MACROTECH
MARKETING ASSOCIATES, INC.
1999 S. BASCOM AVE., SUITE 700, CAMPBELL, CA 95008, USA
+1 (408) 395-5030

CODE OF CONDUCT & ETHICS POLICY

1. PURPOSE

The Code of Conduct and Ethics Policy of Macrotech Marketing Associates, Inc. (Macrotech) outlines the principles, values, and standards of behavior expected from all employees, contractors, vendors, and authorized users while representing the organization. This Policy serves as a guide to ensure ethical conduct, integrity, and compliance with the highest standards of business ethics.

2. SCOPE

The purpose of this Policy is to:

- Promote a culture of honesty, integrity, and transparency within Macrotech.
- Establish clear expectations for ethical behavior in all business activities.
- Ensure compliance with applicable laws, regulations, and industry standards.
- Safeguard the reputation and interests of Macrotech, its stakeholders, and the broader community.

3. CORE VALUES

At Macrotech, we are guided by the following core values:

- **Integrity:** We conduct ourselves with honesty, sincerity, and consistency in all interactions and transactions.
- **Respect:** We treat all individuals with dignity, respect diversity, and value the opinions and perspectives of others.
- **Accountability:** We take responsibility for our actions, decisions, and their consequences.
- **Transparency:** We provide accurate, complete, and clear information to stakeholders, both internally and externally.
- **Compliance:** We adhere to all applicable laws, regulations, and industry standards. Macrotech is an active member of the Resource Business Alliance (RBA); and we require our supply chain to certify as well.
- **Excellence:** We strive for excellence in our work, continually improving our skills and processes.

4. POLICY STATEMENTS

Conflicts of Interest

- Employees must avoid situations where their personal interests' conflict with the interests of Macrotech. Any actual or potential conflicts of interest must be disclosed promptly to the appropriate personnel.

Confidentiality

- Employees must maintain the confidentiality of Macrotech's sensitive information, as well as the personal and proprietary information of colleagues, customers, and partners. Confidential information should only be shared with authorized individuals or as required by law.

Compliance with Laws and Regulations

- Employees must adhere to all applicable laws, regulations, and industry standards. Ignorance of the law is not an excuse for non-compliance.

Ethical Decision-Making

- Employees are expected to make ethical decisions, considering the best interests of Macrotech and the broader community. When faced with ethical dilemmas, employees should seek guidance from appropriate channels.

Non-Discrimination and Harassment

- Macrotech is committed to maintaining a workplace free from discrimination and harassment based on race, gender, age, religion, disability, or any other protected category. Such behavior will not be tolerated.

Use of Company Resources

- Employees should use company resources, including time, property, and equipment, responsibly and for business purposes. Unauthorized use of company resources for personal gain is prohibited.

Reporting Violations

- Macrotech encourages employees to report any suspected violations of this Code of Conduct and Ethics Policy through established channels, such as supervisors, managers, or their HR Department. Reports can be made confidentially, and retaliation against whistleblowers is strictly prohibited.

5. RESPONSIBILITIES

- **Employees:** Responsible for familiarizing themselves with this Policy, adhering to its principles, and reporting violations or concerns.
- **Supervisors and Managers:** Responsible for promoting ethical behavior within their teams, addressing ethical concerns promptly, and serving as role models of ethical conduct.
- **HR Department:** Responsible for disseminating, interpreting, and enforcing this Policy, as well as conducting ethics training and awareness programs.

6. COMPLIANCE AND CONSEQUENCES

Failure to comply with this Code of Conduct and Ethics Policy may result in disciplinary actions, up to and including termination of employment, in accordance with Macrotech's policies and procedures.

7. POLICY REVIEW

This Code of Conduct and Ethics Policy will be reviewed annually or more frequently, if necessary. Updates or changes to the Policy will be communicated to all relevant personnel to ensure continued adherence to ethical guidelines.

Macrotech Marketing Associates, Inc.

Anthony Prom, President