

Policy on Employee Code of Conduct

This policy on Employee Code of Conduct outlines Inzyon's expectations regarding employees' behavior within our company and towards any other party with whom we may interact as part of our duties. We promote freedom of expression and open communication, but we expect all employees to follow our code of conduct. This policy applies to all our employees regardless of employment agreement or rank. Company employees are bound by their contract to follow this policy while performing their duties.

Corporate Social Responsibility

As an integral part of this policy on Code of Conduct, all employees are to adhere to any and all components of Inzyon's policy on Corporate Social Responsibility.

Integrity and professionalism

All employees are to, at all times when representing Inzyon in their duties, act with the highest standards of integrity and professionalism. An inzyon employee should be a trustworthy and entrusted collaborator with all of the company's business counterparts.

Non conflict of interest

Employees are not to have any personal, financial or other interests that might hinder their capability or willingness to perform their job duties for Inzyon or any of Inzyon's business counterparts.

Confidentiality

Inzyon employees are regularly subject to classified and confidential information from customers and other third parties. Therefore, all Inzyon employees are to, unless otherwise specifically instructed, consider any and all information about customers, customer data and personal data as Restricted according to Inzyon's Policy on Security, IT and Personal Data.

Customer on-premise behavior and regulations adherence

Inzyon employees shall, when on customer premises, always comply with local postings and notices regarding safety, security, and weapons. Furthermore, an Inzyon employee may not, under any circumstance act "under the influence" (a person's faculties are impaired by the use of drugs or alcohol to the extent that the person is unfit to be entrusted with a duty they perform, or may be called on to perform, with efficiency and safety to themselves and others).

Protection of property

All employees should treat our company's, customers' suppliers' subcontractors' and partners' property, whether material, intangible or incorporeal, with respect and care. Employees shouldn't misuse any such equipment or use it frivolously. Employees should protect facilities and other material property from damage and vandalism, whenever possible.

Personal appearance

Inzyon employees adapt their personal appearance according to the situation. "Board room appearance" when called for and "business casual" as the general company standard. When visiting customer or other party's facilities, employees are always to inform themselves regarding local dress codes and dress accordingly.

Guns and arms

Inzyon employees may not, under any circumstances, while carrying out work for Inzyon or Inzyon's customers, carry weapons or ammunition onto any premises or use or carry weapons while attending activities sponsored by Inzyon or any of Inzyon's customers, partners or subcontractors.

Smoking

Smoking is not permitted at any of the Inzyon's workplaces and employees of Inzyon are to adhere to any local instructions regarding smoking when on any third-party premises in the capacity of Inzyon employee.

Drugs

Inzyon is a drug free workplace and applies a substance abuse prevention policy that provides for post-offer/pre-employment and/or pre-assignment drug screening as well as for reasonable suspicion testing of Personnel in accordance with applicable federal, state, and local law. Key elements of this policy are as follows. Employees must not:

- attend work, commence work, continue work or return to work while under the influence of alcohol and/or illegal drugs;
- consume alcohol and/or drugs during work, or at the workplace (with the exception for prescription and pharmacy drugs when used according to qualified instructions and, in the case of alcohol, during approved entertainment events);
- possess, distribute, sell, use or consume illegal drugs in the workplace.

A worker, who is required to undertake a Drug Screen Test and/or Alcohol Screen Test, will be requested to sign a consent form before taking a Drug Screen test and/or Alcohol Screen test. All information obtained through such testing is covered by applicable privacy laws. The Company will not use this information other than for the purposes for which it is collected. The purposes of such monitoring and examination are to ensure the productivity, health and safety of personnel, to apply this policy, and for disciplinary purposes.

If an employee notifies the Company that they have a drug or alcohol problem, they will be encouraged to complete a rehabilitation program or undergo counselling.

Employee warranty

Employees of Inzyon further warrant that they have not:

- been convicted of a felony or for whom a warrant for a felony charge is outstanding, or for whom a felony charge is currently pending;
- been convicted of a misdemeanor or for whom a misdemeanor is currently pending where the nature of the conviction or pending charge presents a risk of harm to person or property;
- been convicted of any crime involving violence (including assault), sexual misconduct, theft, burglary, fraud, financial or similar crimes involving dishonesty, computer crimes, drug distribution, or crimes involving the unlawful possession or use of a dangerous weapon;
- been convicted of any "Sex Offender" crime or is identified on a government registry as a sex offender;
- failed a drug test;
- falsified information or failed to present necessary information in the hiring process. Information includes, but is not limited to, date of birth, Social Security Number, employment history, educational history, driver's license, home address, citizenship status and name;
- had a history of workplace violence (including threatening others or causing a disturbance).

Employee training and compliance with this and other Inzyon policies

The Company will inform and conduct training or information sessions for all employees, relating to this and other Inzyon policies, including but not limited to the consequences of breaching this policy. Where appropriate, the Company will conduct induction sessions for partners, agents, contractors and their respective employees when they undertake work for Inzyon in the workplace.

Any employee found to have breached this, or other Inzyon policies, may be subjected to disciplinary action. The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In serious cases, this may include termination of employment.

Partners and/or subcontractors of Inzyon who are found to have breached this, or other Inzyon policies, may have their contracts with Inzyon terminated, or not renewed.