

K2 SOLUTIONS, INC.
ICoCA – COMPLAINT REPORTING PROCEDURE

K2 Solutions, Inc. is a proud member of the International Code of Conduct Association (ICoCA). K2 strongly supports the mission and the objectives of ICoCA, and is committed to abiding by the principles as set forth in the code.

Any claims or contentions by K2 employees or third parties related to alleged violations of the principles set forth in the code, on the part of K2, shall be reported accordingly:

- All complaints must be in writing and must be signed and dated.
- Complaints must include detailed and specific statements related to the alleged violation of the code, must cite the specific clause(s) of the code that are alleged to have been violated, and should include any and all facts in support of the averments set forth in the complaint.
- Complaints must be sent to the following POC:

K2 Human Resources Department
c/o: Nancy Mills-Smith
5735 US HWY 1 N
Southern Pines, NC 28387
910-692-6898

Upon receipt of any complaint alleging a violation of the code, K2's Human Resources (HR) Department will thoroughly investigate the statements contained within the complaint, and will conduct a review to determine the veracity of the contentions set forth in the complaint.

K2 will forward any and all complaints containing allegations of criminal conduct or alleged violations or breaches of the International Code of Conduct for Private Security Service Providers to ICoCA upon receipt of the same.

Should you wish to file a complaint directly with ICoCA, the procedures for doing so can be found at: <https://www.icoca.ch/en>