



Magnet Forensics Code of Conduct

1. Introduction.

We are committed to conducting business in an open and ethical manner. We accomplish this by creating a workplace built on the strength of trust, accountability, and good judgement in all our business practices. By integrating a Code of Conduct (the “Code”) within the culture of Magnet Forensics, we continue to strive to be a company that customers want to create relationships with and employees are proud to work for.

2. Eligibility.

The Code covers all employees, consultants, board members, vendors, and resellers of Magnet Forensics. The Code is a principle based framework that is not intended to capture all possible situations. If the question involves a matter of law, Magnet Forensics’ course of action is clear and unambiguous – we follow the law. For other situations, the principles of the Code will be applied to facts on a case by case basis. Failure of consultants, vendors, or resellers to follow the Code may result in termination of their relationship with Magnet Forensics. Likewise, any violation of the Code by an employee or board member may result in disciplinary action, including but not limited to termination. When reading the Code, please keep in mind that expectations and requirements that reference employees equally apply to consultants, board members, vendors, and resellers of Magnet Forensics.

3. Conduct Towards Each Other.

Our employees are our number one priority at Magnet Forensics and we are fully committed to a supportive and respectful work environment for all employees. Magnet Forensics prohibits retaliation against employees who in good faith report or participate in an investigation of a possible violation of our Code. Each employee is expected to ensure they create and maintain a workplace free of harassment, intimidation, and bias. If employees believe they are being subject to harassment, intimidation, bias, or retaliation, reach out to HR right away. Employee reports will be kept confidential to the greatest extent possible.

a. Respect within the Workplace

We strictly prohibit discrimination or harassment of any kind, including sexual harassment, discrimination or harassment based on race, color, creed, place of origin, ethnic origin, religious belief, citizenship, sex, sexual orientation, age, marital status, family status, disability, veteran status and receipt of public assistance. We will make all reasonable accommodations regarding the needs of persons with disabilities and Magnet Forensics will ensure the accommodation is respectful of privacy, autonomy and integration.

b. Safe Work Environment

We are committed to maintaining a work environment free of workplace hazards and violence within the workplace. All employees will be educated around what health and safety risks may be in a work environment and how to deal with them.

c. Avoid Conflict of Interest

In working for Magnet Forensics, employees have an obligation to always do what is best for the company and our customers. Each employee is expected to identify any personal interest that could come into conflict with the interests at Magnet Forensics at an early stage so the appropriate measures can be put in place. Sometimes a situation that previously didn’t present a conflict of interest may develop into one. Examples of conflict of interest include working with a competitor of Magnet Forensics, doing business with relatives (either through vendor arrangements or offer them employment directly at Magnet Forensics), romantic relationships with a co-worker or vendor. If employees have any questions on a conflict of interest situation, please consult HR or our General Counsel for further guidance.



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4. Conduct in Our Work.

We are committed to: (i) abiding by all applicable laws within the regions where we employ and do business, (ii) protecting our assets, (iii) utilizing strong business practices, (iv) preserving confidentiality, and (v) appropriate behavior of employees.

a. Adhering to applicable laws

Employees are expected to be familiar with and follow all laws applicable to Magnet Forensics. Some laws can easily be violated unintentionally, so they're summarized below:

- *Competition Laws.* Competition laws exist to ensure free and open competition and protect consumers. Examples of prohibited conduct include but are not limited to:
 - agreements with competitors or resellers to fix prices, restrict sales, etc.;
 - abuse of market dominant position to unfairly disadvantage competitors; or
 - misleading consumers.
- *Anti-Bribery Laws.* We conduct business in an ethical manner. Do not bribe anybody, at any time for any reason. Magnet Forensics does not allow improper payments or other gifts (bribes, kickbacks, or other payments/gifts to influence business decisions) to government officials, customers, vendors or other third parties. This prohibition applies not only to direct payments, but extends also to indirect payments made in any form through consultants or other third parties.
- *International Trade Regulations and Export Controls.* Magnet Forensics complies with international trade regulations and export controls. Depending on the destination and nature of our products, the export of our products may be subject to export control regulations and trade sanctions. These restrictions either prohibit trade, prohibit export, require a license or the notification of authorities. Non-compliance with international trade regulations exposes individuals, as well as Magnet Forensics, to substantial fines, denial of export privileges and imprisonment.

b. Intellectual Property and Confidential Information

Magnet Forensics is dependent on its confidential information and intellectual property for its competitive advantage and unique position in the marketplace.

Intellectual property is comprised of inventions, patents, trade secrets, copyrights and trademarks – the assets that are the basis of advancements in our technology and business practices. The intellectual property we develop for Magnet Forensics, belongs to the company. We must be diligent in identifying it, taking the appropriate steps in protecting it, and making sure it is used only for the benefit of Magnet Forensics.

Confidential information includes non-public information about the business of Magnet Forensics such as technical know-how related to our products, product development roadmap and other business plans, employee information, customer lists, financial information and software source code. If employees are disclosing confidential information to a third-party they must sign a Magnet Forensics Non-Disclosure Agreement with such third party that properly covers the discussions. All employees are expected to take steps to ensure this kind of information is kept confidential and is not improperly disclosed to people outside the company - even after employment ceases with Magnet Forensics.

c. Protecting Company Property

Employees at Magnet Forensics are provided with access to company property such as computers, software, networks, etc. Employees are asked to use this property for legitimate business use only and not for personal gain. To learn more about this topic please review the Magnet Forensics Security Policy.

d. Email, Internet and Social Media

The inappropriate use of email, internet and social media may have legal implications on Magnet Forensics. It is expected that all employees utilize email, internet and social media in accordance with the values of Magnet Forensics Code of Conduct and that they abide by the Magnet Forensics Security Policy.

e. Accepting gifts from our resellers and vendors

Occasionally when dealing with resellers and vendors our employees are offered gifts. Employees are expected to exercise good judgement regarding the appropriateness of gifts and if uncertain then they need to speak with their manager. Establishment of a business relationship, selection of a vendor or negotiation of a business transaction should not be dependent upon or influenced by gifts.

f. Ensuring Financial Integrity and Responsibility

Magnet Forensics focuses on being a fiscally responsible company and as part of this we ask our employees to use good judgement when they are spending money on Magnet Forensics behalf. Managers are responsible for all money spent and expenses that are incurred by their direct reports, and should carefully review such spending and expenses before approving.

When employees are working with vendors, adequate due diligence must be completed demonstrating that the vendor is providing the best value to Magnet Forensics. All vendor transactions require a signed contract that has been reviewed by our General Counsel.

g. Substance Use within the Organization

Magnet Forensics is flexible around the consumption of alcohol at the office, company events and celebrations. Even though Magnet Forensics may provide alcohol at the office and company sponsored events, the expectation is that employees who consume, do so in a responsible manner and behave appropriately.

In certain areas of Canada, US and Europe marijuana consumption for recreational use has been legalized. Even though this may be the case within your region, Magnet Forensics will not tolerate drug use within the work environment, unless required for medical purposes. In cases of medical requirements or substance addictions, the employee will be expected to inform the HR Department and work through the appropriate accommodation plan.

Any indication of drug or alcohol impairment of an employee during working hours which could hinder the individual from completing their respective job or put other employees' safety at risk, will not be tolerated. Any employees who are suspected of impairment related to drugs or alcohol within the work environment will be safely sent home with pay. In some cases, progressive disciplinary actions may be taken, up to and including termination.

5. Conclusion.

Sustaining a workplace focused on trust, accountability, and good judgement requires every employee to do their job in a manner consistent with the Code. Together we can continue to build a successful company that we're all proud of. If employees have questions, suggestions or need to report a violation contact HR or our General Counsel.