

AURORA PEAK SOLUTIONS INC.

Employee Conduct and Workplace Policy

Company Name: Aurora Peak Solutions Inc.

Policy Title: General Employee Conduct and Workplace Policy

Effective Date: March 1, 2026

Version: 1.0

Approved By: Daniel R. Whitmore, Chief Executive Officer

1. Purpose

The purpose of this policy is to establish clear standards for employee conduct, workplace expectations, and organizational values at Aurora Peak Solutions Inc. This policy ensures a professional, safe, respectful, and productive work environment for all employees and stakeholders.

2. Scope

This policy applies to all employees, officers, managers, contractors, interns, consultants, and temporary staff of Aurora Peak Solutions Inc., regardless of position or employment status. All personnel are expected to understand and comply with the guidelines outlined in this document.

3. Company Values and Professional Conduct

Aurora Peak Solutions Inc. is committed to excellence, integrity, innovation, and teamwork.

Employees are expected to:

- Act with integrity, honesty, and professionalism at all times
- Treat colleagues, clients, vendors, and partners with respect and courtesy
- Maintain a positive, inclusive, and cooperative work environment
- Follow company policies, procedures, and all applicable laws and regulations

Unprofessional behavior such as harassment, discrimination, bullying, intimidation, or disruptive conduct will not be tolerated and may result in disciplinary action.

4. Attendance and Work Hours

Standard office hours are Monday to Friday, 8:30 AM to 5:30 PM, with a one-hour unpaid lunch break.

Employees must:

- Report to work on time and adhere to assigned schedules
- Notify their immediate supervisor at least one hour before shift start in case of absence or tardiness
- Submit leave requests through the HR portal at least three (3) business days in advance when possible
- Avoid excessive absenteeism or unapproved time off

Failure to maintain acceptable attendance may result in corrective action.

5. Workplace Safety

Aurora Peak Solutions Inc. is committed to providing a safe and healthy work environment.

Employees must:

- Follow all safety policies and procedures

- Immediately report unsafe conditions, accidents, or injuries to HR or their supervisor
- Use equipment, tools, and company property responsibly
- Participate in mandatory safety training sessions

6. Use of Company Property and Resources

Company equipment, systems, facilities, and resources are provided for business purposes.

Employees must:

- Protect company property from damage, theft, or misuse
- Use internet access, email, and communication systems responsibly
- Avoid installing unauthorized software or applications
- Return all company-issued property upon separation from employment

Limited personal use of company equipment is permitted provided it does not interfere with work responsibilities.

7. Confidentiality and Data Protection

Employees are responsible for safeguarding confidential and proprietary information, including:

- Client and customer records
- Financial reports and strategic plans
- Internal communications and business documents
- Employee personal information

Confidential information must not be disclosed to unauthorized individuals during or after employment. Violation of confidentiality obligations may result in termination and possible legal action.

8. Anti-Harassment and Equal Opportunity

Aurora Peak Solutions Inc. is an equal opportunity employer. Employment decisions are based on merit, qualifications, and business needs.

The company prohibits discrimination based on:

- Age
- Gender
- Race or ethnicity
- Religion
- Disability
- Sexual orientation
- National origin
- Marital status
- Any other legally protected characteristic

Harassment in any form—verbal, physical, written, or online—is strictly prohibited. Complaints will be investigated promptly, fairly, and confidentially.

9. Code of Ethics

All employees are expected to uphold the highest ethical standards.

Employees must:

- Avoid conflicts of interest between personal and professional activities
- Not accept gifts, favors, or payments that could improperly influence business decisions
- Conduct all business transactions honestly and transparently
- Report unethical behavior, fraud, or policy violations to HR or executive management

Retaliation against employees who report concerns in good faith is strictly prohibited.

10. Communication and Social Media

Employees represent Aurora Peak Solutions Inc. both inside and outside the workplace.

Employees should:

- Communicate professionally in emails, meetings, and public interactions
- Avoid sharing confidential, proprietary, or sensitive information online
- Refrain from posting content that could damage the company's reputation
- Clearly state when opinions are personal and not official company statements
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11. Disciplinary Action

Failure to comply with this policy may result in disciplinary action, depending on the severity and frequency of the violation. Actions may include:

- Verbal warning
- Written warning
- Suspension without pay
- Termination of employment

Disciplinary measures will be applied consistently and fairly.

12. Policy Review and Updates

This policy will be reviewed annually by the Human Resources Department and Executive Management. Aurora Peak Solutions Inc. reserves the right to amend or update this policy at any time to reflect legal, operational, or organizational changes.

13. Employee Acknowledgment

I acknowledge that I have read, understood, and agree to comply with the General Employee Conduct and Workplace Policy of Aurora Peak Solutions Inc.

Employee Name: Neil Brian P. Araiz