

LTC-Hack Limited

## **Code of Conduct Policy**

*Effective Date: Thursday, July 24, 2025*

### 1. Purpose

The purpose of this Code of Conduct is to establish clear ethical standards and expectations for all employees, contractors, and representatives of LTC-Hack Limited, fostering a culture of integrity, respect, and professionalism in the workplace.

### 2. Scope

This policy applies to all employees, consultants, contractors, and any third parties representing LTC-Hack Limited.

### 3. General Principles

- **Integrity and Honesty:** Employees must act honestly, transparently, and in good faith in all dealings related to LTC-Hack Limited.
- **Compliance with Laws:** All employees must comply with applicable laws, regulations, and company policies.
- **Respect and Fair Treatment:** Treat all colleagues, clients, partners, and stakeholders with dignity, fairness, and respect, promoting a harassment-free workplace.
- **Confidentiality:** Protect confidential and proprietary information of LTC-Hack Limited and its clients.
- **Conflict of Interest:** Avoid any personal, financial, or other interests that could conflict or appear to conflict with the company's interests. Disclose potential conflicts immediately.
- **Use of Company Assets:** Use company resources, property, and information only for legitimate business purposes.
- **Professional Conduct:** Maintain professional behavior, punctuality, and appropriate communication both internally and externally.
- **Health and Safety:** Comply with all health and safety guidelines to maintain a safe working environment.

### 4. Workplace Behavior

- Discrimination, harassment, bullying, or any form of workplace intimidation is strictly prohibited.
- Employees must respect diversity and inclusion principles.

- Use of inappropriate language, behavior or displaying offensive materials will not be tolerated.

#### 5. Confidentiality and Data Protection

- Employees must safeguard all company and client information.
- Unauthorized disclosure or use of confidential information is prohibited.
- Compliance with data protection laws and company policies is mandatory.

#### 6. Reporting Violations

- Employees are encouraged to report any suspected violations of this code promptly and in good faith.
- LTC-Hack Limited ensures no retaliation or discrimination against individuals reporting concerns or cooperating in investigations.
- Reports may be submitted confidentially via designated channels.

#### 7. Consequences of Non-Compliance

- Breach of this Code of Conduct may result in disciplinary actions up to and including termination of employment.
- Legal action may be pursued for serious violations.