



K·BRO

## ***CODE OF BUSINESS CONDUCT AND ETHICS***

**The following code of business ethics was adopted by the board of directors of K-Bro Linen Inc. (the “Corporation”) effective as of August 8, 2022.**

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This Code of Business Conduct and Ethics covers a wide range of business practices and procedures. It does not cover every issue that may arise, but sets out basic principles to guide all directors, officers and employees of K-Bro Linen Inc. (the “**Corporation**”) and its respective subsidiaries and affiliates (collectively, “**Corporation Personnel**”). All Corporation Personnel must conduct themselves accordingly and seek to avoid even the appearance of improper behavior.

If a law conflicts with a policy in this Code, Corporation Personnel must comply with the law. If a local custom or policy conflicts with this Code, Corporation Personnel must comply with this Code. If you have any questions about these conflicts, you should ask a senior officer of the Corporation how to handle the situation. **Management is responsible for administering this policy and the Chief Executive Officer of K-Bro Linen Systems Inc. (“K-Bro”) is the contact person for any questions regarding the policy (phone: 780-453-5218).**

**Corporation Personnel who violate the standards in this Code will be subject to disciplinary action, up to and including termination of their employment or other relationship with the Corporation or its subsidiaries and affiliates (collectively, the “Corporation Entities”). If you are in a situation that you believe may violate or lead to a violation of this Code, follow the guidelines described below under “Compliance Procedures”.**

### **THE CODE**

#### **Compliance with Laws, Rules and Regulations**

Obeying the law, both in letter and in spirit, is the foundation on which the Corporation Entities’ ethical standards are built and is critical to our reputation and continued success. All Corporation Personnel must respect and obey the laws, rules and regulations of the various jurisdictions where they carry out their duties to the Corporation and in which the Corporation Entities operate and avoid even the appearance of impropriety. Although not all Corporation Personnel are expected to know the details of these laws, rules and regulations, it is important to know enough to determine when to seek advice from executive members or other appropriate personnel.

The Corporation Entities seek to comply with all applicable securities laws and regulations to ensure that non-public material information is disclosed in accordance with the law. This includes implementation of policies and procedures to protect against the improper use or disclosure of non-public material information, including improper trading of securities while in possession of non-public material information.

The Chief Executive Officer of K-Bro is available to assist Corporation Personnel in determining applicable legal requirements and to seek the advice of legal counsel where appropriate.

## **Conflicts of Interest**

A “conflict of interest” exists when a person’s private interests (including personal, family or business interests) interfere in any way with the interests of the Corporation Entities or impair the person’s judgment to act honestly and with integrity. A conflict of interest can arise when Corporation Personnel take actions or have interests that may make it difficult for them to perform their work for a Corporation Entity objectively and effectively. Conflicts of interest also may arise when Corporation Personnel or members of their families receive improper personal benefits as a result of their positions with a Corporation Entity.

Conflicts of interest are prohibited as a matter of policy, except as may be approved by the board of directors of the Corporation. Corporation Personnel should perform their duties and arrange their personal affairs in a manner that does not interfere with their independent exercise of judgment and shall promptly disclose any conflict of interest, or reasonably likely potential conflict of interest, to the Corporation.

Conflicts of interest may not always be clear-cut. If you have a question, you should consult with your supervisor or department head. Any Corporation Personnel who become aware of a conflict or potential conflict should immediately bring it to the attention of a supervisor or department head and consult the procedures described below under “Compliance Procedures”.

## **Confidentiality**

Corporation Personnel must maintain the confidentiality of confidential information entrusted to them by any Corporation Entity and persons with whom the Corporation Entities do business, except when disclosure is authorized under the Confidential Information Policy or required by laws or regulations. Confidential information includes all non-public information that might be of use to competitors or harmful to any Corporation Entity or the person to whom it relates if disclosed. The obligation to preserve confidential information continues even after Corporation Personnel cease to have a relationship with the Corporation Entities for whatever reason.

Corporation Personnel who have access to confidential information are not permitted to use or share that information for share trading purposes or for any other purpose except the conduct of the Corporation Entities’ business. All Corporation Personnel should read and abide by the Corporation’s Confidential Information Policy and Disclosure Policy.

## **Corporate Opportunities**

Corporation Personnel are prohibited from taking for themselves personally opportunities that are discovered through the use of corporate property, information or positions without the consent of the board of directors and from using corporate property, information, or position for personal gain. No Corporation Personnel may compete with any of the Corporation Entities directly or indirectly. Corporation Personnel owe a duty to each Corporation Entity to advance its legitimate interests when the opportunity to do so arises.

## **Protection and Proper Use of Corporation Entity Assets**

All Corporation Personnel should endeavor to protect Corporation Entity assets (including data, information, records, materials, facilities and equipment) and ensure their efficient use. Theft, carelessness, and waste have a direct impact on the profitability of the Corporation Entities. Any suspected incident of fraud or theft should be reported immediately to your department head for investigation. It is the policy of the Corporation Entities to protect their assets and promote their

efficient use for legitimate business purposes. The Corporation Entities' assets should not be wasted through carelessness or neglect nor appropriated for improper use (including supplies and equipment). Proper care, discretion and restraint should always govern the personal use of any Corporation Entity's assets.

The obligation of Corporation Personnel to protect the assets of the Corporation Entities includes the Corporation Entities' proprietary information. Proprietary information includes any information that is not known generally to the public or would be helpful to competitors of any of the Corporation Entities. Examples of proprietary information include intellectual property (such as trade secrets, patents, trademarks, and copyrights), business, marketing and service plans, designs, databases, salary information and any unpublished financial data and reports. Unauthorized use or distribution of this information would violate Corporation Entity policy and could be illegal and result in civil or criminal penalties. The obligation to preserve the confidentiality of proprietary information continues even after Corporation Personnel cease to have a relationship with the Corporation Entities.

Corporation Entity assets may never be used for illegal purposes.

### **Competition and Fair Dealing**

The Corporation Entities seek to excel and to outperform any competitors fairly and honestly through superior performance and not through unethical or illegal business practices. Taking proprietary information without the owner's consent, inducing disclosure of that information by past or present employees of other persons or using that information is prohibited. Corporation Personnel should respect the rights of, and deal fairly with, the Corporation Entities' competitors and persons with whom the Corporation Entities have a business relationship, including but not limited to security holders, customers, suppliers, competitors and other Corporation Personnel. No Corporation Personnel should take unfair advantage of anyone through illegal conduct, manipulation, concealment, abuse of proprietary information, misrepresentation of material facts, or any other intentional unfair-dealing practice. Nor should any Corporation Personnel act in a manner that may be anti-competitive under anti-trust laws. The Chief Executive Officer of K-Bro is available to assist Corporation Personnel in determining the application of those laws and to seek the advice of legal counsel where appropriate.

Corporation Personnel must comply at all times with all anti-trust and related laws designed to prevent unfair business arrangements and practices. The Corporation Entities do not seek competitive advantages through illegal or unethical business practices. As such, the Corporation Entities and their respective Corporation Personnel may not discuss, agree (orally or otherwise), or act with any competitor with regard to prices, profit margins, terms or conditions of sale, marketing arrangements, number and types of product, production, distribution, territories, customers, suppliers or any other competitive information. Failure to comply with these restrictions may create criminal and civil liability for both the applicable Corporation Entity and the Corporation Personnel involved, and may result in the Corporation Entity issuing discipline to the Corporation Personnel, up to and including termination without notice. Corporation Personnel must consult with the Chief Executive Officer of K-Bro regarding conduct which may give rise to antitrust concerns.

### **Gifts and Entertainment**

Business gifts and entertainment are customary courtesies designed to build goodwill and constructive relationship among business partners. These courtesies may include such things as meals and beverages, tickets to sporting or cultural events, discounts not available to the general

public, accommodation and other merchandise or services. In some cultures, they play an important role in business relationships. However, a problem may arise when these courtesies compromise, or appear to compromise, a Corporation Entity's ability to make fair and objective business decisions or to gain an unfair advantage.

Offering or receiving any gift, gratuity or entertainment that might be perceived to unfairly influence a business relationship should be avoided. These guidelines apply at all times and do not change during traditional gift-giving seasons.

No gift or entertainment should ever be offered, given, provided, authorized or accepted by any Corporation Personnel or their family members unless it is not a cash gift, is consistent with customary business practices, is not excessive in value, cannot be construed as a bribe or payoff, and does not violate any laws. Strict rules apply when a Corporation Entity does business with governmental agencies and officials, as discussed in more detail below. Corporation Personnel should discuss with their department head any gifts or proposed gifts about which they have any questions.

### **Payments to Government Personnel**

All Corporation Personnel must comply with all laws prohibiting improper payments to domestic and foreign officials. Governments have laws regarding business gifts that may be accepted by government personnel. The promise, offer or delivery to an official or employee of various governments of a gift, favor or other gratuity in violation of these laws would not only violate the Corporation Entities policies but could also be a criminal offense. Illegal payments should not be made to government officials of any country. The Chief Executive Officer of K-Bro, can provide guidance to Corporation Personnel in this area.

### **Discrimination and Harassment**

The diversity of Corporation Personnel is a tremendous asset. All persons including customers, suppliers, and fellow Corporation Personnel, must be treated in a dignified, fair and respectful manner at all times, valuing the talents, experiences and strengths of our diverse workforce and customer base. The Corporation Entities are firmly committed to providing equal opportunity in all aspects of employment and will not tolerate any discrimination or harassment of any kind. Harassment is defined as any unwanted conduct or comment that is intimidating, hostile or offensive in the work environment. Examples include derogatory comments or unwelcome sexual advances. Violence and threatening behavior are not permitted. Corporation Personnel are encouraged to speak with the Chief Executive Officer of K-Bro when a co-worker's conduct makes them uncomfortable and to report harassment when it occurs. The Corporation Entities will not tolerate retaliation against any person for raising, in good faith, concerns about adherence to these policies or any anti-discrimination/human rights laws and regulations.

### **Health and Safety**

The Corporation Entities strive to provide all Corporation Personnel with a safe and healthy work environment. All Corporation Personnel have responsibility for maintaining a safe and healthy workplace by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions to a supervisor or department head. Being under the influence of and the possession of illegal drugs, or the misuse of alcohol or legal drugs (prescribed or unprescribed), in the workplace will not be tolerated. Corporation Personnel should report to work in condition to perform their duties, free from the influence of illegal drugs or alcohol.

## **Accuracy of Records and Reporting**

The Corporation Entities require honest and accurate recording and reporting of information to make responsible business decisions. Each Corporation Entity's accounting records are relied upon to produce reports for our management, directors, shareholders, governmental agencies and persons with whom the applicable Corporation Entity does business. All of each Corporation Entity's financial statements and the books, records and accounts on which they are based must appropriately reflect such Corporation Entity's activities and conform to applicable legal and accounting requirements and to the Corporation Entity's system of internal controls. Unrecorded or "off the books" corporations or assets should not be maintained unless required by applicable law or regulation.

All Corporation Personnel have a responsibility, within the scope of their positions, to ensure that each Corporation Entity's accounting records do not contain any false or intentionally misleading entries. The Corporation Entities do not permit intentional misclassification of transaction as to accounts, departments or accounting records. All transactions must be supported by accurate documentation in reasonable detail and recorded in the proper accounts and in the proper accounting period.

Many Corporation Personnel use business expense accounts, which must be documented and recorded accurately. If Corporation Personnel are not sure whether a certain expense is legitimate, a supervisor or department head can provide advice. General rules and guidelines are available from the Chief Executive Officer of K-Bro.

Business records and communications often become public through legal or regulatory proceedings or the media. Corporation Personnel should avoid exaggeration, derogatory remarks, guesswork or inappropriate characterizations that can be misunderstood. This requirement applies equally to communications of all kinds, including e-mail, informal notes, internal memos, and formal reports.

## **Computer, E-mail and Internet Policies**

Corporation Personnel are responsible for using the Corporation's computer system, including e-mail and the internet, properly in accordance with the Corporation's policies. Any questions about these policies should be addressed by the Corporation Personnel's immediate supervisor.

The computers that Corporation Personnel have access to for work and the e-mail system are the property of the Corporation and have been provided for use in conducting Corporation business. All communications and information transmitted by, received from, created or stored in its computer system (whether through word processing programs, e-mail, the internet or otherwise) are Corporation records and property of the Corporation. Corporation Personnel must not bypass security constraints placed on computer systems by the Corporation nor may they divert Corporation e-mails or information to personal accounts without the approval of the Corporation Personnel's immediate supervisor.

The Corporation has the right, but not the duty, for any reason and without the permission of any Corporation Personnel, to monitor any and all of the aspects of its computer system, including, without limitation, reviewing documents created and stored on its computer system, deleting any matter stored in its system, monitoring sites visited by employees on the internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users from the internet, and reviewing e-mail sent and received by users. Corporation Personnel should not have an expectation of privacy in anything they create, store, send or receive on the Corporation's computer system.

Corporation Personnel are reminded to be courteous to other users of the Corporation's computer system and always to conduct themselves in a professional manner. The Corporation's policies against discrimination and harassment apply fully to the Corporation's computer system, and any violation of such policies is grounds for discipline up to and including termination of employment.

Corporation policies prohibit using the Corporation's computer system to send or receive messages or files that are illegal, sexually explicit, abusive, offensive or profane. The Corporation's computer system cannot be used to access restricted copyrighted materials, trade secrets, proprietary financial information, or similar materials nor shall the system be used to access restricted information or systems (e.g., "hacking, password stealing, etc.).

### **WAIVERS OF THE CODE**

Any waiver of this Code for executive officers or directors may be made only by the board of directors (or a committee of the board of directors to whom that authority has been delegated) and will be promptly disclosed as required by law or stock exchange regulation.

### **REPORTING ANY ILLEGAL OR UNETHICAL BEHAVIOR**

The Corporation Entities have a strong commitment to the conduct of its business in a lawful and ethical manner. Corporation Personnel are encouraged to talk to executive officers or other appropriate personnel about observed illegal or unethical behavior or breach of this Code and when in doubt about the best course of action in a particular situation. It is the policy of the Corporation Entities not to allow retaliation for reports of misconduct by others made in good faith. It is, at the same time, unacceptable to file a report knowing that it is false. All Corporation Personnel are expected to cooperate in internal investigations of misconduct.

The Corporation has adopted a Whistleblower Policy which provides procedures for reporting any breach or suspected breach of law, this Code or any of the Corporation's corporate policies. A copy of the Whistleblower Policy can be found at <https://www.k-brolinen.com/kbro/uploads/2014/12/1001156953.pdf>.

### **NO RETALIATION**

No Corporation Personnel will be penalized for making a good faith report of a violation of the Code. The Corporation Entities will not tolerate actual or attempted retaliation against any Corporation Personnel who makes a good faith report. Corporation Personnel who knowingly submits a false report of a violation may be subject to disciplinary action up to and including termination without notice.

### **COMPLIANCE PROCEDURES**

All Corporation Personnel must work to ensure prompt and consistent action against violations of this Code. However, in some situations it is difficult to know right from wrong. Since we cannot anticipate every situation that will arise, it is important that the Corporation Entities have a way to approach a new question or problem. These are the steps to keep in mind:

- Make sure you have all the facts. In order to reach the right solutions, we must be as fully informed as possible.

- Ask yourself: What specifically am I being asked to do? Does it seem unethical or improper? This will help you to focus on the specific question you are faced with and the alternatives you have. Use your judgment and common sense - if something seems like it might possibly be unethical or improper, it probably is.
- Clarify your responsibility and role. In most situations, there is shared responsibility. Are your colleagues informed? It may help to get others involved and discuss the problem.
- Discuss the problem with your manager. This is the basic guidance for all situations. In many cases, your manager will be more knowledgeable about the question, and will appreciate being brought into the decision-making process. Remember that it is your manager's responsibility to help solve problems.
- Seek help from company resources. In the rare case where it may not be appropriate to discuss an issue with your manager, or where you do not feel comfortable approaching your manager with your question, discuss it locally with your "two-up". If that is not appropriate for any reason, contact the Chief Executive Officer of K-Bro.
- You may report ethical violations in confidence and without fear of retaliation. If your situation requires that your identity be kept secret, your anonymity will be protected. The Corporation Entities do not permit retaliation of any kind against employees for good faith reports of ethical violations.
- Always ask first, act later: If you are unsure of what to do in any situation, seek guidance before you act.