



Workplace Code of Conduct Policy

Fostering Respect, Integrity, and Excellence at Work

Introduction

Lennox Group LLC is committed to maintaining a workplace environment characterized by mutual respect, ethical behavior, and professionalism. This Workplace Code of Conduct Policy has been established to provide clear guidance on the expected standards of conduct for all employees, contractors, consultants, and visitors. By adhering to these principles, we uphold the reputation of Lennox Group LLC and ensure a positive, productive, and inclusive environment for everyone.

1. Purpose and Scope

The purpose of this policy is to set forth the standards of behavior expected at Lennox Group LLC. The policy applies to all employees, regardless of their position or tenure, as well as to contractors, consultants, and other representatives acting on behalf of the company. It covers conduct both on company premises and during any offsite work-related activities, including virtual and remote engagements.

2. Core Values

- Integrity: We conduct all aspects of our business honestly and ethically, guided by strong moral principles.
- Respect: We treat each other, our clients, and our partners with dignity, valuing diverse perspectives and backgrounds.
- Accountability: We take responsibility for our actions, honoring commitments and learning from our experiences.
- Excellence: We strive to exceed expectations and deliver superior results in every aspect of our work.
- Teamwork: We collaborate openly, supporting one another to achieve our shared goals.



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3. Professional Conduct

Lennox Group LLC expects all personnel to act professionally at all times. Professional conduct includes, but is not limited to:

- Adhering to company policies and procedures.
- Maintaining punctuality and reliability in attendance and deliverables.
- Communicating clearly, courteously, and respectfully with colleagues, clients, and external partners.
- Presenting oneself in a professional manner, including appropriate attire and demeanor, whether in the office or when representing the company externally.
- Protecting the confidentiality of sensitive information and respecting privacy rights.

4. Equal Opportunity, Diversity, and Inclusion

Lennox Group LLC is an equal opportunity employer that values diversity and is committed to fostering an inclusive workplace. Discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, age, disability, national origin, or any other protected characteristic is strictly prohibited. The company encourages the expression of diverse backgrounds, perspectives, and talents, enriching our work environment and driving innovation.

4.1 Harassment and Bullying

All forms of harassment, bullying, or intimidation are unacceptable. This includes verbal, physical, or visual conduct that creates an offensive, hostile, or intimidating work environment. Examples include, but are not limited to:

- Unwelcome jokes or comments based on personal characteristics.
- Unwanted physical contact.
- Threats, intimidation, or coercion.
- Offensive images or written materials displayed in the workplace.

Employees are encouraged to report any incidents of harassment or bullying to their supervisor, Human Resources, or another designated contact without fear of retaliation.



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5. Workplace Safety

The safety and well-being of employees are of paramount importance. Lennox Group LLC is committed to providing a safe, healthy work environment. Employees are expected to:

- Comply with all safety policies and procedures.
- Report hazards, unsafe conditions, or incidents immediately to management.
- Participate in required safety training and drills.
- Refrain from engaging in behavior that could compromise the safety of themselves or others, including the use of alcohol or drugs in the workplace.

6. Use of Company Resources

Company resources—including information, equipment, technology, and facilities—are to be used responsibly and primarily for legitimate business purposes. Employees are expected to:

- Protect company property from loss, theft, or misuse.
- Use electronic communication tools and internet access in a manner consistent with company policies.
- Refrain from using company resources for personal gain or non-business activities without prior approval.

7. Confidentiality and Data Protection

Employees must safeguard confidential and proprietary information belonging to Lennox Group LLC, colleagues, clients, or partners. This obligation extends beyond the term of employment or engagement with the company. Specific responsibilities include:

- Not disclosing sensitive information to unauthorized parties.
- Complying with all applicable data protection laws and company procedures.
- Reporting actual or suspected breaches of data security promptly.



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8. Conflict of Interest

A conflict of interest arises when personal interests interfere—or appear to interfere—with the interests of Lennox Group LLC. Employees must avoid situations where a personal, financial, or other interest could compromise their objectivity or decision-making. All potential conflicts of interest must be disclosed to management or Human Resources without delay.

9. Gifts, Entertainment, and Anti-Corruption

Lennox Group LLC prohibits the offering or acceptance of gifts, gratuities, or entertainment that could influence, or appear to influence, business decisions or professional judgment. All employees must comply with relevant anti-bribery and anti-corruption laws. Exceptions to this policy must be authorized in advance and documented accordingly.

10. Social Media and Public Communications

Employees are expected to act responsibly when representing Lennox Group LLC on social media or in public forums. Company branding, proprietary information, and confidential matters should not be disclosed without authorization. Personal opinions expressed on public platforms must not be presented as the views of the company.

11. Reporting Violations

Employees are encouraged—and in some cases required—to report violations of this Code of Conduct, company policies, or legal requirements. Reports may be made to supervisors, Human Resources, or through designated anonymous reporting channels. Retaliation against persons making good faith reports is strictly prohibited.



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12. Policy Implementation and Enforcement

Compliance with this Code of Conduct is a condition of employment and continued association with Lennox Group LLC. Violations of this policy may result in disciplinary action, up to and including termination of employment and legal action where applicable. All employees are expected to cooperate fully with any investigations related to breaches of conduct.

13. Review and Updates

This policy is reviewed periodically and may be updated to reflect changes in laws, regulations, or company practices. Employees will be notified of any significant amendments, and are responsible for familiarizing themselves with the most recent version of the policy.

14. Conclusion

Lennox Group LLC's Workplace Code of Conduct Policy is designed to foster a safe, respectful, and high-performing work environment. By upholding these principles in our daily actions, we build a workplace where everyone can thrive, contribute their best, and take pride in being part of Lennox Group LLC.

For questions regarding this policy or to report concerns, employees should contact Human Resources or their immediate supervisor.

