

the TTI FAMILY
of SPECIALISTS



2026 GLOBAL CODE OF CONDUCT & ETHICS



the **TTI FAMILY**
of **SPECIALISTS**



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OUR DRIVE FOR ETHICS IS THE DIFFERENCE WE MAKE...

Founder, Paul Andrews, started TTI based on Honesty, Integrity, and Accountability. We continue Mr. Andrews legacy by upholding high ethical standards from our suppliers, customers, and stakeholders, but primarily from within ourselves as employees.

Our success is dependent on the trust and confidence we earn from our suppliers, customers, our parent company, Berkshire Hathaway, and other stakeholders. We gain credibility by adhering to our commitments, displaying honesty and integrity, and reaching company goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions.

We all deserve to work in an environment where we are treated with dignity and respect. We are committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success.

If you feel unsure if a decision or action is ethical, reach out to your local Compliance team and they will support you. Compliance is a team sport... The better components work together, the better the outcome and we are all better together!

Throughout a handful of interviews, you were hand-picked. Maybe it was because you had the most experience or education, the most impressive resume, or you were the brightest.

However, you were hired because we believe you share our goal of ethical excellence.

Throughout this Global Code of Conduct and Ethics, you will find the components that make our company the success that it has been for over 50 years.

Sincerely,



Michael Morton
CEO



PRESS RELEASE

14 December 2006

For Immediate Release



BE YOUR OWN COMPLIANCE OFFICER

If you see something, say something. Warren Buffett has a strategy for this, which he calls the "Newspaper Test."

How would I feel if my action were reported the following day in the local newspaper and read by my family, friends, and neighbors?"

Buffett's bottom line:

If a decision or action passes this test, it's OK. If it doesn't, it's not.

EXTRA! EXTRA!

WHY DO WE HAVE A GLOBAL CODE OF CONDUCT AND ETHICS?

This Global Code of Conduct and Ethics (“Code”) sets the ground rules for acceptable and unacceptable behavior. The Code provides us with basic standards of what is ethical and legal and helps us prevent and detect wrongdoing. However, we believe in going above and beyond the basics. We are committed to compliance, which is why we make sure everyone can easily report suspected unethical or illegal actions.



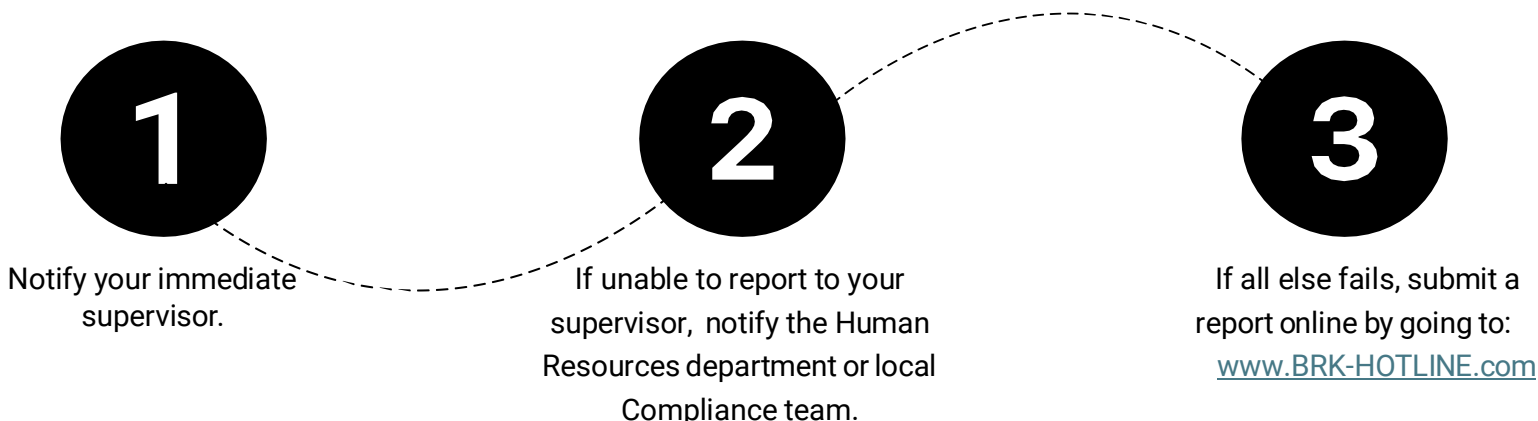
WHY DOES IT MATTER TO US?

A decision to act unethically can damage our reputation, it also puts a strain on relationships with colleagues and business partners. Conducting ourselves ethically builds trust and increases job performance and job satisfaction! When we have trust in ourselves and each other, we see a higher level of overall morale. With an atmosphere of trust and mutual respect, we have a better sense of job security and protection from potential legal problems.

EXPECTATIONS

- Be your own Compliance Officer, Act with Integrity, & **Do the Right Thing** always.
- Comply with the principles and requirements set forth in this Code.
- When in doubt, ask someone. The Compliance team is here to support you!
- Be the voice of compliance and report suspected misconduct.

You can submit a report in several ways



Europe has an additional reporting option.

<https://www.ttieurope.com/content/ttieurope/en/contact-us/whistleblowing.html>



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The Business Component

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WHAT IS A CONFLICT OF INTEREST?

A Conflict of Interest is a situation when personal goals may affect a person's ability to do their job fairly and in a professional way.

Self-dealing, in which company interests and private interests collide.

Family interests, in which a spouse, child, or other close relative is employed (or applies for employment) or where goods or services are purchased by us from a relative or a firm controlled by a relative.

Accepting gifts from a business partner.

Question

My wife's company wants to become a vendor for TTI. I think it would benefit our company as well as my wife's company. Is this a conflict of interest?

Answer

Possibly. If you are involved in the vendor selection process it could appear to be a conflict of interest. If this is the case, you should report the situation to your manager and remove yourself from the decision-making process. But regardless of your role, it is best to make this information known to your manager.

EXPECTATIONS

- Immediately disclose potential conflicts of interest to management as soon as you are aware of them.
- If possible do not make the decision alone. Write out the company interests and possible conflicts and talk it over with your manager.
- Avoid relationships or activities that might impair, or appear to impair, your ability to make fair and ethical decisions when performing your job.
- Never use our company property or information for personal gain.

Question

I just learned that my company is going to purchase Flying Nemo, Inc. I want to purchase stock in Flying Nemo because I know it will go up as soon as the purchase is complete. Is this a conflict of interest?

Answer

Yes! Not only is this a conflict of interest, but it is also insider trading (which is illegal).

WHY DOES IT MATTER TO US?

Conflicts of interest can occur when we let our personal interests (family, friendships, financial, or social factors) compromise our judgment, decisions, and/or actions at work. This can lead to disciplinary actions up to and including termination, but in extreme circumstances, it can lead to legal issues for the persons involved.

Question

I have been asked to find a new cleaning service for our building. I have interviewed several companies but have not yet made a decision. One company sent me a very expensive clock to display in our office. Is this a conflict of interest?

Answer

Only if you accept it. Politely thank them for the offer, and firmly decline the gift. Not all gifts cause a conflict of interest, but in this case, you were given this gift to encourage you to hire their company.

WHAT IS OUR RESPONSIBILITY IN PREVENTING COUNTERFEIT PARTS?

To protect our operations, customers, employees, and reputation, we are committed to preventing the introduction of counterfeit, fraudulent, or suspect parts into our supply chain, products, or services. Each of us is responsible for speaking up, taking action, and helping protect the integrity of our products and supply chain.

Counterfeit parts include, but are not limited to:

- Parts that are misrepresented as to their origin, quality, certification, performance, or material.
- Parts that have been altered, refurbished, or used but presented as new.
- Items that are unauthorized copies, imitations, or substitutions.
- Components with fraudulent documentation, labeling, or serial numbers.

WHY DOES IT MATTER TO US?

Counterfeit parts threaten the safety, reliability, and performance of our products, create financial and operational risks, undermine customer trust, and can expose the company to legal or compliance violations. Preventing counterfeit parts protects our customers, our brand, and the integrity of our work.

EXPECTATIONS

- Use only approved suppliers and channels when obtaining parts, materials, or components. We prioritize sourcing directly from the manufacturers we are authorized to work with, followed by their approved distributors. Any purchase outside these authorized channels requires prior customer and supplier approval.
- Never ignore information that could indicate a part is counterfeit.
- Report any suspected counterfeit items immediately through established reporting channels.
- Take personal responsibility for helping maintain the integrity of our supply chain and products.

Question

We have an urgent customer need, and the authorized distributor is out of stock. Can I buy from another source to avoid delays?

Answer

Not without approval. If authorized channels cannot fulfill the need, you must escalate and obtain approval from both the customer and product team before purchasing from any other source. This ensures traceability and prevents counterfeit risk.

WHAT IS ANTITRUST/COMPETITION LAWS?

The intent of Antitrust laws is to protect and promote competition within all sectors of the economy. They do this by prohibiting companies from rigging bids, fixing market prices, allocating or boycotting customers, etc.

We are committed to fair and ethical competition, as we sell products based on their quality, functionality, and competitive pricing. Our relationships with business partners are built upon trust and mutual benefits compliant with competition law.

WHY DOES IT MATTER TO US?

The consequences of an antitrust violation are very serious, both for our company and for any employee who committed the violation. Repercussions can include disciplinary action, up to and including termination of employment, but can also result in legal action for all persons involved. Our reputation can be irreparably damaged, and the penalties for antitrust violations are very high.

EXPECTATIONS

- Do not improperly cooperate or coordinate activities with our competitors.
- Never share information on prices, market share, customers, or any other sensitive competitive information with business partners.
- Comply with competition and antitrust laws.
- Do not use knowledge of business secrets, business strategies, customer lists, information on pricing or bidding, or any other non-public information you gained from your former job.

The VP of Sales at Circuit Board Circus, Inc. offers to sell their top-selling circuit boards to us exclusively IF we agree to stop buying from their competitor.

This is called Boycotting, and it violates Antitrust/Competition laws.



WHAT ARE TRADE SANCTIONS AND EMBARGOES?

Sanctions and embargoes are when countries make rules to restrict their dealings with other countries. Sanctions usually limit trade and money transactions, while embargoes completely stop trade. These rules are used to show disapproval or pressure a country to change its actions or policies. For additional information see the 130:12 TTI Prohibited Business Practices Policy.

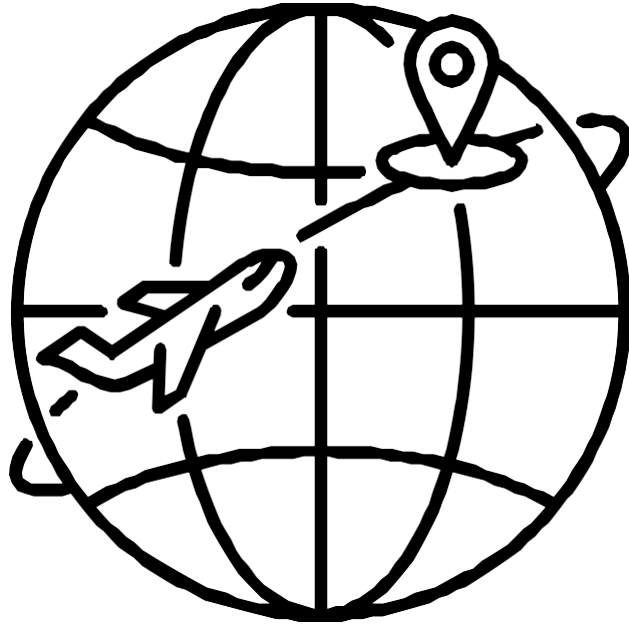
Sanction	Embargo
Affects specific sectors, individuals, or entities	Affects all sectors and often the entire country
Goal is to change specific policies or actions of a country or entity	Goal is to isolate and exert maximum pressure on a country or entity
Can be short-term or long-term	Usually imposed for extended periods of time
Limited economic impact	Widespread and significant economic impact
Governed by various international, regional and national legal frameworks	Often imposed through international consensus, such as United Nations

WHY DOES IT MATTER TO US?

We have customers and vendors all over the world. It is our responsibility to observe all national and international laws that apply to our global business operations. Complying with international trade laws and regulations as well as ensuring we are following export and import controls is a challenge we face daily. Violating these laws can have serious consequences, including significant fines and/or imprisonment.

EXPECTATIONS

- If you are in doubt about legal requirements or have suspicions about a business partner, reach out to your local compliance team.
- If your position requires that you are aware of current sanctions and embargoes, make sure to review online training materials, participate in live training, and read local and international news.
- Do not engage with sanctioned entities or individuals.



WHAT ARE IMPORT AND EXPORT CONTROLS?

Export and import controls are country-based rules implemented to manage which products and technologies can move around the world freely. Domestic and international rules control the flow of goods, information, services, and money across borders—whether shipped or hand-carried.

These export and import control rules exist for purposes of national security, public health, and promoting foreign policy objectives.

WHY DOES IT MATTER TO US?

We have customers and vendors all over the world. It is our responsibility to observe all national and international laws that apply to our global business operations. Complying with international trade laws and regulations as well as ensuring we are following export and import controls is a challenge we face daily. Violating these laws can have serious consequences, including significant fines and/or imprisonment.

EXPECTATIONS

Commit to complying with all applicable trade controls, restrictions, sanctions, and import-export embargoes.

WHAT ARE ANTI-BRIBERY AND ANTI-CORRUPTION LAWS?

Anti-bribery laws prevent people and organizations from attempting to bribe others, while anti-corruption laws prevent public officials from accepting those bribes. Anti-corruption laws contribute to fair competition.

WHY DOES IT MATTER TO US?

Anti-bribery and Anti-corruption laws ensure that we maintain a business environment of trust, accountability, and transparency. It is simply not fair competition if a customer enters into a business relationship with a company that offers money, gifts, or other benefits. We are proud of our customer service and the long-lasting and trustful business relationships. It would be a tremendous disadvantage if a customer chose a competitor over us because they were influenced by personal advantages.

EXPECTATIONS

- Be even more careful when interacting with government officials or employees of companies that are state-owned.
- Do not give government officials or employees of companies that are state-owned any form of payment that may be considered a bribe that is intended to expedite a process, also known as facilitation payments.
- Be aware that corruption is a crime, and you may be liable to prosecution. Note that even the attempt is a crime even if the other party denies the offer of money, gifts, or other benefits. Do not participate in any form of corruption or behavior that harms a competitor's credibility.
- Do not offer or solicit improper payments or gratuities or engage or assist in unlawful boycotts of vendors or customers.
- Do not hold back maliciously, unlawfully, or unduly payments towards our partners. Report bribery & corruption concerns to your manager immediately.

WHAT IS INSIDER TRADING?

Insider trading means the trading of public companies' stocks and other assets on stock markets using secret information. Note: Insider trading can be relevant when it comes to buying or selling shares of Berkshire Hathaway.

WHY DOES IT MATTER TO US?

Insider trading damages our integrity, destroys parent company and business partner trust in us, and compromises financial market integrity. Insider trading is also against the law. When it occurs, both the insider who provided the information and anyone acting on the inside information can be liable for civil and criminal penalties, including imprisonment.

EXPECTATIONS

If you have insider information about Berkshire Hathaway or one of its subsidiaries that is non-public and could affect the market value of one of the companies, do not buy or sell shares.

Take extra care outside of the office such as trade shows or social events.



A CEO of a publicly traded company accidentally tells their hairdresser about the company's quarterly earnings while getting a haircut. If the hairdresser uses this information and purchases stocks before prices rise, that is considered illegal insider trading, and the authorities may take action.

WHAT IS MONEY LAUNDERING AND TERRORISM FINANCING?

Money laundering is the illegal process of making money, generated by criminal activity, appear to have come from a legitimate source. Terrorist financing is the means and methods used by terrorist organizations to finance their activities. This money can come from money laundering but may also come from legitimate sources, for example, from business profits and charitable organizations, or from illegal activities including money laundering, trafficking in weapons, drugs, or people, or kidnapping.

WHY DOES IT MATTER TO US?

Traders of goods are obligated to adhere to anti- money laundering regulations to prevent their operations from becoming unwitting vehicles for money laundering and terrorism financing. These regulations uphold financial transparency, deter criminal behavior, and maintain the credibility and ethical standing of businesses within the industry.

The estimated amount of money laundered globally in one year is \$800 billion to \$2 trillion USD. Money laundering often accompanies activities like smuggling, illegal arms sales, embezzlement, insider trading, bribery, and computer fraud schemes. It's also common with organized crime including human, arms, drug trafficking, or kidnapping.

EXPECTATIONS

- Only conduct business with persons or entities who share our commitment to legal compliance and whose funds have a legal source.
- Conduct reasonable due diligence on persons or entities to ensure they are engaged in legitimate business activity.
- Look for red flags:
 - Secretive or evasive about identifying information
 - Suspicious business information
 - Questionable source of funds
 - Politically Exposed Person (PEP)
 - Presence on Sanctions lists or adverse media

WHAT STANDARDS DO WE APPLY TO INTERMEDIARIES?

Intermediaries are any agent, consultant, representative, sales agent, reseller, distributor, joint venture, customs/import broker, freight forwarder, contractor or other third party. We only conduct business with intermediaries that comply with all applicable legal requirements. This includes regulations and guidelines relating to labor, employment, environment, health, and safety. We require all intermediaries to apply the standards we defined in our Supplier Code of Conduct.

We conduct reasonable risk-based due diligence to ensure that potential intermediaries have a record of engaging in ethical business practices and afterwards, continues to act consistently with our Supplier Code of Conduct. What is important is that you are paying them to do something on your behalf in a manner that is consistent with our corporate behavior and values.

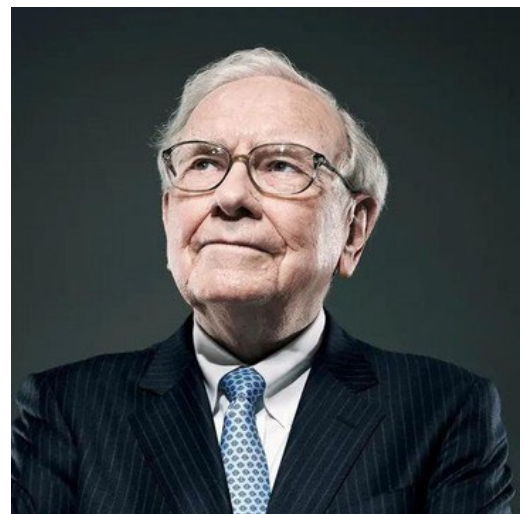
WHY DOES IT MATTER TO US?

It is important for us to be aware of common risk factors that intermediaries may present. If they don't follow laws, it could come back on us: we may lose customers, suppliers, and profits, but most importantly it could damage our integrity and reputation.

EXPECTATIONS

- If you know something, say something. If you are aware of or suspect questionable ethics, **SPEAK UP!** Tell your supervisor or manager. Report it to your local Compliance team.
- When applicable, evaluate the intermediary risk.

“ . . . Lose money for the firm and I will be understanding.
Lose a shred of reputation for the firm and I will be ruthless.”



WARREN BUFFETT

WHAT GIFTS OR OTHER BENEFITS MAY BE ACCEPTED FROM INTERMEDIARIES?

Gifts or benefits of reasonable value are commonly used as a mark of friendship and goodwill to strengthen working relationships among intermediaries. Giving gifts or benefits of high value may influence another person's decision. This can be interpreted as a bribe or a conflict of interest.

WHY DOES IT MATTER TO US?

We do not want to give the appearance of unfair business conduct. Accepting gifts or benefits of a small value can be considered a common courtesy. Accepting larger or inappropriate gifts or entertainment can compromise our ability to make objective business decisions. The Foreign Corrupt Practices Act (FCPA) prohibits the corrupt offering, paying, promising to pay, or authorizing payment of any money or anything of value intended to influence a foreign official or gain an improper advantage. Acceptable gifts are always given openly and transparently and is properly recorded.

Examples of inappropriate gifts include, but are not limited to:

- Money in any form (cash, check, wire, vouchers, prepaid cards, etc.)
- Lavish entertainment
- Vacations
- Sales at less than market value
- Purchases at above-market rates
- Donations to charity
- Scholarships for family members
- Kickbacks (rewards for making business arrangements)
- Gifts that are very large in price from a person or organization we want to do business with.



EXPECTATIONS

- Do not accept or give inappropriate gifts or benefits.
- Follow local Travel & Entertainment policies and procedures.
- If you are unsure if a gift is inappropriate, just ask your supervisor or manager.

For additional information see the 130:12 TTI Prohibited Business Practices Policy



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The Human Component

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HOW DO WE ENSURE FAIR WORKING CONDITIONS?

We are committed to the fair treatment of all individuals. We respect and follow all local labor laws, where applicable. We also honor international human rights and labor standards by prohibiting:

- Bonded, compulsory, forced, child, or slave labor
- Human trafficking
- Discrimination and harassment
- Excessive working hours
- Unethical hiring
- Any form of physical punishment or abuse

WHY DOES IT MATTER TO US?

It is essential that we follow these standards to ensure freedom and dignity for all. It is also important that we understand our rights and our responsibilities to promote a safe and healthy work environment as well as make a difference in our local communities. We are encouraged to volunteer and donate to local charities and causes.

EXPECTATIONS

- Immediately report actual or suspected violations of the Labor and Human Rights Policy.
- Conduct business with integrity, honesty, and fairness.
- Do not engage or be complicit in any unethical activity including those listed above.
- For additional information, see Policy 128: Global Labor and Human Rights Policy and Policy 135: Global Combatting Modern Slavery and Human Trafficking Policy.

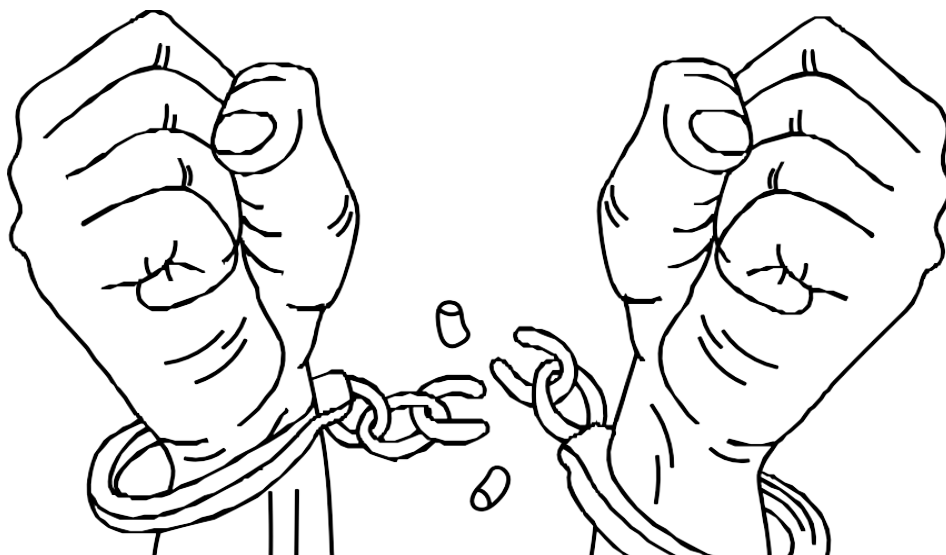
Employees may report concerns anonymously via the Berkshire Hathaway Ethics Hotline via a toll-free hotline or by submitting a report online.

In addition, the U.S. Government has a Global Human Trafficking Hotline that can be reached by phone at 1-888-373-7888, by texting HELP to 233733 (BEFREE) and by email at help@humantraffickinghotline.org.

For reporting modern slavery violations in Australia, please utilize the Anti-Slavery Australia Hotline at (02) 9514 8115.

For reporting modern slavery violations in the UK, please utilize the Modern Slavery Helpline at 08000 121 700.

Employees are provided protection from retaliation for whistleblowing on alleged slavery and human trafficking violations.



HOW DO WE MAKE SURE EVERYONE FEELS SAFE AND ACCEPTED AT WORK?

By providing a diverse and inclusive environment! We do not tolerate any form of discrimination or harassment against employees, customers, or suppliers based on race, color, gender, age, language, religion, national or social origin, sexual orientation, disability, or any other class or status protected by applicable country, state/providence or local law.

WHY DOES IT MATTER TO US?

It is very important that we all work together to prevent workplace violence, harassment, and discrimination by supporting one another and embracing our differences. We are a global company, and with that comes a lot of cultural differences. We are all encouraged to learn about each other!

It is also important to look out for yourself. Contact your Human Resources department for resources available to you.

EXPECTATIONS

- Conduct work in a safe and efficient manner.
- Do not act in unacceptable behavior such as being disorderly, disrespectful, or disruptive. This includes fighting, using obscene, vulgar, insulting, abusive, or threatening language or gestures, telling inappropriate jokes, racial slurs or sexual comments; being insubordinate; falsifying any company information such as employment records, expense reports, accounts, time records, etc.; stealing, destroying, abusing or damaging our property, tools or equipment or the property of another employee, supplier, customer or other individual; unauthorized use of our computer systems; violation of company policy or procedures; or any other breach of appropriate business standards and conduct.
- Ensure all your business decisions are based on lawful, non-discriminatory criteria.
- Respect your physical and mental health! Make those check-up appointments with your doctor. Use your vacation and holiday time and let yourself unwind. And definitely stay home when you are not feeling well.
- Take into account that people think and act differently depending on their background. Take the time to learn about each other's differences.
- If you find something offensive, first assume that the other person does not mean to offend you. Especially if they don't speak in your native language, they may use the wrong words or the wrong tone.
- Immediately report suspected discrimination and/or harassment.



**BE RESPECTFUL
AND
COURTEOUS TO OTHERS**

WHAT IS THE OPEN DOOR POLICY?

An Open Door Policy encourages open and honest communication where managers can be approached directly with concerns, feedback, or ideas for improvement. It also promotes a work culture of trust, honesty, integrity and mutual respect.

WHY DOES IT MATTER TO US?

By promoting internal communication minor challenges can be caught and corrected before they become big problems! It is the first line of communication when it comes to reporting potential unethical behavior.

EXPECTATIONS

- Ask for help or feedback.
- Ask questions when you are unsure.
- Talk to your manager when you have a complaint or concern and raise awareness of potential problems.
- Make suggestions for change & help us continue to grow!

“I told my immediate supervisor 2 weeks ago about a concern I had about a coworker’s questionable behavior. I’m not getting a response, what should I do?”

“The next suggested step is to go to their supervisor. You can also contact your local Human Resources Department, the VP of Human Resources or the SVP, Chief Administrative Officer. ”

“Won’t that make my supervisor mad? What if they start treating me badly?”

“That is called retaliation, and we do not tolerate it. If you feel you are being treated differently because of a complaint, report it the same way you would report anything else. If you are worried about making a complaint or letting someone know of a concern, contact a supervisor or Human Resources manager you are comfortable with and talk to them about how you feel.

Don’t forget you have Corporate Support too!

If you still feel uneasy after talking with someone you can always report anonymously through the BRK Ethics Hotline.”



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The Information and Data Component

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WHAT IS CONFIDENTIAL INFORMATION?

Confidential Information is all information of a business or technical nature which is not generally known to our competitors, suppliers or the public at large about our business, customers, suppliers, products, technology, matters relating to specific computer programs and applications, and financial information or other matters relating to our business. This includes information provided by customers, suppliers, consultants and information contained in non-disclosure agreements and other contracts signed by us.

WHY DOES IT MATTER TO US?

Confidential Information must be protected under US and international law, and under the provisions of contracts to which we are a party. Our customers and suppliers rely on us to protect the Confidential Information they share with us. If Confidential Information is leaked or distributed, it could cause our company financial loss and harm our reputation. Personally, sharing Confidential Information puts us at risk for fraud or identity theft.

EXPECTATIONS

- Use Confidential Information for business purposes only. Do not use Confidential Information for personal gain.
- Do not use or disclose Confidential Information without written approval except in connection with your duties.
- Do not discuss Confidential Information with friends, relatives, coworkers who do not need to know, or in public.
- Use strong and unique passwords.
- Lock your computer when you are away from your desk.



WHAT IS INFORMATION SECURITY?

Information security refers to policies, processes, and tools designed to protect sensitive business information and data assets from unauthorized access. There are three core aspects of information security:

Confidentiality

Only authorized individuals can access data and information assets.

Integrity

Data should be intact, accurate, and complete, and IT systems must be kept operational.

Availability

Users should be able to access information or systems when needed.

WHY DOES IT MATTER TO US?

Following the Code and internal policies will help us not to fall for malicious attacks. It will prevent the loss of data and sensitive business information to unauthorized parties and damage to our IT infrastructure. Therefore, it helps us keep the positive reputation of a careful and responsive company.

EXPECTATIONS

- Be accountable for your IT assets and data.
- Use good judgment. Immediately report suspicious activities or emails. When away from your laptop, computer, or other devices lock them.
- Don't discuss sensitive information in a public place.
- Make sure your devices are up to date regarding protection software.



WHAT IS DATA PRIVACY/DATA PROTECTION?

Data protection is the process of protecting sensitive information, including Intellectual Property, from damage, loss, theft, or corruption. Most data protection strategies have three key focuses:

Data security – Protecting data from malicious or accidental damage.

Data availability – Quickly restoring data in the event of damage or loss.

Access control – Ensuring data is accessible to those who actually need it, and not to anyone else.

WHY DOES IT MATTER TO US?

We increasingly depend on data, and even a short period of downtime or a small amount of data loss can have major consequences on business. We all share the responsibility for safeguarding our data and assets. This includes protecting our property against theft, loss, damage, abuse, and unauthorized use. Among the most valuable assets is “Intellectual Property,” which can include our trade secrets, brands, logos, trademarks and copyrights; business and marketing plans; engineering and manufacturing ideas, designs, databases, records, salary information; and any unpublished financial data and reports. If we fail to protect our data, it can cause financial loss or the loss of our reputation and customer trust.



EXPECTATIONS

- Ensure the protection of all data related to your colleagues and business partners.
- Do not access, collect, store, process, or share personal data without proper authorization. Do not use our information technology and systems for activities that are harmful, unlawful, unethical, or otherwise contrary to the Code.
- To maintain the security of our data and IT systems, only use approved Generative Artificial Intelligence (GenAI) applications. Company credentials, such as email addresses should not be used as login data to publicly available GenAI applications or shared in a GenAI prompt.
- Suspicious activity related to GenAI technology should be reported to IT Security immediately.

WHAT IS CYBERSECURITY?

Cybersecurity is the art of protecting networks, devices, and data from unauthorized access or criminal use and the practice of ensuring confidentiality, integrity, and availability of information.

WHY DOES IT MATTER TO US?

Cybersecurity minimizes security risks and often includes behavioral and technical instructions to ensure maximum protection from cybersecurity incidents, such as virus infection or ransomware.

Cybersecurity training helps us understand the importance of data privacy, as well as how to identify and respond to potential threats. Training ensures that we know and follow company policies related to data protection.

EXPECTATIONS

- Review and keep updated on your local IT department policies.
- Keep your personal information private.
- Avoid sharing your name, address, telephone number, birthday, and passwords when using the internet.
- Think twice before you post or say anything online; once it is in cyberspace, it's out there forever.

WHAT IS RECORDS MANAGEMENT?

Record management refers to the systematic organization, storage, and maintenance of documents, files, and information throughout their lifecycle. It involves processes for creation, classification, retention, retrieval, and secure disposal of records to ensure compliance, efficiency, and effective information management.

WHY DOES IT MATTER TO US?

Record management helps us maintain accurate records, facilitate decision-making, and meet legal and regulatory requirements.

EXPECTATIONS

Review and keep up to date on your local IT retention policies.





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The Reporting Component

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HOW ARE COMPLAINTS AND REPORTS HANDLED?

We intend to handle complaints and reports by conducting investigations to ensure we have a safe, healthful, ethical, and honest working environment free of harassment or intimidation for all employees. We take measures to ensure compliance with laws, regulations, and internal policies by investigating all non-compliance.

The purpose of an investigation is to determine what violation, if any, took place and to determine the appropriate corrective action needed to be implemented to prevent a recurrence.

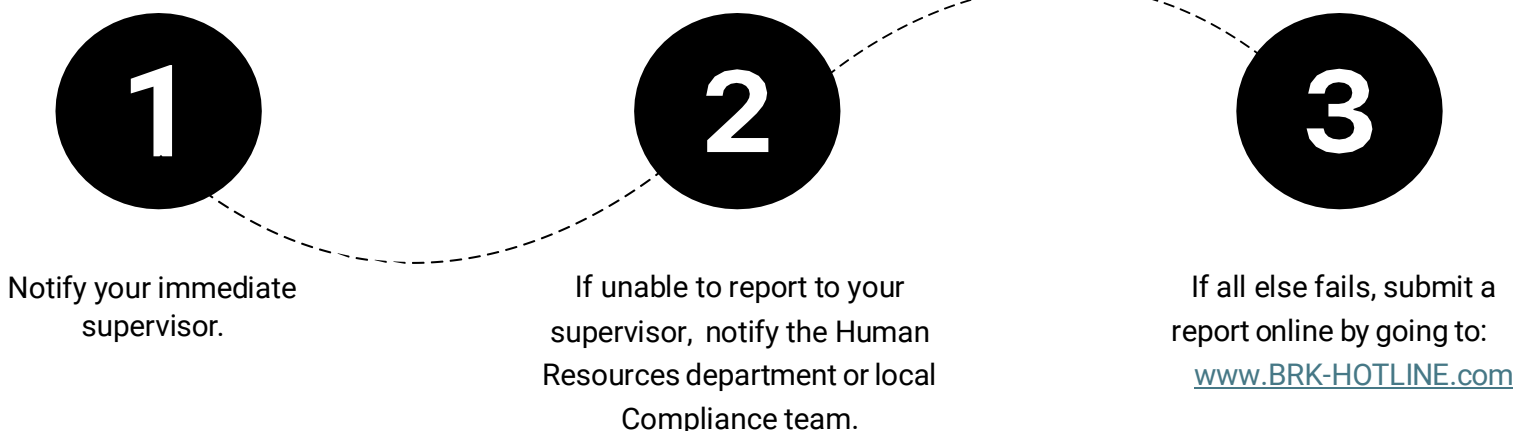
WHY DOES IT MATTER TO US?

Issuing a complaint or a report allows us a chance to improve internal processes and correct individual and business conduct. We should all understand the importance of investigations, so we know what to expect and how to help in the event of an incident.

EXPECTATIONS

- Review and keep updated on local investigation and whistleblower policies.
- If you see something, say something. Report any concerns about unethical behavior to your local compliance team.
- Fully and honestly comply with investigations.

You can submit a report in several ways



Europe has an additional reporting option.

<https://www.ttieurope.com/content/ttieurope/en/contact-us/whistleblowing.html>

For additional information see the 130:12 TTI Prohibited Business Practices Policy

WHAT ABOUT RETALIATION?

Retaliation is much like revenge as they both include the act of 'getting even' with someone. An employer may not fire, demote, harass, or otherwise retaliate against an individual for submitting a complaint of discrimination, participating in a discrimination proceeding, or otherwise opposing discrimination.

WHY DOES IT MATTER TO US?

We take retaliation very seriously. The non-retaliation policy is in place to encourage and enable us to raise good faith concerns regarding ethical misconduct or illegal actions without the fear of retaliation.

EXPECTATIONS

- Speak up! If you see something, say something.
- If you suspect a retaliation situation is happening, report it immediately.



**JOHN ARCHER, CORPORATE SVP
CHIEF ADMINISTRATIVE AND
LEGAL OFFICER**

“ THE OPEN-DOOR POLICY GIVES EVERY EMPLOYEE A VOICE AND AN OPPORTUNITY TO BE HEARD. WE ENCOURAGE OPEN AND HONEST COMMUNICATION BETWEEN EMPLOYEES AT ALL LEVELS. ”



PAUL ANDREWS, FOUNDER

TTI Mission Statement

TTI INC. IS A SPECIALTY DISTRIBUTOR OF PASSIVE, INTERCONNECT, ELECTROMECHANICAL AND DISCRETE COMPONENTS THAT EXISTS TO ACCOMPLISH THREE MAJOR GOALS:

- BE THE MOST PREFERRED ELECTRONICS DISTRIBUTOR FOR OUR CUSTOMERS AND SUPPLIERS, DELIVERING THE RIGHT PARTS EXACTLY ON TIME
- EXCEED OUR INTERNAL AND EXTERNAL CUSTOMER REQUIREMENTS THROUGH CONTINUOUS IMPROVEMENT
- PROVIDE A HOME FOR HARDWORKING, DEDICATED, KNOWLEDGEABLE, AND ETHICAL PEOPLE WHO BELIEVE IN THIS COMPANY AND THIS PHILOSOPHY