

TIGER TECHNOLOGY

CODE OF CONDUCT

Effective Date: February 2026

1. INTRODUCTION

At Tiger Technology, we are committed to maintaining the highest standards of professional conduct and creating a workplace where all employees, contractors, customers, and partners are treated with dignity and respect. This Code of Conduct outlines the behavioral expectations for everyone associated with our organization.

This Code applies to all Tiger Technology employees, officers, directors, contractors, consultants, and anyone acting on behalf of the company, regardless of location or position.

2. RESPECTFUL WORKPLACE ENVIRONMENT

2.1 Respect and Dignity

We are committed to providing a workplace free from discrimination, harassment, and bullying. All individuals must:

- Treat colleagues, clients, and stakeholders with courtesy, respect, and professionalism
- Value diversity and promote an inclusive environment
- Refrain from any form of harassment, including verbal, physical, or visual conduct that creates an intimidating, hostile, or offensive environment
- Avoid discriminatory behavior based on race, color, religion, gender, sexual orientation, age, disability, national origin, or any other protected characteristic

2.2 Communication Standards

Professional communication is essential to our success. Employees must:

- Communicate clearly, honestly, and professionally in all business interactions
- Use appropriate language and tone in written and verbal communications
- Listen actively and respectfully to others' perspectives
- Avoid gossip, rumors, or any communication that undermines colleagues or the organization

3. PROFESSIONAL STANDARDS

3.1 Quality of Work

Employees are expected to:

- Perform duties to the best of their abilities with competence and diligence
- Meet deadlines and honor commitments

- Maintain productivity standards and work efficiently
- Continuously seek to improve skills and knowledge
- Take responsibility for mistakes and learn from them

3.2 Attendance and Punctuality

Regular attendance and punctuality are essential. Employees must:

- Arrive on time for work, meetings, and appointments
- Provide advance notice of absences in accordance with company policy
- Use work time productively and avoid excessive personal activities during working hours

4. CONFLICTS OF INTEREST

Employees must avoid situations where personal interests could conflict with company interests. This includes:

- Financial interests in competitors, suppliers, or customers
- Outside employment or consulting that interferes with company duties
- Using company resources, information, or position for personal gain
- Accepting gifts, entertainment, or favors that could influence business decisions for the amount up to 200 EUR

Any actual or potential conflict of interest must be disclosed promptly to your manager or Human Resources.

5. CONFIDENTIALITY AND DATA PROTECTION

5.1 Confidential Information

Employees must protect confidential company information, including:

- Trade secrets, proprietary technology, and business strategies
- Customer data and client information
- Financial information and business plans
- Personnel records and employee information

5.2 Information Security

To maintain information security, employees must:

- Follow all IT security policies and procedures
- Use strong passwords and protect login credentials
- Report security breaches or suspicious activities immediately
- Properly dispose of confidential documents and data
- Not access, share, or use data beyond what is required for job responsibilities

6. USE OF COMPANY ASSETS

Company assets, including equipment, facilities, technology, and intellectual property, must be used responsibly:

- Use company property primarily for business purposes
- Protect company assets from loss, damage, theft, or misuse
- Not use company resources for illegal or unethical purposes
- Comply with software licensing agreements and copyright laws
- Return all company property upon termination of employment

7. SOCIAL MEDIA AND PUBLIC COMMUNICATIONS

When using social media or making public statements:

- Do not speak on behalf of Tiger Technology without authorization
- Respect confidentiality and do not share proprietary information
- Be professional and respectful in all online communications
- Clearly indicate that personal views do not represent the company
- Avoid posting content that could harm the company's reputation

8. HEALTH, SAFETY, AND SECURITY

Tiger Technology is committed to providing a safe and healthy workplace. Employees must:

- Follow all health and safety policies and procedures
- Report unsafe conditions, accidents, or injuries immediately
- Not work under the influence of alcohol or illegal drugs
- Maintain a workplace free from violence, threats, or weapons
- Comply with building security protocols and visitor policies

9. COMPLIANCE WITH LAWS AND REGULATIONS

All employees must comply with applicable laws and regulations and follow internal policies and procedures.

Violations of law may result in disciplinary action, up to and including termination, and may also result in civil or criminal liability.

10. REPORTING VIOLATIONS

10.1 Duty to Report

Employees are encouraged and expected to report any suspected violations of this Code, company policies, or applicable laws. Reports can be made to:

- Your direct supervisor or manager
- Human Resources Department
- Compliance Officer

- Anonymous hotline: [To be specified]

10.2 Non-Retaliation

Tiger Technology prohibits retaliation against any employee who, in good faith, reports a concern or participates in an investigation. Retaliation in any form will result in disciplinary action, up to and including termination.

11. CONSEQUENCES OF VIOLATIONS

Violations of this Code of Conduct may result in disciplinary action, including:

- Verbal or written warning
- Mandatory training or counseling
- Suspension without pay
- Demotion or transfer
- Termination of employment
- Legal action

The severity of disciplinary action will depend on the nature and circumstances of the violation.

12. ACKNOWLEDGMENT AND COMMITMENT

All employees are required to read, understand, and comply with this Code of Conduct. By accepting employment or continuing to work with Tiger Technology, you acknowledge that you have received, read, and understood this Code and agree to abide by its provisions.

This Code of Conduct is reviewed periodically and may be updated as necessary. Employees will be notified of any significant changes.

How to Report a Concern

Use this form to confidentially raise a concern about conduct, ethics or compliance at Tiger Technology. You may submit your report anonymously. Reports are handled confidentially and we do not tolerate retaliation against anyone who raises a concern in good faith. <https://www.tiger-technology.com/report-a-concern/>

For Tiger Technology HR Department