Business Ethics Policy

Purpose

Business ethics refers to the set of moral principles and values that guide the behavior, decision-making processes, and practices of a business. It entails conducting business operations with integrity, honesty, and fairness, while considering the impact of our actions on stakeholders, employees, society, and the environment.

At Riveo Creative, ethical conduct is not only a legal obligation but a fundamental aspect of our identity and reputation. Our commitment to business ethics extends beyond compliance with laws and regulations.

This Business Ethics policy outlines not only our compliance with applicable laws and regulations, but our commitment to integrity and transparency. It provides guidelines for all employees, contractors, and stakeholders to ensure ethical behavior in all aspects of our operations.

Scope

This policy applies to all employees of Riveo Creative, including full-time, part-time, and temporary employees.

Policy

Compliance with Laws and Regulations

All individuals associated with Riveo Creative are expected to comply with local, national, and international laws and regulations applicable to their respective roles. This includes but is not limited to employment laws, intellectual property laws, privacy laws, and anti-corruption laws. Non-compliance may lead to disciplinary action, including termination and legal consequences.

Conflict of Interest

All employees and contractors must avoid any personal, financial, or professional interests that may compromise their obligations to Riveo Creative. If a conflict of interest arises, it should be promptly

disclosed to the appropriate authority. The company will evaluate each situation on a case-by-case basis, ensuring transparency and fairness.

Confidentiality and Data Protection

We acknowledge the importance of protecting confidential information and the privacy of our employees, customers, and business partners. Employees and contractors must handle proprietary information and personal data responsibly, accessing or disclosing it only on a need-to-know basis. Breaches of confidentiality may result in disciplinary action, including termination and legal consequences.

Fair Competition and Antitrust

Riveo Creative is committed to fair competition and compliance with antitrust laws. Employees and contractors must refrain from engaging in anti-competitive practices, such as price fixing, bid rigging, or market allocation agreements. Any suspected anti-competitive behavior must be reported to the appropriate authorities and Riveo Creative management.

Workplace Respect and Non-Discrimination

We foster an inclusive work environment where everyone is treated with respect and dignity. Discrimination or harassment based on race, color, religion, gender, sexual orientation, age, disability, or any other protected characteristic is strictly prohibited. All employees and contractors are responsible for promoting a positive and inclusive workplace culture.

Environmental Responsibility

Riveo Creative is committed to minimizing our environmental impact and promoting sustainable practices. Employees and contractors are encouraged to conserve resources, reduce waste, and participate in eco-friendly initiatives. Compliance with applicable environmental laws and regulations is mandatory, and any environmental concerns should be reported promptly.

Supplier and Business Partner Relations

We strive to collaborate with suppliers and business partners who uphold high ethical standards, fair labor practices, and environmental responsibility. Transparent and fair business relationships are paramount, based on mutual respect and shared ethical principles.

Reporting Violations and Whistleblower Protection

Riveo Creative encourages employees and contractors to report any known or suspected violations of this Business Ethics policy or any illegal activities. Reports should be made to a supervisor, Human Resources, or through our designated reporting channels. Whistleblowers will be protected from retaliation, and the company will conduct a thorough investigation of reported concerns.

Policy Violations and Consequences

Violations of this Business Ethics policy may result in disciplinary action, up to and including termination of employment or contract. The severity of the violation, its impact on Riveo Creative and stakeholders, and any applicable laws or regulations will be considered when determining appropriate consequences.

Point of Contact

For questions or concerns regarding this policy, please contact Elin Barton at ebarton@riveocreative.com.

Conclusion

By adhering to this Business Ethics policy, we demonstrate our unwavering commitment to responsible business practices, ethical decision-making, and the long-term success of Riveo Creative. All employees and contractors have a responsibility to familiarize themselves with this policy, seek guidance when needed, and act in accordance with its principles.

Disclaimer

Riveo Creative reserves the right to update or amend this policy and will notify all employees via email communication.