



## Code of Conduct

## Founder's Message

TTEK is a company that specializes in developing and deploying technology and services for the optimization of customs and border processing. Headquartered in Barbados, we promote a fusion of leading-edge products with operational and academic subject matter expertise to help assist nations with modernizing their border processing systems and methodologies.

At TTEK, we value delivering on our corporate objectives in accordance with the highest professional and ethical standards. Our approach to the international consulting and technology development industry is rooted in our five core values of Integrity, Agility, Fearlessness, Perseverance and Trust. These values not only drive our direction and decision-making, but they also guide the actions of our executive team, employees and associates. We believe that a company can be serious and focused on delivering the highest level of quality and success for our clients without sacrificing a work environment built on integrity, teamwork, civility, and a positive outlook.

To help reinforce our commitment to these values, I am proud to put into action TTEK's **Code of Conduct**. It will be used as a fundamental pillar of our company and guide us as we work hard to meet client needs in various parts of the globe.

Thank you!

Chris Thibedeau  
Founder



## 1. Introduction

Senior management at TTEK has adopted five core values to guide our strategic planning, operations and day-to-day decision-making. It is our expectation that all managers, employees and associates working for, and representing TTEK, abide by these values and incorporate them into their daily activities.

### Values

- 1.1. Integrity – we will always act in a manner guided by moral and ethical principles.
- 1.2. Agility – we will be nimble and flexible in our efforts to find solutions and solve problems in the service of clients.
- 1.3. Fearlessness – we will not fear change, complex challenges, or new ideas in our advancement of modern border solutions and our commitment to client service.
- 1.4. Perseverance – we will strive to solve difficult problems, develop innovative solutions, and deliver success for our clients.
- 1.5. Trust – we will build and maintain the trust of our employees, associates, clients and partners by committing to be a valued solution provider who operates with the highest level of professionalism.

## 2. Compliance with Law

Abiding by all applicable laws and regulations in the many countries we operate within is a non-negotiable commitment for everyone working for and associated with our company. TTEK will not enter into any relationship or work where there is less than 100% compliance with local and international law. In addition, we will terminate any existing relationship should it be determined that unlawful activities are occurring.

## 3. Respect

TTEK's operating culture is one that respects ourselves, our clients, our partners, and the people we encounter while delivering our products and services. We have a zero-tolerance approach towards any activity that disrespects others and we will not tolerate discrimination or disrespectful language relating to anyone's race, colour, nationality, gender identity, sexual orientation, religion or creed.

We value the relationships we make and the projects we work on in many different areas of the world. In this regard, we demand respectful behaviour towards other people and cultures at all times from our managers, employees and associates.

## 4. Client Service

We understand that our clients have chosen to work with TTEK to solve their problems, advance their organizations and fulfill their future objectives. We will always act with a complete and unwavering commitment to delivering on the needs of our clients.

- We will tailor our products and services for our client’s specific needs and operational realities.
- We will ensure that we are always focussed directly on what our clients require from TTEK to succeed.
- We will only employ people who are committed to a client service-based approach.
- We will be honest with our clients regarding our assessment of their needs and will never over-promise or exaggerate on our deliverables to secure a contract.
- All of the decisions we make will be with the absolute best interests of our clients at the forefront.

## 5. Professionalism

We will express the highest levels of professionalism in the following ways:

- Our Actions and Language will always be guided by the highest levels of professionalism based on the situation, location and timing. We are proud to promote a sense of humour and fun while also recognizing where, when and how this approach is appropriate within a professional environment. Behaviour such as the irresponsible consumption of alcohol, inappropriate language or jokes, illegal activities of any kind, or communication that does not respect other people and cultures will not be tolerated.
- Our Appearance will be consistent with the definitions and client expectations of professionalism and appropriateness in the location where we are working.
- We will always Represent the TTEK brand and those of our clients / partners with the highest level of professionalism.
- We commit to protecting the Reputations of our partners, competitors, clients, employees and associates.
- We will exercise the highest levels of Due Diligence, both in the corporate and operational management of TTEK, and when developing and delivering solutions for our clients.
- We respect that Confidentiality is a critical requirement for all of the information we process or hold, and will apply the highest levels of security to protect the information of our employees, associates, clients and partners.

## 6. Anti-Corruption

In the world of international procurement, where companies are required to position themselves favourably for government contracts, TTEK understands that opportunities may present themselves to partake in corrupt activities to benefit our company, a partner, or a client. We want to be very clear on this front: **TTEK is committed to operate free of corruption at all times** and will abandon potential financial opportunities or relationships if there is the possibility of corrupt activities or a perception of corruption. This commitment applies to all aspects of our business, the actions and decisions of our executives, and the activities of our associates.

TTEK will promote, and put into place, concrete measures that ensure all employees and associates commit to following the “Declaration Against Corruption” published by Transparency International:

- I will not pay bribes,
- I will not seek bribes,
- I will work with others to campaign against corruption,
- I will speak out against corruption and report on abuse; and,
- I will only support candidates for public office who say no to corruption and demonstrate transparency, integrity and accountability.

#### **TTEK’s Official Statement on Anti-Corruption**

*“TTEK takes a zero-tolerance position on any activities or decisions involving corruption including **bribery, money laundering, influencing, or fraud**. TTEK commits to taking significant proactive measures to prevent any situations of this nature by our employees, partners or associates.”*

#### **7. Teamwork**

TTEK values the importance of teamwork. It is integral to our corporate culture and our success. We believe that teamwork results in the delivery of better products and services while forming the basis for a work environment that is positive, supportive and capable of producing innovative ideas. TTEK will always seek employees, associates and partners who value this approach to teamwork.

#### **8. Health and Safety**

Our decisions, especially regarding the international contracts that we enter into, will prioritize the health and safety of our employees, management and associates. We are committed to ensuring the required security plans are in place before starting any work in a potentially dangerous location and will turn-down opportunities if our security standards are not addressed.