

## CODE OF CONDUCT

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### ABOUT THE CODE

At Beanfield, we're committed to building a healthy, ethical, and compliant company. As a representative of Beanfield, your actions should reflect that commitment. Our Code of Conduct "The Code" outlines basic principles that exemplify these values, and provides you with guidelines for acceptable conduct. The Code does not provide answers for every situation you may encounter. You are trusted to use good judgment in your day-to-day activities. You should read, understand, and follow this Code, all Beanfield policies, and always report any concerns regarding your own or others' behavior. Failure to follow the Code, our policies, or any other applicable standards of his or her position may be subject to disciplinary action, including termination of employment. The Code is not a contract and does not convey any specific employment rights or guarantee employment for any specific period of time.

### APPLICABILITY

The Code applies to all individuals working for Beanfield, working at Beanfield, or representing Beanfield. While this Code of Conduct is specifically written for Beanfield employees, we expect Beanfield contractors, consultants, and others who may be temporarily assigned to perform work or services for Beanfield to follow the Code in connection with their work for Beanfield. Beanfield may impose these standards on other individuals as appropriate.

### OUR CORE VALUES

**We Are Community:** People first, always. We build trust through empathy and honesty. We align around our collective purpose. We are service of the whole. We are stronger together than we could ever be alone. When we show up for each other, we can create anything. Being in a community is what gives us purpose and meaning.

**We Are Different:** We know who we are and are creating our own destiny. We see the world differently. We explore. We are curious. We go first and do what others haven't done before. By thinking differently, we build better.

**We Cherish Momentum:** Momentum is more than just being busy or ticking items off our to-do list. It's about nurturing our ideas, creating rituals and routines that align with our priorities, and staying optimistic in the face of setbacks. It's about feeling in control and being confident that we can find solutions to whatever problems come our way.

### TAKE PRIDE IN OUR CODE

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### **Do Your Part**

Regardless of the position you are in or the department you represent, you are a Beanfielder. You should remember this as you make decisions, and ensure that your actions align with our Code, our policies, and the laws and regulations that apply to our business. If you see or suspect anything inappropriate or illegal, do not look the other way. You have an obligation to share your concerns promptly with your manager and Human Resources and must cooperate fully and honestly in any investigation.

As leaders of our company, managers are responsible for creating an open and supportive environment where individuals feel comfortable raising questions and concerns. Managers should encourage communication, and should not consider employees' concerns as threats or challenges to their authority. An open dialogue around the Code should become a natural part of our operations.

### **Speak Up**

You have an obligation to speak up if you are aware of a violation of this Code, our policies, laws, or regulations, or if you are in doubt about the best course of action in a particular situation. You are encouraged to discuss any such concerns with your manager, another supervisor, your HR Department or through the Integrity and Hotline process.

Beanfield will promptly address ethical questions or concerns raised by employees, will investigate all reported instances of questionable or unethical behavior, and will take appropriate action in every instance where improper behavior is found to have occurred. Retaliation against an employee who reports or expresses intent to report a genuine concern in good faith, or participates in an investigation of a possible violation of this Code, our policies or the law, is strictly prohibited. If you believe you are being retaliated against, please contact your HR department or the Integrity and Hotline representatives.

*For more information, please review our Integrity policy and Hotline process.*

## PROMOTE AN ETHICAL WORKPLACE

### **Act Ethically and Honestly**

As a Beanfield employee, you are expected to complete your work efficiently, responsibly, and in an acceptable manner. All information you provide during or related to your employment should be complete and accurate to the best of your knowledge. Maintaining the accuracy of our reporting and recordkeeping is a responsibility we all share, and all our transactions must be correct and properly recorded.

Dishonesty, deceit, or theft will not be tolerated, including embezzlement, falsifying company documents, and accepting kickbacks in any form. This also includes abusing employment benefits like time off, insurance, facilities, discounts, or other benefits Beanfield offers.

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### **Celebrate Diversity, Equity, and Inclusion**

Beanfield is committed to driving diversity, equity, and inclusion through our company values and by creating equitable and inclusive a workplace where our people feel they belong.

**Diversity:** Our employees and customers represent many ideas, experiences, and backgrounds. We celebrate diversity and believe that it is essential to advancing our goals and initiatives.

**Equity:** Beanfield provide to everyone a workplace that offers equitable employment opportunities, outcomes, and experiences regardless of their diversity background. Inclusion.

**Inclusion:** Team members from all background should feel that their perspective is valued, comfortable being themselves. Employees have access to all opportunities and resources to contribute fully to the success of the organization.

Everyone must abide by this standard in all aspects of your work, including interpersonal relationships, and exhibit commitment to supporting a diverse and inclusive workplace.

### **Prevent Discrimination and Harassment**

You should never discriminate or treat employees or job applicants unfairly in matters that involve recruiting, hiring, training, promoting, compensation or any other term or condition of employment. Your employment decisions regarding employees and applicants must always be based on job-related factors, without regard to non-job-related characteristics such as: race, color, ethnicity or national origin, gender or gender identity, sexual orientation, age, religion, disability, veteran status, or any other legally protected status.

Basing employment decisions on any of these personal characteristics is against our policies and is illegal in many countries. Beanfield will not tolerate discriminatory behavior, harassment or victimization, or any violation of our related policies.

*For more information, please review our Discrimination, Harassment, and violence Policy.*

## UNDERSTAND YOUR RESPONSIBILITY TO OTHERS

### **Promote Health and Safety**

You have a duty to inform your leader of any danger or potential danger that is likely to be hazardous to the health and safety of individuals present in the workplace. If an accident occurs in the workplace that results in any kind of injury or if you are aware of an exposure to hazardous materials, you must report it to your leader immediately and follow the appropriate reporting process. Beanfield will not tolerate acts or threats of violence, and we

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prohibit weapons on Beanfield premises consistent with local law. If you have concerns about a possible safety or security threat, report it immediately to your manager.

Having, using, or distributing illegal drugs is prohibited as prescribed by applicable law and provisioned under our policies. Drinking alcoholic beverages on Beanfield premises or while conducting company business may be allowed under some circumstances, but you must comply with all laws and company policies and principles, and always exercise both moderation and good judgment.

*For more information, please review our health and Safety General Policy.*

### **Maintain Confidentiality**

Confidential information and intellectual property represent the outcome of significant company investment and years of hard work. Confidential information may not be shared with a third party without a legitimate business reason and proper authorization, and you must use good judgment when determining what confidential information may be shared internally, and with whom. You also have a responsibility to protect the information of individuals and companies with which we do business, and to protect confidential information even if your employment with Beanfield ends. You are responsible for understanding and complying with the law and any signed agreements regarding the possession or distribution of non-public information. Nothing in this obligation of confidentiality or elsewhere prohibits you from raising concerns about potential violations of the Code or the law within the company either during or after your employment.

### **Respect Others**

You are expected to act professionally and in the best interests of the company when interacting with Beanfield employees, customers, partners, and the communities we serve. You must always treat others with dignity and respect, including respecting property. You should behave appropriately at work, ensure that your appearance is not unprofessional or offensive, and refrain from bringing inappropriate or prohibited (whether by law or Beanfield policy) items on our premises. In general, your actions should not disrupt the workplace or present obstacles to others' work.

Additionally, you should follow your manager's instructions and company directives, to the extent that they do not violate the Code, our policies, or the law. You should be friendly and collaborative, receptive to feedback, and open for communication with your manager, team members, and other colleagues. Beanfield will not tolerate bullying or abusive conduct, including threatening, humiliating, or intimidating behaviors, or sabotage.

## **DO THE RIGHT THING**

### **Never Bribe**

Like all businesses, Beanfield is subject to laws that prohibit bribery in virtually every kind of

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commercial setting. However, the rule for us here at Beanfield is simple: don't bribe anybody,

anytime, for any reason. Violations of such policies may result in significant fines and penalties for Beanfield, and employees engaging in such violations may face disciplinary action up to and including termination.

### **Follow Guidelines for Gifts and Entertainment**

Regardless of value, a gift or favor should not be accepted or given if it might create a sense of obligation, compromise your professional judgment or create the appearance of doing so. You should always use good judgment, and turn down any offer if it would violate any applicable Beanfield gifts and entertainment policies. Any improper or illegal situation should be immediately reported to the HR Department.

### **Uphold the Law**

Beanfield is committed to complying with the laws in which we operate. Employees have an obligation to be knowledgeable about the laws, rules, and regulations that apply to their areas of responsibility and the locations where we operate. You must understand and comply with all laws, rules and regulations that apply to your specific role, and are responsible for preventing violations of the law and for speaking up if you see possible violations.

## **PROTECT OUR COMPANY**

### **Avoid Conflict of Interest**

A "conflict of interest" exists when a person's private interest interferes, or appears to interfere, with Beanfield's interests. You should avoid actual or potential conflicts of interest that might adversely affect your judgment, objectivity, or loyalty to Beanfield. Although you're free to engage in meaningful activities outside of your job, any potential conflict of interest must be disclosed to your manager or HR Department immediately upon discovery of the conflict.

You must never use or attempt to use your position at Beanfield to obtain any improper benefit for yourself, your family or others connected to you, and you must always seek to avoid not only real, but also potential and perceived, conflicts. When in doubt, ask yourself whether the situation would withstand the test of public scrutiny or could potentially result in loss of trust or reputation for Beanfield or yourself.

If you have an interest that could in any way influence your decisions or performance in carrying out your duties and responsibilities in an objective and effective manner, you have a conflict of interest. If you are aware of a transaction or relationship that could reasonably be expected to give rise to a real, potential, or perceived conflict, you must immediately advise your leader and your HR Department.

Conflicts of interest may not always be clear-cut, so if you have a question or believe that you know of an actual or potential conflict, you should bring it to the attention of your manager or HR

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Department. Failure to disclose a conflict or potential conflict may constitute grounds for disciplinary action up to and including termination.

### **Your Responsibility**

- You must disclose any significant private or financial interest or endeavour you may have in organizations and our associations.
- Your employment agreement mandates exclusivity of your functions.
- Report any interests you, your family or others connected to you have in any party seeking to establish a relationship with Beanfield.
- Disclose any personal relationship with an employee of, or a contractor or consultant to, Beanfield that could reasonably be perceived to create a conflict of interest.
- Do not employ any relative under direct supervision. Family members are not permitted to report directly under another family members.
- Do not accept gifts or benefits from third parties regardless the value.

### **Protect Our Assets, Communications, and Information**

- Our assets consist of everything that our company owns or uses to conduct business.
- You should always act in a way that protects Beanfield assets, including physical, intellectual, and electronic or digital properties.
- When using company equipment, it should be in the best interests of Beanfield. Equipment should not be misused or used frivolously, and all property — material or intangible — should be treated with respect and care. Theft or inappropriate removal or possession of property will not be tolerated.
- You should protect company facilities and other material property from damage and vandalism whenever possible, and always report any property or equipment that is damaged, unsafe or in need of repair.
- Protecting our assets, communications, and information also means not speaking on the behalf of Beanfield without appropriate authorization. Media inquiries and public requests for information should be referred to the Communications Department, and inquiries from government and regulatory agencies should be referred to Beanfield Legal.
- Your activities online should also comply with this Code. When using social media, clearly state that any opinions you express about our company are your own and do not reflect Beanfield's views, and do not disclose confidential business information about our company, our customers, or our Departments. Employee actions or statements through social media — even those made through personal accounts during non-working time — that harm the interests of Beanfield, its employees, or its customers or clients, or that otherwise breach Beanfield policies, may result in disciplinary action up to and including termination of employment.

### **FOLLOW OUR CODE**

Employees are expected to follow this Code. Ignorance of work rules is not acceptable excuse for a violation of the Code, as it is each employee's responsibility to learn and abide by

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Beanfield's Code, its policies and procedures, and the law. Beanfield reserves the right in all circumstances, including for conduct not explicitly outlined in this Code, to apply any level of corrective action as appropriate, up to and including immediate termination of employment without prior corrective action or notice for conduct. Beanfield may also take legal action in cases of unlawful behavior.

### **Violations of the Code of Conduct**

Beanfield may take disciplinary action up to and including termination against any employee for engaging in any of the following:

- Failing to adhere to the provisions of this Code.
- Failing to report promptly a suspected violation of this Code.
- Encouraging another to commit a violation of this Code.
- Retaliating against another employee for reporting a concern.
- Failing to implement the provisions of this Code according to one's role and responsibilities.
- Deviating from performance standards or internal policies.

### **Violations of Standards and Values Stipulated by the Code of Conduct**

Beanfield may take disciplinary action up to and including termination against any employee for exhibiting behavior not explicitly prohibited in this Code of Conduct, but in violation of the standards and values it stipulates. The following list, while not all-inclusive, provides examples of conduct that violate our Code:

The following work conduct infractions are regarded as extremely serious, and termination of employment may result following one offense:

- Disrespect or rudeness to a Beanfield customer.
- Theft or inappropriate removal or possession of property assaulting, threatening, intimidating, coercing, or interfering with supervisors or fellow Beanfielders.
- Making unauthorized statements about the company to the press or in any public forum.
- Use or possession of dangerous or unauthorized materials such as hazardous chemicals or explosives, or use or possession of firearms, knives, explosive devices of any kind, or weapons of any kind.
- Violation of the company's Health and Safety policy including possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or on breaks, or while operating employer-owned or leased vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Gross misconduct.
- Sexual or other unlawful or unwelcome harassment.
- Making, publishing, or repeating false, vicious, or malicious statements concerning an employee, the company, or its products
- Discriminating against a fellow Beanfielder on the basis of race, religion, creed, color, national origin, citizenship, marital or family status, sex, age, sexual orientation, gender identity, veteran status, political ideology, ancestry, pregnancy or the presence of any physical, sensory or mental disabilities or other legally protected status.

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- Negligence or improper conduct leading to damage of employer-owned, employer-leased, or customer-owned property.
- Insubordination or other disrespectful conduct.
- Falsification of personnel or other company documents/records, including employment application.
- Unauthorized removal of company documents.
- Unauthorized disclosure of business "secrets" or confidential information.
- Intentionally making entries on another employee timecard/sheet, or falsely altering a timekeeping document.
- Letting an unauthorized person in the premises without prior approval.
- Failure to fully cooperate with company investigations.
- Violation of safety policies, procedures, standards, regulations, or laws.
- Creating a hazardous or dangerous situation.
- Engaging in any conduct that places the health and safety of any person at risk.
- Violation of this code or company policies.

The following work conduct infractions are considered serious and generally result in corrective action:

- Unauthorized absence, excessive absenteeism, or any absence without notice.
- Failure to carry out a work assignment in an efficient, responsible, and acceptable manner.
- Abusive, profane, or insulting language to a supervisor, fellow employee, or vendor.
- Failure to adhere to starting time, quitting time, or break time policies, or wasting time.
- Unauthorized use, misuse, or abuse of equipment, products, material, or property belonging to other employees, belonging to the company, or in the company's custody.
- Leaving a company-assigned work area during scheduled working hours without permission.
- Unauthorized solicitations or collections for any purpose whatsoever on the company's premises.
- Unauthorized posting or removing of notices or signs, or writing of any form on company property.
- Creating or contributing to disorderly or unsanitary conditions.
- Failing to report or remedy any unsafe conditions, procedures, or behaviors.
- Failure to immediately report an accident/injury, regardless of severity, when it occurs on company property, or while performing company business.

### **FINAL CONSIDERATION**

- The Code is meant to evolve in alignment with the business needs, ethics, integrity, and social responsibility best practices.
- Doing what's right must be embedded in the way we conduct our business to ensure the long-term success of our company.
- Reading, understanding, and complying with this Code is an essential function of every role at Beanfield.
- This Code is intended to help you make the right decisions and take the right actions, regardless of where you work or the type of work you do.
- By following this Code, you serve as a role model for your peers, leaders, guests, and others who see you in action every day.



### **CODE OF CONDUCT**

- If you have questions or concerns about the Code or its contents, please contact the Human Resources Department.