

# **Company Code of Conduct**

We at Neat hold ourselves to the highest standards of integrity and professionalism. We follow a set of core values that enable us to earn the trust of our customers, partners, colleagues and stakeholders. This code of conduct defines our values and ethics and provides the blueprint for how we conduct our business and treat our customers, partners and each other at all times.

We uphold a culture of openness, transparency and trust, positivity, fun and wellness, allowing every Neat employee to do their best work. Our different backgrounds, abilities and ideas enable us to deliver innovative devices supporting diverse, equitable, inclusive workplaces and educational organizations. For the success of Neat, we must conduct all of our work within the company and with our partners and customers with the utmost integrity and respect for all individuals, organizations and laws relevant to the jurisdictions where we do business.

### Overview

Neat is a Norwegian video technology company providing a complete portfolio of pioneering devices that address any space in today's modern workplace. Designing engaging experiences that allow you to meet, create and collaborate whenever, wherever and however you want, Neat devices natively support Microsoft Teams, Zoom and a range of compelling business applications. Neat inspires people to connect and communicate more creatively in the workplace, giving everyone the choice and flexibility to always be at their best.

We compete passionately and fairly in the market, always with our customers' best interests in mind. We are a team of conscientious, people-first, future-facing thinkers and doers dedicated to driving innovation and advancing collaboration for all businesses. Our core values are the foundation of how we conduct business with each other, our partners, suppliers, manufacturers and customers.

A commitment to integrity, acting honestly and ethically, and complying with the letter and intent of the law are critical to our continued success. These core values are fundamental to what makes Neat unique. They are essential to creating an environment where all employees can thrive and deliver innovative, equitable and inclusive solutions to our customers worldwide.

Neat takes this company code of conduct very seriously and expects all employees to comply fully with all aspects of this code. This code of conduct applies to all Neat employees, contractors and consultants. In addition, we strive to work with partners, manufacturers and suppliers who share our core values.

## **Neat's core values**

#### **Transparency**

 We are obliged to act in Neat's best interest. In the interest of open communication, all Neat employees must recognize potential conflicts of interest and raise these concerns with the appropriate entity to resolve issues. • Sharing gifts and entertainment can help build strong relationships with partners and customers but sometimes may cause bias or conflict of interest. All Neat employees must ensure that gifts or entertainment are reasonable and appropriate. Anyone with questions or uncertainties should resolve them with their manager and other relevant entities.

#### Trust

- All information Neat employees obtain concerning their employment is Neat's property. All
  confidential information shared with Neat employees will be held in confidence and will not
  be distributed or discussed with outside entities.
- Neat employees must abide by all applicable laws based on the legal code of the country or region where they live and the rules and regulations where Neat and its employees do business.

#### Respect

- We value and welcome people of all backgrounds and never discriminate based on race, religion, national origin, gender identity or expression, sexual orientation, age, marital status, veteran status or disability status.
- Neat values the health and safety of all employees and strives to provide a safe and inclusive workplace for all. Employees are required to comply with all applicable health, safety, and environmental laws and regulations.

Janine Pelosi

Chief Executive Officer

Jean Bays

**Head of People** 

November 29, 2023