

# **Code of Vendor Conduct & Ethics**

#### Introduction:

Resources Connection, Inc., including its subsidiaries and operating entities (collectively, "RGP"), believes in maintaining the highest standards for personal and corporate behavior. This Code of Vendor Conduct & Ethics (the "Code") summarizes the principles and policies that we expect our Vendors to use to guide their conduct. This Code applies everywhere that we do business. A "Vendor" is defined for the purposes of this Code as any individual (including independent contractors) or company (including such company's employees, agents, subcontractors, and representatives) that provides goods or services to RGP.

The Code has been adopted to do the following:

- · Protect human rights;
- Promote honest and ethical conduct;
- Support responsible business practices; and
- Require compliance with applicable laws and governmental rules and regulation.

## **Business Integrity & Legal Responsibilities:**

### **Employment Practices:**

<u>Equal Opportunity & Non-Discrimination</u>: RGP is an Equal Employment Opportunity employer. Similarly, Vendors will refrain from discriminating against others for any reason. Employment-related decisions should be based on merit alone.

<u>Harassment</u>: Vendors must take steps to prevent all forms of harassment by their employees, agents, subcontractors and representatives. The legal definition of harassment may vary across jurisdictions, but such behavior always has the purpose or effect of creating an intimidating, offensive, or demeaning environment for another person.

<u>Dignity & Respect</u>: Vendors shall treat all employees fairly and with dignity and respect. Vendor's employees shall not be subject to any abusive, coercive, hostile,

insulting, intimidating, offensive, threatening or unwelcome behavior in the workplace.

Human Rights: Vendors are expected to uphold individual human rights in all their operations and will oppose the use of modern slavery in any and all its forms. Vendors should provide reasonable working hours and fair wages to those who work on their behalf. The use of forced labor is strictly prohibited. Vendors shall verify the age of all prospective employees and shall not use child labor in violation of any applicable laws establishing a minimum employment age. Vendors should also comply with all applicable laws, regulations and standards regarding labor rights, wage laws, employment practices and working conditions. Vendors should not knowingly do business with subcontractors, business partners, or other vendors who violate these practices.

<u>Health & Safety</u>: RGP is committed to providing a safe, healthy, and humane working environment for its employees. Vendors are expected to provide the same to their employees, contractors, and clients. Vendors shall proactively identify and address workplace hazards and shall provide appropriate health and safety-related training. Further, Vendors must comply with applicable health and safety laws and regulations governing their industry and the regions in which they conduct business.

#### **Business Practices:**

<u>Data Privacy & Protection</u>: Vendors are expected to process all personal data in compliance with applicable privacy and protection laws.

<u>Confidentiality</u>: Vendors are responsible for protecting proprietary and confidential information of RGP, even after work on behalf of RGP is complete or the Vendor relationship no longer exists. All proprietary and confidential information must be returned to RGP upon request and the Vendor may never disclose such information to other parties without the express permission of RGP. Vendors shall not use RGP's logo, trademarks or service marks without written authorization. In addition, Vendors must comply with the terms of any confidentiality agreement between RGP and the Vendor.

Insider Trading: Vendors in actual possession of or with access to material, non-public information relating to RGP may not engage in any action to trade on, pass on to others, or otherwise take advantage of that information, especially for personal financial gain. RGP has adopted a separate Insider Trading Policy that may apply to a Vendor if such Vendor has access to material, non-public

information relating to RGP. This policy can be found at <a href="https://ir.rgp.com/corporate-governance">https://ir.rgp.com/corporate-governance</a>. Vendors are expected to review and abide by this policy, if applicable.

<u>Corporate Communications & Social Media</u>: Only those who are authorized representatives of RGP may speak publicly on matters of RGP business. Vendors are expected to forward to RGP any inquiries or information requests regarding RGP. A Vendor's use of social media to disclose information when performing services on behalf of RGP is prohibited unless expressly authorized by RGP.

<u>Conflicts of Interest</u>: When performing work for RGP, Vendors are expected to avoid situations in which their personal interests and loyalties are, or appear to be, incompatible with those of RGP or are influenced by personal gain or benefit at RGP's expense. This includes, but is not limited to, making personally beneficial transactions, accepting lavish gifts, or taking bribes. To avoid even the appearance of a conflict of interest, good judgment and moderation should serve as guidelines for appropriate behavior. Potential or actual conflicts should be reported to RGP immediately.

<u>Financial Integrity</u>: In accordance with applicable laws and accepted accounting practices, Vendors shall implement internal controls over financial reporting and maintain accurate and complete books and records that fairly reflect all transactions. All contracts and invoices shall accurately and in reasonable detail describe the goods and services provided to RGP. False, incomplete or misleading business records are unacceptable.

<u>Product Quality and Performance</u>: Vendors shall respect all contracts with RGP and deliver goods and services on time and to the agreed-upon specifications. All goods must comply with applicable quality, safety and labeling requirements.

<u>Environmental</u>: It is the policy of RGP to operate its business as a responsible corporate citizen. Vendors are expected to take reasonable care in reducing their environmental impact and acting responsibly in their consumption and disposal of resources.

#### Legal Compliance:

Ethical & Lawful Business Practices: Vendors must act with integrity and in accordance with the highest ethical standards. At a minimum, this requires compliance with all applicable laws, regulations and rules, as well as a commitment to strong governance practices and transparency in all business activities.

Anti-Corruption & Bribery: Vendors are expected to obey all applicable anti-corruption and anti-bribery laws, including the United States Foreign Corrupt Practices Act, in effect in countries where the Vendor or RGP does business. Vendors are expected to avoid obtaining, or the appearance of obtaining, an improper business advantage through bribery or corrupt practices. Vendors shall not exercise improper influence or directly or indirectly offer, give or promise money or any other thing of value (including facilitation payments, gifts, meals, entertainment or other business courtesies and benefits, regardless of value) to any individual for an improper purpose. This prohibition applies regardless of whether the recipient is a government official or representative of a private company. Similarly, Vendors shall not solicit or accept any bribes, kickbacks or other improper payments.

<u>Economic Sanctions</u>: Vendors are expected to fully comply with all applicable laws and regulations prohibiting or restricting transactions with certain sanctioned foreign entities or persons.

### **Compliance & Reporting Concerns:**

Compliance with this Code is a condition of doing business with RGP. It is the responsibility of all Vendors to understand and abide by this Code. Accordingly, Vendors will communicate these requirements to, and require compliance by, their parent companies, subsidiaries, affiliates, directors, officers, employees and any other parties that support their business activities with RGP, such as consultants and subcontractors. RGP reserves the right to take affirmative measures, such as audits or inspections, to monitor compliance with this Code. Such audits or inspections may take place without prior notice to the supplier. Vendors shall allow the representatives from RGP to have full access to relevant Vendor facilities, documents, records and employees for confidential interviews.

Vendors shall promptly inform RGP of any violations or suspected violations of this Code and promptly take corrective action to remediate the violation. Reports can be made to <a href="mailto:asklegal@rap.com">asklegal@rap.com</a>.

Any questions about this Code or RGP's expectations should be raised to the Vendor's primary contact at RGP or <a href="mailto:asklegal@rap.com">asklegal@rap.com</a>.

RGP's Code of Vendor Conduct & Ethics can be modified, changed or withdrawn by RGP at any time. This Code, or the demonstration of its compliance, does not create any agency relationship or third-party beneficiary rights for the Vendor or any of its parent companies, subsidiaries, affiliates, directors, officers, or employees or contractors, or any other party.