this Code of Conduct (*"Code of Conduct"*), effective as of the Effective Date, describes Abacus' expectations of the party's and their respective employees' and agents' treatment of the other party's employees and agents, and requires that the party's employees and agents be treated with respect and dignity at all times. Both parties agree that it is their responsible for ensuring their employees and agents comply with this Code of Conduct. Capitalized terms used herein and not otherwise defined herein have the meanings ascribed to such terms elsewhere in the Principal Agreement.

This Code of Conduct, in relation to each party, strictly forbids discrimination or harassment of any kind, whether based on race, color, national origin, religion, creed, sex, age, physical, mental, or developmental disability, marital status, sexual orientation, or any other reason. Harassment may include unsolicited or unwelcome remarks, gestures, or physical contact, as well as the display or circulation of inappropriate or derogatory written materials or pictures. The following behaviors will not be tolerated by either party: (i) physical violence; (ii) verbal abuse; (iii) sexual harassment and any other form of harassment; (iv) intimidation tactics and/or threats; and (v) bullying.