

# ***TASC Technical Services LLC***

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## **Code of Ethics and Business Conduct**

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**TASC Technical Services  
LLC**

<http://www.tasctech.com>  
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The Atlantic Service Company



# TASC Technical Services LLC

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## Our Values

At TASC Technical Services LLC, we operate with integrity, excellence, accountability and respect in everything we do. Our values provide the foundation for our commitment to the highest level of ethical conduct, a commitment we take very seriously.

## INTEGRITY

We demonstrate integrity by operating honestly and fairly. We apply our values and principles to our daily business activities and make sure our actions always reflect the highest level of ethical conduct. We each take responsibility for knowing the laws and regulations governing TASC Technical Services LLC and meeting the Company's ethical standards.

## EXCELLENCE

Our Company insists on excellence. Our clients and fellow employees expect and deserve superior performance in our services and in the way we conduct business every day. Maintaining a level of excellence that is appropriate to our position as a leader depends on an individual commitment from each of us to act with integrity, accountability, and respect any time we represent the Company.

## ACCOUNTABILITY

Accountability signals our ability to make and keep commitments. Our reputation depends on our ability to reliably and consistently deliver on our promises and to earn and keep the trust of our clients AND fellow employees.

## RESPECT

Acting with respect is fundamental to our strength as an organization. We treat clients, suppliers, outside parties, and one another with dignity, fairness and courtesy. We support an inclusive culture where diversity in people and Perspective is valued. We cooperate across organizational boundaries, focusing on adding value and earning the trust of our fellow employees.

## FOLLOWING THE CODE OF ETHICS AND BUSINESS CONDUCT

The Code applies to everyone who does business on behalf of TASC Technical Services LLC, including employees and officers. Our Company also expects that all third parties with whom we contract, including agents, suppliers, and contractors will act in accordance with the principles outlined in this Code when conducting business on TASC Technical Services LLC behalf.

**Following the Code is mandatory, as it is essential to our Company's success and reputation. Those individuals who fail to follow the Code will be subject to disciplinary action, up to and including, termination. Disciplinary action may be taken not only against those who authorized or participated directly in the violation, but also against anyone who deliberately failed to report a violation.**

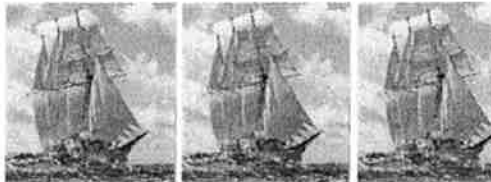
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In certain rare situations, the Company may waive the application of this Code. Such waivers require the prior approval of the senior management team. Waivers involving senior manager require the express approval of whole senior management team. The Company will record any such waivers granted to any of our senior managers.

## **Maintaining accurate Business and financial Records**

We must maintain accurate and complete business and financial records. Inaccurate or incomplete records lead to potential non-compliance with laws and regulations, as well as, a host of adverse business consequences. Additionally, our record-keeping procedures are essential to ensure that all costs are properly charged and reported. It is critical to TASC Technical Services LLC reputation that our financial data and business records are current, accurate, and complete.

## **Financial integrity**

Honest, accurate, and timely recording and reporting of our financial transactions is critical to our reputation. All transactions between our Company and outside individuals are entered in our books and records using local accounting standards and adjusted to be in accordance with Generally Accepted Accounting Principles (GAAP). All of our records must reflect each transaction fully and accurately, on a timely basis. If you have any reason to believe that a record is inaccurate, false, or misleading, contact an appropriate company senior manager.

## **Document Maintenance**

Business records include formal records, such as financial information, Client Contracts, Partner Contracts and contractor contracts, and any other records created within the scope of TASC Technical Services LLC business. The U.S. and state government requires that we maintain and retain certain records. If you have a question about whether or not to maintain a record, contact the senior management.

## **Complying With Legal Holds**

There are certain times when you have to follow additional precautions with respect to maintaining records, such as in the event of government investigations or legal proceedings. When you learn of such ongoing or pending matters, you must retain relevant records. If you have any questions about your responsibility to maintain records, contact the senior management.

## **Submission of accurate expense Reporting**

It is critical that all expense reports be completed accurately. This includes the following key points:

- Charge accurately to the correct charge number.
- Charge all material costs correctly.
- Follow your division's procedures for expense reporting.
- Make sure that all expenses are permissible by the terms of the contract.

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## **Accurate Labor Charging**

Honest and accurate labor charge reporting is mandatory. Every TASC Technical Services LLC employee is responsible for understanding and ensuring the accuracy of all-applicable labor reporting. This means, for example, that you must charge your time accurately to the contract or contracts on which you are working. If you have any questions regarding time charging processes or procedures, you must obtain clarification from your supervisor or the TASC Technical Services LLC management.

## **Avoiding Kickbacks**

Soliciting or accepting anything of value to influence award of, or work under a U.S. government contract or subcontract is a violation of the anti-kickback laws. A "kickback" is providing something of value either to reward or obtain favorable treatment. There are serious consequences associated with failing to disclose a potential kickback. Accordingly, if you have reason to believe that a bribe or kickback has been offered or accepted, you must immediately report this to TASC Technical Services LLC senior management or the Ethics manager.

## **Gifts and entertainment**

Our business transactions should always be free from even a perception that favorable treatment was sought, received, or offered through gifts, favors, hospitality, entertainment, or similar gratuities. Our definition of business courtesies, gifts and hospitality is broad and includes tickets, fees, or passes to sporting or cultural events, lodging, meals, door prizes, and other items of value. If you ever have any questions concerning gifts or entertainment, consult the Ethics manager.

## **Soliciting and Receiving Gifts and Entertainment**

Our business transactions should always be free from even a perception that favorable treatment was sought, received or offered through gifts, favors, hospitality, entertainment, or similar gratuities. While there are certain circumstances under which it is permissible to accept such items, we are expected to follow a course of action that complies with the following guidelines:

## **Soliciting Gratuities**

We may not solicit, directly or indirectly, for our benefit or for the benefit of another person, any gift, favor, or other gratuity from a person or organization with which the company does business or that seeks to do business with TASC Technical Services LLC. Soliciting a gift, favor or other gratuity is strictly prohibited regardless of the nature or value of the item or service.

## **Giving and Receiving Gratuities**

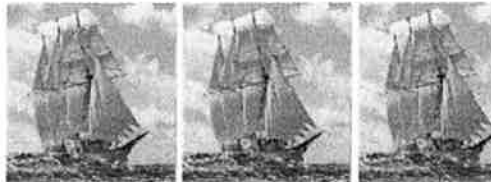
We may not accept business courtesies that constitute, or could be reasonably perceived as constituting, unfair business inducements or that could violate law, regulation or policies of TASC Technical Services LLC or its clients or could cause embarrassment or reflect negatively on TASC Technical Services LLC reputation. If you have any question about gifts and entertainment, consult with your manager or contact the Ethics manager.

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## DIVERSITY AND INCLUSION

We appreciate that every individual in our company brings a unique background and perspective, as well as a unique set of abilities. Leveraging our diversity creates innovative solutions and enhances our delivery of world-class client service.

## MAINTAINING A SAFE AND HEALTHY WORKPLACE

TASC Technical Services LLC is committed to conducting operations and activities in a manner that provides and maintains safe and healthful working conditions, protects the environment and conserves natural resources. In meeting this commitment, it is TASC Technical Services LLC policy that no employee shall engage in any conduct that violates any environmental, health, or safety law, or is otherwise inconsistent with the highest levels of corporate responsibility to the health and safety needs of our employees and the environmental needs of our communities.

It is always important to pay close attention to safety risks such as:

- Not blocking fire exits, fire extinguishers, or electrical panels with furniture or equipment
- Not disregarding safety or environmental rules established in procedures or training
- Wearing personal protective equipment
- Promptly reporting workplace related injuries, regulatory violations, or unsafe conditions if you notice any unsafe conditions, report them to your manager immediately.

## Workplace violence

As part of our commitment to safety, our workplace must be free from physical violence. Workplace violence takes many forms, such as:

- Threats of violence toward any person or company facility
- Stalking
- Suicide threats
- Domestic violence affecting the workplace
- Weapons or threats related to weapons
- Sabotage of property
- Any behavior that raises concerns about violence or risk to others

TASC Technical Services LLC prohibits weapons in the workplace. The Company takes threats very seriously. If you witness or become aware of any possible violent threats, contact your local management immediately or Plaistow Police Department.

## Prohibited substance abuse

TASC Technical Services LLC is committed to a safe and healthy workplace for everyone. Use of illegal drugs or alcohol abuse can create serious safety risks. The possession, sale, or use of illegal drugs, or being under the influence of such drugs, on company time, property, or at company-sponsored events is prohibited.

We also prohibit the consumption of alcohol on company property or on company time, in connection with company business, or in a manner that would influence the performance of tasks and responsibilities. However, in some instances, employees may consume alcoholic beverages at company-sponsored events

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when authorized by management and when appropriate monitoring is in place. The Company, at its discretion, may take into account common practices in countries where moderate consumption of alcohol to accompany a meal is common practice. In any case, all employees are held accountable for ensuring that their performance and judgment are unimpaired by alcohol during working hours.

## GOOD CORPORATE CITIZENSHIP

TASC Technical Services LLC takes its commitment to good corporate citizenship extremely seriously. This is manifested by the Company's positive and constructive involvement in charitable organizations and community activities. TASC Technical Services LLC complies with all applicable laws and regulations, respects human rights, provides fair working conditions, and prohibits the use of any forced, compulsory, or child labor.

## Political Participation and Activities

TASC Technical Services LLC supports personal participation in the political process and encourages all employees to support the political parties and candidates of their choice. We must understand, however, that our involvement and participation in the political process must be on an individual basis, on our own time, and at our own expense. Many countries prohibit corporations from donating corporate funds, goods, or services (including employees' work time), directly or indirectly, to political candidates.

Because the laws in this area are complex, contribution of TASC Technical Service LLC's funds or the use of TASC Technical Service LLC's assets or facilities for the benefit of political parties or candidates anywhere in the world is prohibited, unless approved in advance by TASC Technical Service's senior management.

## After Raising a Concern

We take all reported concerns seriously. We will evaluate all matters brought to the management team. At your request, we will make every effort to keep your identity confidential while conducting a thorough and fair review. To assist in maintaining confidentiality, you should refrain from discussing the matter with co-workers or anyone else. If you have chosen to remain anonymous, you will be given an identification number that will allow you to follow-up at your discretion for a status update.

If you have raised a concern with your manager or another resource, you can expect that they will follow up with you within a reasonable time. While they may not be able to disclose specific details, they will likely be able to provide a high-level summary.

## OUR NON-RETALIATORY CULTURE

Everyone at TASC Technical Services LLC who comes forward with concerns plays an important role in maintaining a healthy, respectful, and productive workplace and protects our clients, colleagues, suppliers, and the community at large. Raising concerns helps us address problems early—before potentially more serious consequences develop. Retaliation in any form against an individual who in good faith reports a violation of the Code or of the law, even if the report is mistaken, or assists in the investigation of a reported violation, is a serious violation of this Code and of law. Every TASC Technical Services LLC employee has an obligation to create an environment free of retaliation. It is, therefore, TASC TECHNICAL Service's policy to strictly prohibit any form of retaliation against anyone who raises a concern.

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