



Legal and Regulatory Compliance Practices

Inova Solutions must conduct its business interactions and activities in full compliance with the applicable (international) laws and regulations, including complying with all applicable corporate and tax laws and trade laws: export, re-export and import (international) and regulations controls. Inova Solutions must also conduct its business interactions and activities with full compliance of antitrust and fair competition laws that govern all jurisdictions in which it operates and will participate in international boycotts that are sanctioned by the United States of America Government and/or the European Community Government and/or applicable laws and regulations. Finally, Inova Solutions must adhere to and comply with all international laws and regulations regarding anti-corruption and anti-money laundering.

Business Practices

In conducting its business, Inova Solutions is inspired by and complies with the principles of loyalty, fairness, transparency, efficiency and an open market, regardless of the importance level of the transaction in question. Inova Solutions must conduct its business interactions and activities with integrity and professionalism and must:

- (i) honestly, accurately and adequately and with the utmost care and professional skills record and report all business information and with full compliance with all applicable laws and regulations concerning completion and accuracy. Create, retain and dispose of **business records** with full compliance of regulatory regulations and (tax) laws and requirements. Be honest and truthful in dealings of whatever nature regarding its business records with any applicable governmental regulatory authorities;
- (ii) speaking and/or releasing any statements to the **press** regarding Inova Solutions business activities is only allowed when expressly authorized in writing by Inova Solutions management and specifically regarding its dealings with Microsoft and or on behalf of Microsoft is only allowed when Inova Solutions is expressly authorized in writing by Microsoft to do so;
- (iii) **conflicts of interest**: Inova Solutions People must avoid the appearance of and/or actual





improprieties and/or conflicts of interest. Inova Solutions People shall not interact and/or deal directly with any Vendor and or Supplier or Client of Inova Solutions whose spouse/partner/companion or other family and or relative holds a significant interest in the Vendor or Supplier or Client. In the course of the negotiations any and all agreements with the Supplier or Vendor or Client must be dealt with by another representative of Inova Solutions since dealing directly with a Vendor's or Supplier's or Client's spouse/partner/companion or other family or relative employed by Inova Solutions is strictly prohibited;

- (iv) **insider trading** by not buying or selling Inova Solutions or another company's securities when in possession of information about Inova Solutions or another company that is not available to the investing public and that could influence an investor's decision to buy or sell the security must be avoided at all times by all Inova Solutions People.

Honesty and Ethical Conduct

Inova Solutions upholds and demands of each of its Inova Solutions People honesty at all times and in all business dealings. Inova Solutions People are expected to act in good faith and with responsibility, due care and concern, competence, diligence and with the highest level of professionalism. As a default, Inova Solutions People are expected to use their best judgment with respect to questionable behavior and at all times conduct themselves in a manner that meets with Inova Solutions highest ethical and professional standards.

Professionalism

Inova Solutions People employment with Inova Solutions is based on the skill, character and competence that each will bring to Inova Solutions as a highly trained member of the organization. Inova Solutions People are expected to maintain the highest level of professional conduct in all business dealings, communications, interactions, relationships and the like. Professional conduct expected of all Inova Solutions People include service excellence, high quality of communication, timely response and follow





up actions, punctuality, respect and understanding of other cultures regardless of race and/or belief, attire appropriate to the work environment and the like.

