



## INSIGHTSOFTWARE SUPPLIER CODE OF CONDUCT

Effective: April 12, 2021

GS Topco GP, LLC, including all its subsidiaries and affiliates (“insightsoftware”) is committed to integrity and high standards of business conduct in everything we do, especially in our dealings with suppliers and consultants (collectively “Suppliers”). insightsoftware expects that all Suppliers it engages adhere to applicable legal and regulatory requirements in their business relationships as set out in this Supplier Code of Conduct (“Code”) in connection with its activities for insightsoftware.

Suppliers are responsible to ensure that they and their employees, workers, representatives, suppliers and subcontractors comply with the standards of conduct set out in this Code and in other contractual obligations to insightsoftware. Please contact your insightsoftware point of contact if you have any questions about this Code or the standards of business conduct that all insightsoftware Suppliers are expected to satisfy.

### Responsibilities of insightsoftware Suppliers

**Fair Employment Practices:** To (i) observe applicable laws and regulations governing wages and hours, recruitment and employment contracts; (ii) allow workers to choose freely whether to organize or join associations of their own choosing for the purpose of collective bargaining as provided by local law or regulation; (iii) prohibit discrimination, harassment and retaliation; and (iv) not hold or destroy a worker’s identity or immigration documents.

**Environment, Health & Safety:** (i) To comply with applicable environmental, health and safety (EHS) laws and regulations; (ii) to provide workers a safe and healthy workplace; and (iii) not to adversely affect the local community.

**Human Rights:** (i) To respect human rights of your employees and others in your business operations and your activities for insightsoftware; (ii) not to employ workers younger than sixteen (16) years of age or below the applicable minimum age, whichever is higher; (iii) not to use forced, prison or indentured labor, or workers subject to any form of physical, sexual or psychological compulsion, exploitation or coercion, or to engage in or abet trafficking in persons.

**Anti-Bribery and Working with Governments:** (i) To maintain and enforce a policy requiring adherence to lawful business practices, including a prohibition against bribery of government officials, (ii) not to offer or provide, directly or indirectly, anything of value, including cash, bribes, gifts, entertainment or kickbacks to any insightsoftware employee, representative or insightsoftware customer or to any government official in connection with any insightsoftware procurement, transaction or business dealing, and (iii) to provide supporting data to insightsoftware when requested.



**Competition Law:** Not to share or exchange any price, cost or other competitive information or engage in any collusive conduct with respect to any proposed, pending or current insightsoftware procurement.

**Intellectual Property:** To respect the intellectual and other property rights of insightsoftware and of Suppliers, including all patents, trademarks and copyrights.

**Security and Privacy:** (i) To respect privacy rights and secure the data of insightsoftware employees, customers, and suppliers (collectively, “insightsoftware Data”); (ii) to implement and maintain physical, organizational and technical measures to ensure the security and confidentiality of insightsoftware’s Data in order to prevent accidental, unauthorized or unlawful destruction, alteration, modification or loss of insightsoftware Data, misuse of insightsoftware Data, or unlawful processing of insightsoftware Data.

**Trade Controls & Customs Matters:** Not to transfer insightsoftware technical information to any third party without the express, written permission of insightsoftware, and to comply with all applicable trade control laws and regulations in the import, export, re-export or transfer of goods, services, software, technology or technical data including any restrictions on access or use by unauthorized persons or entities.

**Controllorship and Tax Law:** To ensure that all invoices and any customs or similar documentation submitted to insightsoftware or governmental authorities or audited by Suppliers in connection with transactions involving insightsoftware accurately describe the goods and services provided or delivered and the price thereof, to ensure that all documents, communications and accounting are accurate and honest and not to take or participate in any actions that may be viewed as tax evasion or the facilitation of tax evasion.

#### [How to Raise a Question or Concern](#)

Subject to local laws and any legal restrictions applicable to such reporting, each insightsoftware Supplier is expected to inform insightsoftware promptly of any concern related to this Code affecting insightsoftware. insightsoftware Suppliers also must take such steps as insightsoftware may reasonably request to assist insightsoftware in the investigation of any such occurrence involving insightsoftware.