

# Code of Conduct

## Preface

Entity Members of **ViewMyResumeOrg (VMR)** and its subsidiaries and controlled affiliates (“**VMR**”) should do the right thing – follow the law, act honorably, and treat fellow -members with courtesy, support, and respect.

We expect all of our **Entity Members** and **Board members** to know and follow this Code of Conduct.

Failure to do so can result in disciplinary action, including termination of community privileges. With regard to legal matters any waivers of terms of this Code by/for directors or executive officers must be approved by our Board.

Never retaliate against anyone who reports or participates in an investigation of a possible violation of the Code.

If you are a Member Entity by a subsidiary or controlled affiliate of **VMR**, please comply with your **Member Entity code of conduct**. If the **Member Entity or Associate Entity** doesn't have its own code of conduct, if you have a question or concern about this Code or believe that someone may be violating it, or if you want to remain anonymous, you can make a report of a suspected violation or concern via email. And if you believe a violation of law has occurred, you can always raise that through the Ethics & Compliance helpline or with a government agency.

While the Code is specifically written for VMR and its **Entity Members and Board members**, we expect **VMR**

**contractors, consultants, and other members of the extended workforce who may be temporarily assigned to perform work or services for VMR to follow the Code in connection with their work for us.** Failure of a member of the **VMR** extended workforce to follow the Code can result in termination of their relationship with **VMR**.

#### I. Avoid Conflicts of Interest

When you are in a business situation in which competing loyalties could cause you to pursue a personal benefit for you or your friends, or your family at the expense of **VMR** or our users, you may be faced with a conflict of interest.

All of us should avoid conflicts of interest and circumstances that reasonably present the appearance of a conflict.

When considering a course of action, ask yourself whether the action you're considering could create an incentive for you, or appear to others to create an incentive for you, to benefit yourself, your friends or family, or an associated business at the expense of **VMR**. If the answer is "yes", the action you're considering is likely to create a conflict of interest situation, and you should avoid it.

#### II. Ensure Financial Integrity and Responsibility

Ensure that money is appropriately spent, our financial records are complete and accurate, and our internal controls are honored.

If your **digital contract** involves the financial recording of our transactions, make sure that you are familiar with all

relevant policies, including those relating to revenue recognition.

Never interfere with the auditing of financial records. Similarly, never falsify any company record or account. If you suspect or observe any irregularities relating to financial integrity or fiscal responsibility, no matter how small, immediately report them.

### III. Obey the Law

Comply with all applicable legal requirements and understand the major laws and regulations that apply to your work. A few specific laws are easy to violate unintentionally and so are worth pointing out here. If you have any questions about these laws or other laws governing our work, please consult the Helpline or our legal counsel.

#### 1. Trade Controls

Various trade laws control where we can send or receive our products and services. These laws are complex and apply to:

- importing and exporting goods to or from the United States and other countries
- exporting services or providing services to non-U.S. persons
- exporting technical data, especially data originating in the U.S.

#### 2. If you are involved in sending or making available products, services, software, equipment, or technical data from one country to another, work with your

managing partner to ensure that the transaction stays within the bounds of applicable laws.

### 3. Competition Laws

**Be sure you follow all laws designed to promote free and fair competition and protect consumers.**

These laws generally prohibit 1) arrangements with competitors that restrain trade, 2) abuse of market power to unfairly disadvantage competitors, and 3) **misleading or harming consumers.** Some of these laws carry civil and criminal penalties for individuals and companies.

### 4. Insider Trading Laws

Do not use non-public information to buy or sell stock, or to pass it along to others so that they may do so.

That could constitute the crime of insider trading.

Familiarize yourself with **VMR's Insider Trading Policy.** It will describe policies that address the risks of insider trading, such as:

- a prohibition on hedging VMR stock (NA)
- periodic blackout windows when you may not trade VMR stock (NA)

### 5. Anti-Bribery Laws

Various laws that prohibit bribery in different settings. Our rule is simple – don't bribe anybody, at any time, for any reason.

Non-government relationships. Be careful when you give gifts and pay for meals, entertainment or other business courtesies on behalf of **VMR**. Avoid the possibility that the gift, entertainment or other

business courtesy could be perceived as a bribe. Provide such business courtesies infrequently and, when you do, to keep their value moderate.

Dealings with government officials. Various laws prohibit seeking to influence official action by offering or giving anything of value to government officials, candidates for public office, employees of government-owned or controlled companies, celebrities, influencers, public international organizations, or political parties. Avoid not only traditional gifts, but also things like meals, entertainment, travel, political or charitable contributions, and job offers for government officials' relatives. With pre-approval, it may be permissible to make infrequent and moderate expenditures for gifts and business entertainment for government officials that are directly tied to promoting our products or services (e.g., a modest meal at a day-long demonstration of our products).

IV. Promote a workplace that is supportive and respectful for all members of the extended workforce

**VMR** has an unwavering commitment to prohibiting and effectively responding to harassment, discrimination, misconduct, abusive conduct, and retaliation. To that end, **VMR** adheres to these Guiding Principles:

- Commitment: **ViewMyResume.Org** VMR sets a tone at the top of commitment to a respectful, safe, and inclusive working environment for all Members and members of the extended workforce.

- Care: **ViewMyResumeOrg VMR** creates an environment with an emphasis on respect for each **Members** at all levels of the organization, including specifically by offering assistance and showing empathy to **VMR Members** and **members** of the extended workforce throughout and after the complaint process.
- Transparency: **ViewMyResumeOrg VMR** is open and transparent as an organization regarding the frequency with which complaints arise regarding harassment, discrimination, misconduct, abusive conduct, and retaliation, and the **VMR**'s approach to investigating and responding to those allegations.
- Fairness & Consistency: **ViewMyResumeOrg VMR** ensures that individuals are treated respectfully, fairly, and compassionately in all aspects of **VMR** interactions and applies policies, procedures, and outcomes consistently regardless of who is involved.
- Accountability: **VMR** holds all individuals responsible for their actions, and ensures that where appropriate, those individuals hold others accountable too.

**Each Member Entity** has specific policies that implement **ViewMyResumeOrg VMR's** commitment and these Guiding Principles. Be sure to read and comply with those policies. And if you're ever concerned that **VMR**, a Rep, or a fellow entity or member of the extended workforce is falling short, don't stay silent, you can make a report through your Member's reporting channels and the **VMR** helpline.

## **V. Conclusion**

We rely on one another's good judgment to uphold a high standard of integrity for ourselves and our company. Each of us should be guided by both the letter and the spirit of this Code.

**Adopted March 22, 2021**; (clarifying language regarding violation of Code)

### **Report concerns**

To notify ViewMyResumeOrg VMR's Audit and Compliance Committee of any concerns regarding Alphabet's accounting, internal controls, auditing, conflict minerals matters or workplace concerns, you may mail your concern to:

Alphabet Inc.

Attn: Accounting Concerns or Workplace Concerns

2010 W Avenue K #438

Lancaster, California 93536

You may report your concerns anonymously; however the Audit and Compliance Committee encourages you to provide your name and contact information so that we may contact you directly if necessary.