



# ICAT LOGISTICS

## Code of Conduct & Ethics Statement

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### PURPOSE

At ICAT Logistics, we are committed to maintaining a workplace defined by integrity, professionalism, and respect. This Code of Conduct and Ethics outlines the standards of behavior expected of all employees, contractors, and representatives. Our reputation as a trusted logistics partner depends on every team member conducting business honestly, lawfully, and ethically.

This Code of Conduct supersedes any conflicting local customs, practices, or informal standards. All individuals affiliated with ICAT Logistics—including employees, suppliers, contractors, and partners—are expected to comply with this Code in all business dealings, regardless of geographic location.

### OUR COMMITMENT

We are committed to:

- Creating a respectful, inclusive, and safe workplace for all employees
- Conducting our business with honesty and integrity
- Complying with all applicable laws and regulations
- Protecting company, client, and co-worker confidentiality and data
- Promoting a workplace free from discrimination, harassment, and retaliation

### EMPLOYEE EXPECTATIONS

All employees are expected to:

1. Follow ICAT Logistics' policies, procedures, and applicable client site rules.
2. Report unsafe conditions, accidents, or hazards immediately to a supervisor.
3. Use company equipment and resources responsibly and only for business purposes.
4. Refrain from engaging in conduct that may reflect poorly on the company or compromise safety or integrity.
5. Be truthful and accurate in timekeeping, communications, and business records.
6. Avoid any real or perceived conflicts of interest and disclose them to management.
7. Maintain confidentiality regarding proprietary, financial, and customer information.
8. Respect the rights, property, and dignity of colleagues, clients, and business partners.
9. Operate in a drug-free, harassment-free, and violence-free environment.
10. Wear all the necessary personal protective equipment (PPE) when required.

### EXAMPLES OF UNACCEPTABLE CONDUCT (NOT ALL-INCLUSIVE):

- Misrepresentation during hiring (e.g., falsifying credentials)
- Theft, vandalism, or misuse of company or employee property
- Harassment, threats, or violent behavior
- Violation of safety protocols or IT and communications policies
- Use of client or company resources for personal gain
- Gambling, obscene behavior, or offensive materials at the workplace
- Unauthorized disclosure of confidential information
- Failure to perform job duties or follow lawful instructions



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### PROFESSIONAL CONDUCT

Professionalism is essential to our work environment and success. Employees are expected to demonstrate:

- A positive, respectful attitude
- Collaboration and teamwork
- Dependability and accountability
- Prompt and accurate timekeeping
- Integrity in all business dealings

### EQUAL EMPLOYMENT OPPORTUNITY & ANTI-HARASSMENT

ICAT Logistics is committed to a workplace free of harassment and discrimination. We do not tolerate any behavior or decisions based on race, color, religion, gender, sexual orientation, national origin, disability, age, or any other protected class. All employees are expected to foster an inclusive workplace.

### ACCOMMODATIONS

Employees needing accommodations due to a disability should contact Human Resources. ICAT Logistics complies with the Americans with Disabilities Act (ADA) and will provide reasonable accommodations as appropriate.

### CONFLICTS OF INTEREST

Employees must avoid situations that may compromise their objectivity or create a conflict between personal interests and the interests of ICAT Logistics. Conflicts should be disclosed immediately to management. Examples include:

- Accepting gifts or favors from suppliers
- Outside employment with competitors or vendors
- Personal or family financial interest in a company doing business with ICAT Logistics

### GIFTS, BRIBES, AND ENTERTAINMENT

Employees and representatives may not offer, accept, or solicit gifts, entertainment, or other items of value that could improperly influence business decisions or create the appearance of impropriety. All such activities must follow ICAT's Bribery, Gift and Hospitality policy and may require management approval.

### USE OF COMPANY RESOURCES

Employees must not use ICAT Logistics property, information, or position for personal gain. Company assets—including information, time, equipment, and facilities—must be used solely for legitimate business purposes.



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### FOREIGN CORRUPT PRACTICES ACT (FCPA) COMPLIANCE

ICAT Logistics complies fully with the U.S. Foreign Corrupt Practices Act (FCPA). This law prohibits offering, promising, or giving anything of value to foreign government officials to obtain or retain business or gain an improper advantage. All employees and third parties acting on behalf of ICAT Logistics are expected to adhere strictly to this policy. Bribery or corruption in any form will not be tolerated, and violations will be treated with the utmost seriousness.

### ANTI-BOYCOTT POLICY

ICAT Logistics complies fully with U.S. anti-boycott laws. Employees and representatives are prohibited from participating in any foreign boycott not sanctioned by the U.S. government. This includes refusing to do business with blacklisted companies or disclosing prohibited information based on nationality, religion, or other protected factors.

### ETHICAL CONDUCT

We conduct business fairly, transparently, and in compliance with all laws. We do not engage in bribery, corruption, or unethical practices. Employees should:

- Fulfill commitments and obligations
- Treat clients, vendors, and colleagues with fairness and respect
- Never misuse company assets or information for personal gain
- Avoid making promises or agreements they cannot keep

### REPORTING CONCERNS

We encourage open communication and reporting of any ethical or policy violations. Employees may speak with their supervisor, Human Resources, or another member of leadership. Reports can also be made to HR. ICAT Logistics prohibits retaliation against anyone who raises concerns in good faith.

### DISCIPLINARY ACTION

Violations of this Code may result in disciplinary action, up to and including termination of employment or contract. The Company reserves the right to pursue legal remedies where applicable.

### MANAGEMENT RESPONSIBILITIES

Leaders are expected to model ethical behavior, uphold this Code, and foster a workplace culture based on respect, accountability, and open dialogue. Compliance with this Code will be considered in evaluations and promotions.

### ACKNOWLEDGMENT

All employees, contractors, and representatives are required to read, understand, and acknowledge this Code of Conduct and Ethics. Questions or concerns should be directed to Human Resources or Compliance.