

### Code of Business Conduct & Ethics

**EFFECTIVE JANUARY 1, 2024** 

# 

I. PURPOSE	<b>AND SCOPE</b>
------------	------------------

#### **II. STANDARDS OF CONDUCT**

Compliance with Laws, Rules and Regulations; Whistleblower Protection Conflicts of Interest Insider Trading Confidentiality Honest and Ethical Conduct and Fair Dealing Protection and Proper Use of Corporate Assets Corporate Opportunities Political Contributions Gifts Bribes, Kickbacks and Other Improper Payments International Trade Controls Accuracy of Records

#### **III. COMPLIANCE PROCEDURES**

Communication of Code Monitoring Compliance and Disciplinary Action Communication Channels Anonymity No Retaliation

#### **IV. WAIVERS AND AMENDMENTS**

3

3

6

### {extenet}

#### I. PURPOSE AND SCOPE

ExteNet Systems, LLC (together with its affiliates and subsidiaries, the "Company") has adopted this Code of Business Conduct and Ethics (this "Code") to aid the Company's employees in making ethical and legal decisions when conducting the Company's business and performing their day-to-day duties.

The General Counsel of the Company is the Compliance Officer under this Code and is responsible for administering and interpreting this Code.

The Company expects its employees to exercise reasonable judgment when conducting the Company's business. The Company encourages its employees to refer to this Code frequently to ensure that they are acting within both the letter and spirit of this Code. The Company also understands that this Code will not answer every problem you may encounter or address every concern you may have about conducting the Company's business ethically and legally. In these situations, or if you otherwise have questions or concerns about this Code, the Company encourages you to speak with your supervisor (if applicable) or, if you are uncomfortable doing that, with the Compliance Officer.

The Company's employees generally have other legal and contractual obligations to the Company. This Code is not intended to reduce or limit the other obligations you may have to the Company. Instead, this Code should be viewed as imposing the minimum standards the Company expects from its employees in the conduct of the Company's business.

#### **II. STANDARDS OF CONDUCT**

#### A. Compliance with Laws, Rules and Regulations; Whistleblower Protection

The Company requires that all employees comply with all laws, rules and regulations applicable to the Company wherever it does business. You are expected to use good judgment and common sense in seeking to comply with all applicable laws, rules and regulations and to ask for advice when you are uncertain about them.

If you become aware of the violation of any law, rule or regulation by the Company, whether by its officers, employees, directors or any third party doing business on behalf of the Company, subject to the provisions in the following paragraph, it is your responsibility to promptly report the matter to the Compliance Officer.

Whistleblower Protection: Nothing contained in this Code, any agreement you have entered into with the Company, or any other Company policy limits your ability, with or without notice to the Company, to: (i) file a charge or complaint with any federal, state or local governmental agency or commission (a "Government Agency") such as the Equal Employment Opportunity Commission or the National Labor Relations Board; (ii) communicate with any Government Agency or otherwise participate in any investigation or proceeding that may be conducted by any Government Agency, including by providing information or documents not subject to attorney-client privilege; (iii) exercise any rights under Section 7 of the National Labor Relations Act, which are available to non-supervisory employees, including assisting co-workers with or discussing any employment issue as part of engaging in concerted activities for the purpose of mutual aid or protection; (iv) share compensation information concerning others that you obtain because your job responsibilities require or allow access to such information); (v) discuss or disclose information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that you have reason to



believe is unlawful; or (vi) testify truthfully in a legal proceeding. Any communications and disclosures related to these matters must be consistent with applicable law and the information disclosed must not have been obtained through a communication that was subject to the attorney-client privilege (unless disclosure of that information would otherwise be permitted consistent with such privilege or applicable law). The Company will not limit any right you may have to receive an award pursuant to the whistleblower provisions of any applicable law or regulation for providing information to any Government Agency. Any provisions of any agreement between the Company and any current or former employee that is inconsistent with the above language or that may limit or interfere with the ability of any person to receive an award under the whistleblower provisions of applicable law will not be enforced by the Company.

#### **B. Conflicts of Interest**

The Company recognizes and respects the right of its employees to engage in outside activities that they may deem proper and desirable, provided that these activities do not impair or interfere with the performance of their duties to the Company or their ability to act in the Company's best interests. In most, if not all, cases this will mean that our employees must avoid situations that present a potential or actual conflict between their personal interests and the Company's interests.

A "conflict of interest" occurs when an employee's personal interest interferes with the Company's interests. Conflicts of interest can arise in many situations. For example, conflicts of interest can arise when an employee takes an action or has an outside interest, responsibility or obligation that can make it difficult for him or her to perform the responsibilities of his or her position objectively or effectively in the Company's best interests. Conflicts of interest can also occur when an employee or his or her immediate family member receives some personal benefit (whether improper or not) as a result of the employee's position with the Company. Each individual's situation is different and in evaluating his or her own situation, an employee will have to consider many factors.

Any material transaction, responsibility, obligation or relationship that reasonably could be expected to give rise to a conflict of interest should be reported promptly to the Compliance Officer. Actual or potential conflicts of interest involving an employee other than the Compliance Officer should be disclosed to the Compliance Officer. Actual or potential conflicts of interest involving the Compliance Officer should be disclosed directly to the Chief Executive Officer.

#### C. Insider Trading

Employees who have material non-public information about other companies, including our suppliers and customers, as a result of their relationship with the Company are prohibited by law and Company policy from trading in securities of such other companies, as well as from communicating such information to others who might trade on the basis of that information.

If you are uncertain about the constraints on your purchase or sale of the securities of any other company that you are familiar with by virtue of your relationship with the Company, you should consult with the Compliance Officer before making any such purchase or sale.

#### D. Confidentiality

Subject to the whistleblower protections set forth in Section II.A, employees must maintain the confidentiality of confidential information entrusted to them by the Company or other companies, including our suppliers and customers, except when disclosure is authorized by a supervisor or legally mandated. Unauthorized disclosure of any confidential information is prohibited. Additionally, employees should take appropriate precautions to ensure that confidential or sensitive business information, whether it is proprietary to the Company or another company, is not communicated



within the Company except to employees who have a need to know such information to perform their responsibilities for the Company.

Third parties may ask you for information concerning the Company. Subject to the exceptions noted in the preceding paragraph and the whistleblower protections set forth in Section II.A, employees (other than the Company's authorized spokespersons) must not discuss internal Company matters with, or disseminate internal Company information to, anyone outside the Company, except as required in the performance of their Company duties and, if appropriate, after a confidentiality agreement is in place. This prohibition applies particularly to inquiries concerning the Company from the media. All responses to inquiries on behalf of the Company must be made only by the Company's authorized spokespersons. If you receive any inquiries of this nature, you must decline to comment and refer the inquirer to your supervisor or one of the Company's authorized spokespersons.

You also must abide by any lawful obligations that you have to your former employer. These obligations may include restrictions on the use and disclosure of confidential information, restrictions on the solicitation of former colleagues to work at the Company and non-competition obligations.

#### E. Honest and Ethical Conduct and Fair Dealing

Employees should endeavor to deal honestly, ethically and fairly with the Company's suppliers, customers, competitors and employees. Statements regarding the Company's products and services must not be untrue, misleading, deceptive or fraudulent. You must not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair-dealing practice.

#### F. Protection and Proper Use of Corporate Assets

Employees must seek to protect the Company's assets. Theft, carelessness and waste have a direct impact on the Company's financial performance. Employees must use the Company's assets and services solely for legitimate business purposes of the Company and not for any personal benefit or the personal benefit of anyone else.

#### G. Corporate Opportunities

Employees owe a duty to the Company to advance its legitimate business interests when the opportunity to do so arises. Each employee is prohibited from:

- diverting to himself or herself or to others any opportunities that are discovered through the use of the Company's property or information or as a result of his or her position with the Company unless that opportunity has first been presented to, and rejected by, the Company;
- using the Company's property or information or his or her position for improper personal gain; or
- competing with the Company.

#### **H.** Political Contributions

Business contributions to political campaigns are strictly regulated by federal, state, provincial and local law in the United States and many other jurisdictions. Accordingly, all political contributions proposed to be made with the Company's funds must be coordinated through and approved by the Compliance Officer. Employees may not, without the approval of the Compliance Officer, use any Company funds for political contributions of any kind to any political candidate or holder of any national, state or local government office. Employees may make personal contributions but must not represent that they are making contributions on the Company's behalf. Specific questions should be directed to the Compliance Officer.



#### I. Gifts

Employees may offer and accept reasonable and modest business gifts and entertainment, subject to this Code, the Company's other policies and applicable law. Business gifts and entertainment must never compromise, or appear to compromise, any person's ability to make objective and fair business decisions, or the ability of others to make their own objective and fair business decisions. Employees should not give or accept business gifts in the form cash or cash equivalents in any amount or give or accept business courtesies. If the context of the business gift or entertainment could reasonably be perceived to present a conflict of interest, you must not offer or accept it. In addition, it is important to note that the giving and receiving of gifts are subject to a variety of laws, rules and regulations applicable to the Company's operations. These include, without limitation, laws covering the marketing of products, bribery and kickbacks.

#### J. Bribes, Kickbacks and Other Improper Payments

The Company does not permit or condone bribes, kickbacks or other improper payments, transfers or receipts. No employee should offer, give, solicit or receive any money or other item of value for the purpose of obtaining, retaining or directing business or bestowing or receiving any kind of favored treatment.

#### K. International Trade Controls

Many countries regulate international trade transactions, such as imports, exports and international financial transactions and prohibit boycotts against countries or firms that may be "blacklisted" by certain groups or countries. The Company's policy is to comply with these regulations and prohibitions even if compliance may result in the loss of some business opportunities. Employees should learn and understand the extent to which international trade controls apply to transactions conducted by the Company.

#### L. Accuracy of Records

Employees must honestly and accurately report all business transactions. You are responsible for the accuracy of your records and reports. Accurate information is essential to the Company's ability to meet legal and regulatory obligations.

All Company books, records and accounts shall be maintained in accordance with all applicable regulations and standards and accurately reflect the true nature of the transactions they record. The financial statements of the Company shall conform to applicable accounting rules and the Company's accounting policies. No undisclosed or unrecorded account or fund shall be established for any purpose. No false or misleading entries shall be made in the Company's books or records for any reason, and no disbursement of corporate funds or other corporate property shall be made without adequate supporting documentation.

#### **III. COMPLIANCE PROCEDURES**

#### A. Communication of Code

All current employees are being supplied a copy of the Code. Future employees will be supplied a copy of the Code when beginning service at the Company. All employees will be expected to review and sign an acknowledgment regarding the Code on a periodic basis. Updates of the Code, when adopted, will be promptly supplied to employees. Employees also can obtain a copy of the Code by requesting one from the People & Culture department or by accessing the Company's intranet at extenetsystems.sharepoint.com.



#### **B. Monitoring Compliance and Disciplinary Action**

The Company's management shall take reasonable steps to (i) monitor compliance with the Code, and (ii) when appropriate, impose and enforce appropriate disciplinary measures for violations of the Code.

Disciplinary measures for violations of the Code will be determined in the Company's sole discretion and may include, but are not limited to, counseling, oral or written reprimands, warnings, probation or suspension with or without pay, demotions, reductions in salary, termination of employment or service and restitution.

The Company's management will periodically report to the Board of Directors or a committee of the Board of Directors on these compliance efforts including, without limitation, alleged violations of the Code and the actions taken with respect to violations.

#### C. Communication Channels

**Be Proactive.** Every employee is encouraged to act proactively by asking questions, seeking guidance and reporting suspected violations of the Code and other policies and procedures of the Company, as well as any violation or suspected violation of law, rule or regulation resulting from the conduct of the Company's business or occurring on the Company's property. **If an employee** believes that actions have taken place, may be taking place, or may be about to take place that violate or would violate the Code or any law, rule or regulation applicable to the Company, he or she is obligated (subject to the whistleblower protections set forth in Section II.A above) to bring the matter to the attention of the Company as set forth below.

**Seeking Guidance.** The best starting point for employees seeking advice on ethics related issues or wishing to report potential violations of the Code will usually be their supervisor. However, if the conduct in question involves an employee's supervisor, if the employee has reported the conduct in question to the supervisor and does not believe that the supervisor has dealt with it properly, or if the employee does not feel comfortable discussing the matter with the supervisor, the employee may raise the matter with the Compliance Officer.

**Communication Alternatives.** Any employee may communicate with the Compliance Officer, or report potential violations of the Code, by any of the following methods:

**Through our Ethics Hotline:** Our Ethics Hotline is available to all employees of the Company to report any concerns 24 hours a day, 7 days a week. The Ethics Hotline is operated by a third-party vendor, Navex, which is an independent, professional reporting service retained by the Company to assist with receiving reports of compliance concerns and suspected violations.

You can contact the Ethics Hotline anonymously (as set forth below under "Anonymity") or not through any of the following communication options:

- Telephone: 844.961.4315
- Website: extenetsystems.ethicspoint.com
- By e-mail to the Compliance Officer at: ethics@extenetsystems.com (anonymity cannot be maintained); or
- In writing (which can be done anonymously as set forth below under "Anonymity"), addressed to the Compliance Officer at the Company's headquarters.

**Cooperation.** Employees are expected to cooperate with the Company in any investigation of a potential violation of the Code, any other Company policy or procedure, or any law, rule or regulation.

## (extend)

**Misuse of Reporting Channels.** Employees should not use these reporting channels in bad faith or in a false or frivolous manner or to report grievances that do not involve the Code or other ethics-related issues.

#### D. Anonymity

The Company prefers that employees, when reporting suspected violations of the Code, identify themselves to facilitate the Company's ability to take steps to address the suspected violation, including conducting an investigation. However, the Company also recognizes that some people may feel more comfortable reporting a suspected violation anonymously.

An employee who wishes to remain anonymous may do so, and the Company will use reasonable efforts to protect confidentiality. If a report is made anonymously, however, the Company may not have sufficient information to investigate or evaluate the allegations. Accordingly, persons who report suspected violations anonymously should provide as much detail as they can to permit the Company to evaluate the allegation and, if it deems appropriate, conduct an investigation.

#### **E. No Retaliation**

The Company forbids any retaliation against an employee who, acting in good faith on the basis of a reasonable belief, reports suspected misconduct. Specifically, the Company will not discharge, demote, suspend, threaten, harass or in any other manner discriminate against, such an employee. Anyone who participates in any such conduct is subject to disciplinary action, including termination.

#### **IV. WAIVERS AND AMENDMENTS**

No waiver of any provisions of the Code for the benefit of an executive officer (which includes, without limitation, the Company's principal executive, financial and accounting officers) will be effective unless approved by the Board of Directors.

Any waivers of the Code for other employees may be made by the Compliance Officer.