

Proteos' Business Code of Conduct

At Proteos, we are committed to conducting our business with the highest standards of ethical conduct, integrity, and professionalism, that meet or exceed applicable laws and regulations. This Code of Conduct outlines the principles and guidelines that govern our actions and decisions as employees and representatives of the company. Its purpose is to promote a culture of trust, respect, and responsibility, ensuring that we uphold our values and meet the expectations of our stakeholders, including customers, employees, shareholders, partners, and the communities in which we operate.

Anti-Bribery and Corruption:

We comply with all applicable laws, regulations, and industry standards in every jurisdiction where we conduct business and have zero tolerance for engaging in any activity that is against the law or that could harm our reputation. This includes not offering, soliciting, or accepting any unauthorized payments, gifts, or favors that could compromise our judgment or create conflicts of interest. Employees are expected to disclose any personal, financial, or professional relationships that may create or appear to create conflicts of interest. Such disclosures will be handled confidentially and addressed appropriately. Conflicts of interest will not be allowed to sway our decision-making process. Transparent, accurate financial records will be maintained and made available for audit.

Employment Principles:

Anti-discrimination

We are committed to providing a workplace that is free from discrimination, harassment, and retaliation based on race, color, religion, sex, national origin, disability, age, or genetic information. We do not seek disclosure of personal information through improper questions and ensure that reasonable workplace changes are made for employees with disabilities.

Forced Labor

Proteos does not employ children or engage in any form of indentured or bonded labor. We also refuse to work with any companies that engage or promote such practices.

Wages and Benefits

Our employees are compensated with competitive industry and geographical pay rates, in addition to those prescribed by law. We offer a comprehensive compensation package that includes generous paid time off, medical and disability insurance, bereavement and parental leave, 401k plan with company match, and company stock awards.

Unions

In accordance with the National Labor Relations Act, Proteos respects the rights of employees to organize, join, or assist labor organizations for collective bargaining purposes. We do not interfere with their exercise of these rights, and we encourage open dialogue to improve employment conditions.

Health, Safety, and the Environment:

Protection of Health and Safety

We are committed to providing a safe and healthy workplace, adhering to all relevant occupational health and safety laws and regulations. We minimize the use of hazardous materials to the greatest extent possible and provide readily accessible safety data sheets for all chemicals used in the laboratories. Proteos maintains a comprehensive safety manual and training is conducted annually. Employees are expected to utilize proper personal protective equipment and report any safety concerns so they may be addressed in a timely manner.

Environmental protection and conservation

To the extent practical, we avoid the use of hazardous materials, and minimize waste through recycling and responsible waste management. Our operations comply with the Resource Conservation and Recovery Act (RCRA), local laws and regulations to prevent adverse effects on human health and the environment. Hazardous materials are disposed of using an RCRA licensed treatment, storage, disposal facility (TSDF).

Confidentiality:

Confidential information is strictly maintained, and data access is restricted on a need-to-know basis. Non-disclosure agreements are signed by employees to ensure the protection of sensitive information during and after employment. Our facilities are secured with card-key access to prevent unauthorized entry.

Financial:

Financial data is handled accurately and transparently, following generally accepted accounting principles (GAAP). Regular financial reviews help identify trends and address potential issues. We have a funds and securities transfer policy that requires out-of-band authentication for all transfer instructions, ensuring secure transactions.

Data Privacy and Protection:

Personally identifiable information is collected only as necessary for conducting business. Information is encrypted during transit and resides on a secure managed server with a dedicated IP address and URL, behind an appropriate firewall apparatus that ensures information protections that meet or exceed industry standards. Regular backups and security updates are performed to safeguard data, and access to information is restricted to authorized personnel only.

Cybersecurity:

Proteos personnel are required to review and acknowledge their understanding of our IT security controls prior to gaining access to our network. All employees must successfully pass an annual online information security training module as well as weekly cyber mini quizzes to keep them up to date on the latest threats. Employees are trained to identify and report phishing attempts or other potential cybersecurity threats.

By adhering to these ethical standards and principles, we ensure that Proteos maintains its commitment to integrity, professionalism, and excellence in all aspects of our business operations. Non-compliance with these principles may result in disciplinary action, including termination of employment or business relationships.