

**dayforce**

# Code of Conduct

Our Way Values at work



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# Our Legacy

Change is a constant in our world and our workplaces. At Dayforce, we see it as a source of opportunity. When we embrace change, we empower our customers to do the same, preparing their employees to adapt, evolve, and succeed.

It's you, the Dayforce team, who helps keep our brand promise to make work life better through your hard work and daily commitment to integrity. And each of us is a steward of our reputation and success. Every decision, action, and interaction has an impact, and must reflect our deeply held values. Our Code of Conduct ("Code") will help you navigate a variety of situations and offers valuable insights into making good decisions, interacting ethically, and building positive business relationships.

We designed this Code as your personal road map for living **Our Way Values** at work. Take the Code's guidance to heart. Know it, follow it, and speak up whenever you have concerns. It's the best way to stay in step with the Dayforce culture, follow the laws that apply to us, and do what's right for our company, our customers, and our brand.

**David Ossip**  
Chair and CEO



At Dayforce, we're always looking to the future. Through our leadership, employee and customer experiences will become frictionless and organizations everywhere will enjoy positive and ethical cultures with happy, healthy, and engaged employees.

How we achieve that future is rooted in **Our Way Values** and our ability to bring them to life, because they are more than words – they are foundational. When we truly embody the Dayforce Our Way Values, you can see the results in our daily work and in the way we build our solutions and connect with our customers, communities, and each other.

Look to our Code of Conduct for important guidance in this effort. After all, you are a steward of the Dayforce brand, and we expect you to represent us with pride and integrity – by reading the Code and referring to it often. We're confident you'll find it to be an invaluable tool, guiding you on your journey with Dayforce to be and do your best each day.

Thank you for your attention to this important policy.

**Bill McDonald**  
Executive Vice President, General Counsel, and Corporate Secretary

# Our Way Values

At Dayforce, we're united by our culture and our brand promise to make work life better.

It's a simple phrase that represents a great deal: who we are, what we believe, and what we stand for. Every day and in every action, we strive to deliver on that promise by improving the work lives of our customers, their employees, and our own teams at Dayforce.

We work by Our Way Values – in a way that reflects the values we all share, that guides our actions, helping us show the world what's most important to us and what truly sets us apart.

## Customer Focus

We put the customer at the center of everything we do. We deliver quantifiable value through actionable insights.

## Shared Ambition

We win, learn, and grow together. We're individually and collectively accountable and empowered.

## Agility

We are a global enterprise company with the heart of a startup that embraces innovation, doesn't fear change, and values adaptability.

## Equity

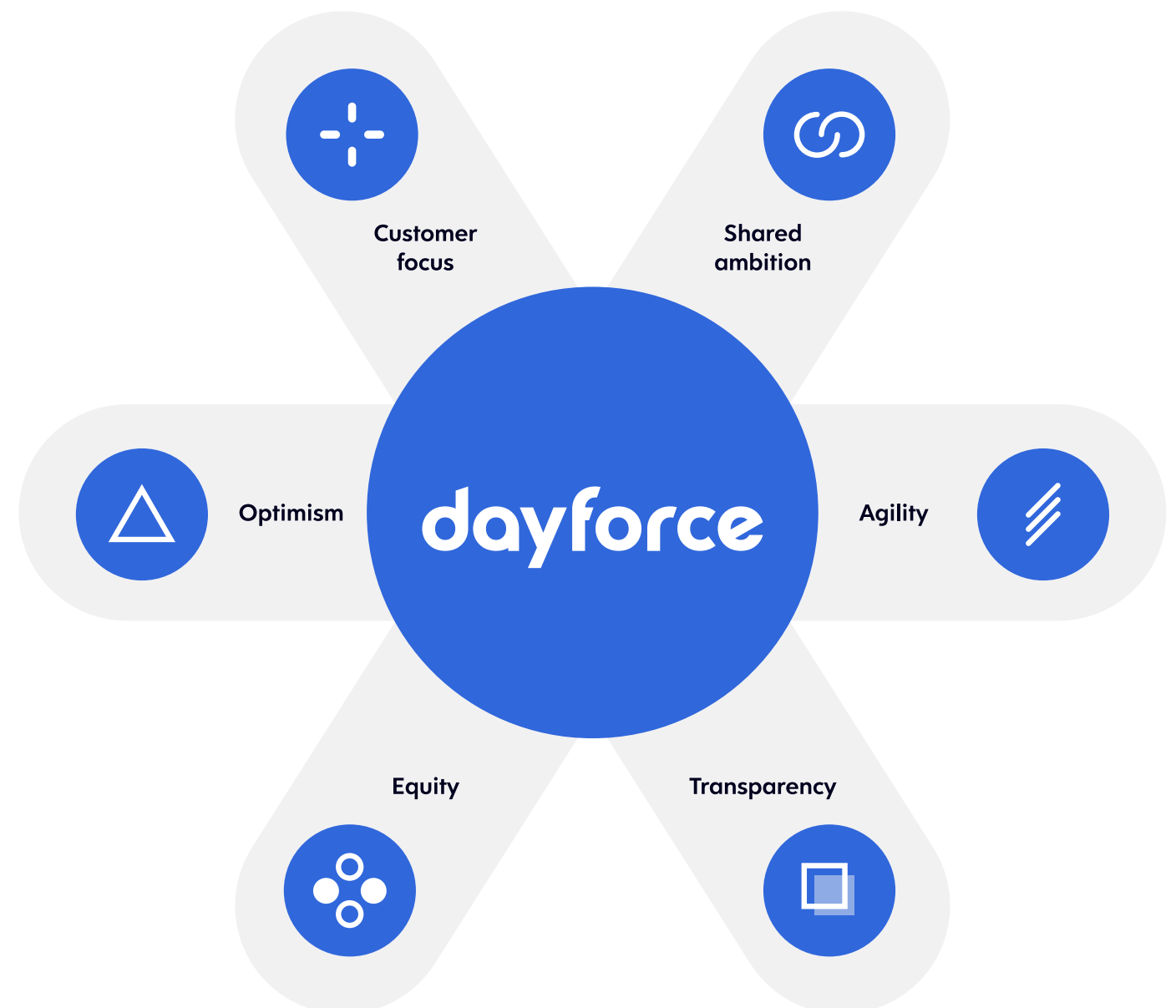
We are building a culture of diversity, inclusion, and belonging. We ensure all employees – of any race, ethnicity, age, gender, sexual orientation, identity or expression, religion, or ability status – can achieve their full potential.

## Optimism

Optimism drives success. Preparation leads to knowledge, knowledge leads to confidence, and confidence leads to optimism.

## Transparency

We are open, honest, and respectful.



# Our Code

How do we know we're living Our Way Values? When the things we do align with the things we believe. Our Code helps us achieve that alignment in everything we say and do.

Getting to know the Code

Understanding your responsibilities

Making good decisions

Sharing concerns

# Our Code

## Getting to know the Code

In business, there's no stopping progress. New technology, new ideas – they just keep coming. Dayforce welcomes progress, and we understand it can't happen without people – the beating heart of every innovation and every company. People are our prime focus at Dayforce. We help companies and their employees thrive, because Dayforce aims to make work life better.

To get the best outcomes for our customers, we apply that same focus to our own team, promoting their happiness and health in a culture of excellence and integrity. It's your job to embody this culture, along with Our Way Values and our Code in all you do.

Our Code is the framework each of us must follow to build on our culture – one good decision and action at a time.

The Code can help you:

- Comply with our policies and the laws that apply to our business
- Handle common ethical dilemmas
- Answer frequently asked questions
- Make good choices
- Have respectful and positive interactions
- Find resources when you need help



## The Code applies to you

We expect you and anyone who represents Dayforce anywhere in the world to follow the Code. Whether you work in an office, at home, the executive suite, or the boardroom, the Code applies equally to everyone – from the first day you're hired and throughout your employment.

And because our suppliers, consultants, and business partners act on behalf of Dayforce, we expect them to uphold the same high standards and share our commitment to integrity by following our Vendor Code of Conduct.

## Are there ever waivers or changes to the Code?

In certain circumstances, Dayforce may grant waivers of the Code to directors or executive officers, but only when approved by our Board of Directors or Audit Committee of the Board. We may also amend the Code or policies at any time, especially when laws change. Any waivers and changes will be disclosed on our website and to all required authorities. Refer to the Code often to stay up to date.

## What about violations?

We trust our team to do what's right and follow our Code and our policies. But sometimes, violations happen. When they do, they break that trust, and in the process, damage our culture and reputation. For that reason, we are serious about violations, taking disciplinary action – even dismissal when necessary. When a law has been violated, it can lead to more serious consequences, including civil or criminal penalties for anyone involved.

**Our Way Values** help us embrace what Dayforce believes.

**Our Code** helps us do what Dayforce expects.

## Did you know?

We are all expected to follow both the letter (the written rules) and spirit (the “why” behind the rules) of the Code.

## Understanding your responsibilities

Every day at Dayforce, we get to do work we're passionate about with a team we trust. We have a responsibility both to each other and our company to honor the trust we've built by proudly upholding our shared responsibilities:

**Live** Our Way Values. Embody them in every conversation and every action.

**Follow** the Code, policies, and the law. Go to the Code first when you're in an unfamiliar situation.

**Learn** about the laws that apply to us and how they impact your work – wherever you're doing business. Follow them with care and [ask questions](#) if a rule isn't clear.

**Share** your concerns about activity that could violate our Code, policies, or the law. [Speak up](#) even if you're not sure if a violation has happened.

Being a Dayforce manager brings added responsibilities:

**Model** Our Values at Work. Promote and follow our Code – no exceptions. Make sure each decision and action follows our Code and policies.

**Promote** the Code and know it well so you can answer questions. Remind your team about the Code and encourage them to refer to it often.

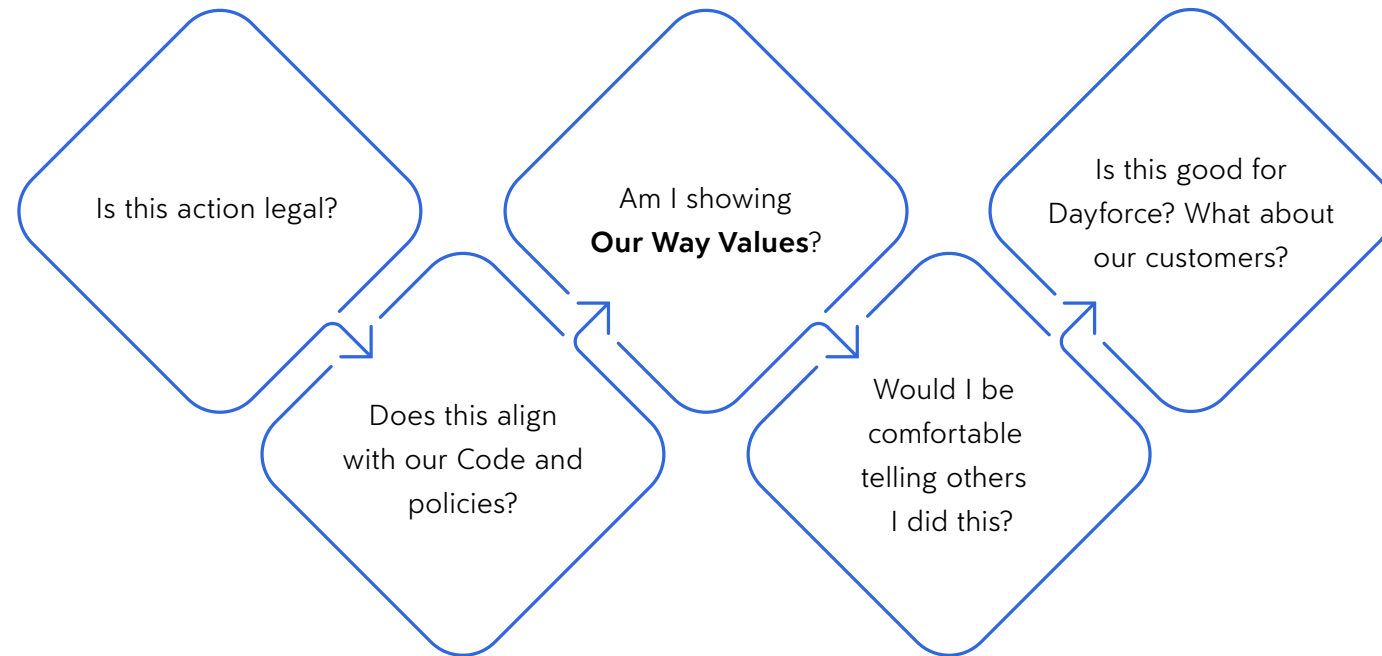
**Listen** to your team. When they have concerns, make sure they know you're there for them. Make sure they feel safe and comfortable speaking up.

**Act** immediately if you become aware of possible misconduct. Rather than investigating yourself, share your concerns about it today.



## Making good decisions

Business is all about decisions. Good or bad, the decisions we make as individuals determine where Dayforce goes as a company. The Code can help you choose the right path, but you can also try asking yourself:



Were you able to answer “**yes**” to every question? If so, that means the action is probably OK. If you answered “**no**” to any question or you’re just not sure, put this action on pause and [share your concerns](#) first.





## Sharing concerns

We believe every member of the Dayforce team has value and a voice that deserves to be heard. When it comes to sharing concerns of unethical or illegal activity, your voice can be the one that makes a difference.

### You have options

It may not be easy, but speaking up isn't optional – it's essential, and it's your responsibility. Regardless of who might be involved or what you're concerned about, we need to hear it. But Dayforce also wants you to feel confident asking questions and sharing concerns, so we offer several different options.

Reach out to either:

- Your own manager or any senior leader

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- Human Resources

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- Internal Audit and Finance (for finance and accounting concerns)

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- The Audit Committee of the Board of Directors

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- Physical Security (for safety or security concerns)

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- The [Dayforce Legal Department](#) (for questions about laws or policies)

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If you're not comfortable with any of these options, or wish to submit an anonymous question or concern, contact:

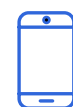
**Ethics and Compliance Hotline** – [ethicspoint.com](https://ethicspoint.com)

The Ethics and Compliance Hotline is a confidential alternative when you have concerns. An independent third-party provider operates this service, which is available 24/7, either by phone or online. Identifying yourself enables Dayforce to investigate more effectively, but we do give you the option to remain anonymous.

You can reach the Ethics and Compliance Hotline:



Online at [ethicspoint.com](https://ethicspoint.com)



By phone – visit [ethicspoint.com](https://ethicspoint.com) to find a dedicated toll-free number for your country.

### Practice the “Three D’s”

- Disclose** – Let us know if you're in an unfamiliar ethical situation.
- Discuss** – Talk through the situation so you can better evaluate it.
- Decide** – Work with us to help resolve it and choose the right course of action.

### Then what happens?

Once you share a concern:

- We review it promptly.
- We may follow up with you and ask for more information.
- If the concern warrants an investigation and our investigation reveals a violation, we will take appropriate disciplinary action against those involved.
- While we can't give you specific details, we will let you know that your concern has been addressed.

## Sharing concerns

### No retaliation

We know it takes courage to share a concern. That's why we do all we can to help you report without fear of retaliation.

Be aware that Dayforce does not tolerate retaliation against anyone who shares a concern honestly and in good faith. We also won't tolerate anyone making a knowingly false report. Both situations violate our Code, and we need to know if they happen.

Have you or someone else experienced retaliation of some kind? If so, reach out to your manager, [Human Resources](#), [Legal Department](#), or the [Ethics and Compliance Hotline](#).

### Reality check

**A more senior-level colleague told me to do something that I believe violates our policies. I politely declined, but now I've been uninvited to a project meeting being led by this same colleague. I'm worried this has harmed my career. Should I have done what was asked?**

No, you shouldn't have. No one at Dayforce, no matter how senior, may ask you to violate our policies. And if this individual is doing something improper, we need to know. We also need to know if you've experienced retaliation – we won't permit it. Share your concerns immediately.

### Is this retaliation?

Retaliation can come in any form, but you may be experiencing it if:

You're suddenly dismissed or reassigned.

You're passed over for new opportunities.

You're excluded from meetings.

You're seeing a reduction in pay or hours.

These are only a few examples. Watch for retaliation and report it.



### ➤ Keep going

[Whistleblower Policy \(Global\)](#)

[Whistleblower Policy \(Australia\)](#)

# Our People

We know people make the magic happen at Dayforce, and we highly value every member of our team. We respect their unique talents and differences and give them a workplace that's a great place to be.

Promoting diversity, equity, and inclusion

Showing respect

Keeping our workplace safe and healthy



# Our People

## Promoting diversity, equity, and inclusion

Dayforce fosters an inclusive culture that celebrates all our people – no matter their background or personal characteristics. We know a diverse workforce translates into better innovation and ideas for our company and better results for our customers.



### Do your part

- Highlight respect in every interaction and decision at work.
- Follow all laws and policies (in particular, our Respectful Workplace policies) relating to equal employment opportunity, respectful workplace, anti-bullying, harassment and discrimination. [Ask for help](#) if anything is unclear.
- Recognize the differences and unique perspectives of those around you and be aware of personal biases you might hold. Remember, a team that feels welcomed and appreciated is a stronger, more effective team.
- Seek out and welcome different points of view – don't dismiss anyone's contribution or continually consult the same individuals for input.
- Help ensure that each person feels included – with equal access to resources and an equal ability to express themselves, contribute, and grow in their careers.
- Treat everyone fairly, without discriminating, favoring, or [harassing](#) anyone based on their background, beliefs, or any characteristics protected by law.

### Did you know?

Most countries have laws, and Dayforce policies require us to protect certain personal characteristics, including:

- Age
- Gender expression or identity
- Religion or creed
- Socioeconomic status
- Race, color, or ancestry
- Sexual orientation
- Marital status
- Pregnancy and maternity status
- Citizenship or national origin
- Disability
- Veteran status

If you're not sure if a trait is protected, act as if it is – respect is always the best practice.

### Reality check

**I applied for another job within Dayforce, and someone less qualified was hired. I feel like I may have been discriminated against because of my age. I'm not sure, and don't want to be labeled a complainer, but should I say something?**

Yes, you should. We base our hiring decisions on objective criteria, such as skills and job requirements – not on personal characteristics like age. [Share your concerns](#) immediately so you can get clarification, and we can be sure the process was fair.

### ➤ Keep going

Visit [Policy Central](#) to see all related policies, including Respectful Workplace policies.

## Showing respect

We recognize that to value people is to respect them – it’s a key component of a successful work culture. By treating every individual with dignity and appreciating the unique roles they play at Dayforce, we encourage growth, productivity, and positivity.

### Listen

If you hear someone say:

“I didn’t mean anything by it.”

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“I already said no. Why do you keep asking?”

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“You’re just being too sensitive.”

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“They always call me that.”

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It could be a sign of harassment. Stay alert for comments like these and share any concerns.

### Do your part

- Consider how you like to be treated. Then treat people – all people – the same way: with respect. That includes coworkers, customers, business partners, and anyone else with whom you interact.
- Be aware of the impact your actions and comments have on others. Respect can be conveyed in:
  - Your verbal and nonverbal communications
  - Your ability to listen
  - Your willingness to include and consult others
  - Your ability to encourage, rather than criticize
- Help prevent harassment at Dayforce by learning to recognize it. It can include intimidation, bullying, abuse, and any other behavior intended to offend, threaten, pressure, or humiliate someone.
- Also watch for sexual harassment, which can involve unwelcome physical contact, sexual remarks, or sexually offensive materials.
- If you experience or suspect possible harassment, [share your concerns](#) immediately – no matter who is involved or where within our business it may be happening.



### Reality check

**Several of my coworkers keep talking about another colleague and how attractive this person is. They haven’t said anything to this person, and they don’t seem to mean any harm, but it’s making me feel uncomfortable. Am I overreacting?**

No, you’re not. Try speaking to these coworkers and explain how their comments make you feel. If you’re comfortable doing so, ask them to stop. If the situation continues or if you don’t feel like you can speak up directly, share your concerns with your manager or another Dayforce resource.



## Keeping our workplace safe and healthy

We see safety and health as a basic human need – one we fulfill with the care and commitment of every Dayforce colleague. It takes each of us, working together and upholding our rules and high standards to ensure a safe environment for everyone who enters our facilities.

### Do your part

- Know and carefully follow all safety and health policies and procedures that apply to you to protect yourself and others, including coworkers, business partners, visitors, and vendors. That includes safety standards related to:
  - Working conditions
  - Hygiene and disease control
  - Building and fire safety
- Be a source of inspiration for others by modeling safe behaviors and never taking shortcuts.
- Complete all required safety training and know how to respond in an emergency. Be aware that our safety rules and procedures may vary by location, but they're all equally important.
- When you're working for Dayforce, never be under the influence of alcohol or drugs, which can impair or impact your performance and decision-making. There may be special events when alcohol is permitted, but when it is, always follow the law and use good judgment and moderation.
- Help keep violence and threats out of our workplace along with weapons, which are not permitted in Dayforce facilities or on our property. If you are aware of a weapon or see signs of potentially threatening activity, contact your local Facilities team immediately. Don't wait.
- Report accidents, hazards, or unsafe working conditions to your manager or another Dayforce resource so we can address them immediately.

### What should I report?

Speak up about anything unsafe, including:

- Hazardous working conditions
- Broken or malfunctioning equipment
- [Environmental hazards](#)
- Weapons on Dayforce property
- Substance abuse
- Violations of safety policies or procedures

### ➤ Keep going

Visit [Policy Central](#) for your country's policy including applicable Respectful Workplace, Health and Safety, and other related policies.

# Our Company

We are proud of the work we do, the people we are, and the company we've built. That pride is evident in the way we conduct our business – by doing our best and doing what's right each day.

- Protecting what's ours
- Securing confidential information
- Avoiding conflicts of interest
- Keeping accurate records
- Communicating responsibly

# Our Company

## Protecting what's ours

Building a great company requires innovation, hard work, and the resources to keep it going strong. We recognize our shared responsibility to care for the assets entrusted to us, protecting them from harm, loss, or misuse.

### Do your part

- Use all Dayforce assets responsibly – only for legitimate business purposes and in line with our values, policies, and the law.
- While we do permit occasional personal use of company assets, limit your use. Never use our assets for personal gain or in a way that interferes with your work or the business or reputation of Dayforce. (Remember, anything you create or store on Dayforce equipment or systems is company property and may be monitored at any time.)
- Protect our assets as you would your own. Never borrow or lend them without authorization. [Share your concerns](#) immediately about breaches, theft, or damage.
- Secure the information assets in our care, whether they belong to Dayforce or others. That includes our [confidential information or intellectual property](#). Follow our policies and never share this information with anyone who isn't authorized.
- If you use or develop [artificial intelligence \(AI\)](#) in your work, follow our policies and our [AI Ethics Principles](#), as well as any laws that apply.
- Practice good physical security and cyber-security. Follow our policies to protect our facilities and systems from unauthorized access. Only use Dayforce-approved software and devices and never share your ID or password or click on suspicious links.





## Protecting what's ours

### Our assets can be ...

#### Physical

Items with a physical form such as:

Facilities and furniture

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Dayforce vehicles

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Office supplies

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Equipment and tools

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Dayforce credit cards

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Raw materials

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#### Electronic

Tools supporting our systems, such as:

Computer hardware and software

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Networks and databases

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Mobile devices

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Internet access

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#### Informational

Data we create or collect that has value, such as:

Intellectual property

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Trade secrets

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Logos and trademarks

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Patents

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Emails and records

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### Reality check

**I have discovered some free anti-malware software to install on my home computer. Since it works well and doesn't require a license, may I install it on my work computer?**

No. It doesn't matter how effective this software might be or how little it costs. We don't allow any unauthorized software to be installed on Dayforce devices – even when a license isn't required. Submit a ServiceNow request before downloading any software. They can help you install something appropriate and approved.

### ➤ Keep going

Explore all of our security standards by filtering by "Technology & Cybersecurity" in Policy Central.



## Securing confidential information

Our business here at Dayforce is all about smart technology – building solutions with hard work, innovation, and a great deal of confidential and proprietary information. Whether we collect or generate that information, it's a valuable asset that each of us must protect.

### Do your part

- Your work could expose you to information about Dayforce, our colleagues, our customers, or our business partners that isn't available to the public. We trust you to help us protect confidential information from exposure.
- Know what kind of information you work with and learn to recognize what's confidential. Ask questions if you're not sure if something is confidential. Until you know for sure, treat it as if it is.
- Follow our policies, your employment engagement/contract, and the laws of all applicable countries to handle, collect, and dispose of confidential information properly.
- Never share this information with anyone who isn't authorized to see it (whether inside or outside of Dayforce). Further, never share any [material, nonpublic information](#) unless you are specifically authorized to do so. That includes never discussing confidential information, or material nonpublic information publicly or posting it on [social media](#).
- Be just as cautious with proprietary information – the ideas or intellectual property we create at Dayforce that make us competitive and unique.
- If confidential or proprietary information belongs to someone else, like a business partner or other entity, protect it in the same manner.
- Take special care with any sensitive personal information that you might handle. Follow [data privacy](#) laws and internal policies/directives to protect it.
- If you leave Dayforce, recognize that you have an ongoing responsibility to protect confidential information. That means never sharing it with anyone, including a new employer.
- Remember, the Code isn't meant to keep you from sharing information with your colleagues about your wages or terms and conditions of employment, as you're protected by laws like the National Labor Relations Act., or other applicable legislation.



# Securing confidential information

## What should I protect?

Information that is:

### Confidential, such as:

Acquisition or investment plans

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Marketing or business strategies

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Projected sales or earnings

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Colleague, customer, or business partner lists

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Distributor or customer lists

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### Proprietary, such as:

Product plans or road maps

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Technology, process, or system information

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Creative designs, trade secrets, or white board notes

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New product development

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Proprietary software

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### Personal, such as:

Addresses, phone numbers, email addresses, Social Security Numbers, or other government ID numbers

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Passwords

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Private employment information, other than an employee's wages or terms and conditions of employment

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Medical or financial information, such as bank account information

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Education and training information

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## Reality check

**I recently interviewed a candidate who offered up some information about their previous employer that sounds like it could be confidential. Since this person no longer works for that company, would it be OK to share this information with my team?**

No, it wouldn't. We protect confidential information belonging to others just as we protect our own – even after employment ends. It doesn't matter that this candidate no longer works there. Don't share this information or take advantage of it.

## ➤ Keep going

Information Security Policy

Use of Social Media Policy

Disclosure Policy

## Avoiding conflicts of interest

We're a united team at Dayforce, proud of our company and the work we do. We don't do anything that could harm it, including getting involved in conflicts of interest – situations that could harm (or even appear to harm) Dayforce or call our loyalty into question.



### Do your part

- Remember your responsibilities to Dayforce to do what's right and what's best for our company. If a situation arises that might pit your interests against our interests or affect the decisions you make for us, it could be a conflict of interest. Watch for conflicts and avoid them.
- Be aware, conflicts of interest can take many different forms. While they may not always be obvious, conflicts often involve situations like these:
  - **Personal relationships** – If you supervise, personally benefit, or direct Dayforce business to a friend, immediate family member, or romantic partner, and it might affect the decisions you make for Dayforce.
  - **Employment outside of Dayforce** – If you accept a second job with a competitor or do work “on the side.”
  - **Service positions** – If you accept a position serving on a board of directors (or any other service position).
  - **Financial interests** – If you (or someone close to you) make a substantial investment in a company that does business with (or is trying to do business with) Dayforce.
  - **Business situations** – If you take an opportunity for yourself that belongs to Dayforce that you discover using your position at Dayforce or our company's property or information.
  - **Solicitation** – If you solicit coworkers to purchase products or services that you or a family member are selling or to donate to a cause or organization that you support.
- If you're ever unsure if a situation could create a conflict of interest or you already think you're facing one (or the appearance of one), disclose it immediately to your manager and submit the **Conflict of Interest Disclosure Form** in Dayforce. We may be able to help you avoid or resolve the situation.

### Reality check

**I own several shares of a company's stock that Dayforce recently acquired. Should I disclose this since I already owned the stock, and it's such a small stake?**

While it's good that you're asking the question and watching for possible conflicts, we generally allow ownership of less than 1% in a company like this. If you're ever in doubt, however, disclosing the situation is always your best option.

## Avoiding conflicts of interest



### Are you feeling conflicted?

You may be facing a conflict if you answer “yes” or “maybe” to these questions:

| Is a situation in my personal life coming between me and Dayforce?

| Is there a chance this situation could affect my decision-making?

| Could I or someone close to me benefit from this?

| Would someone looking at this situation think I might be conflicted?

How did you do? Talk to your manager or the Dayforce Legal Department if you have questions or concerns about a possible conflict.

### Reality check

**I work as an application developer for Dayforce and have been offered some freelance development work with a small company in my community. Since this company doesn't compete with Dayforce business, is this situation OK?**

That depends. You need to make sure this work wouldn't interfere with your responsibilities at Dayforce – either because of the nature of your work, the business this company does, and the time required to do it. It's best to disclose this situation so we can make sure there's no conflict.

## Keeping accurate records

Our records are the ultimate source of truth for our business, giving us insights into our performance, our finances, and our future. The better our records, the better our insights – and our reputation, so we use great care with our records, creating and maintaining them with integrity.



### Do your part

- Remember, our records are also a source of trust between Dayforce, our customers, shareholders, business partners, and others. They rely on our records to inform their own decisions, so accuracy is essential. Our records include:
  - Accounting records
  - Expense reports
  - Invoices
  - Timesheets
  - Bids, proposals, and contracts
  - Performance reviews
  - Emails and other correspondence
- Whatever records you may contribute to or handle for Dayforce (whether financial, operational, or administrative), make sure the information they contain is reliable, accurate, clear, and complete.
- Focus on transparency and honesty. Never try to deceive anyone by making false or misleading entries. Don't tolerate anyone else falsifying Dayforce records or asking you to participate. Make sure every record accurately shows what happened. [Share your concerns](#) immediately if you're aware of any suspicious or fraudulent activity involving our records.
- Carefully follow our policies and all applicable laws, along with generally accepted accounting principles and regulations when creating or contributing to our records. If you're unsure about a rule, [ask questions](#) before proceeding.
- If you make financial or regulatory disclosures on behalf of Dayforce, or if you respond to audits or inquiries, follow all requirements and provide full and accurate information.
- Practice good records management by following our policies and schedules to properly maintain, handle, retain, or dispose of our records. Also, keep supporting documentation, such as notes or receipts, to back up our records.
- If a record has a legal hold or it's been requested for an investigation, lawsuit, or audit, don't destroy, alter, or conceal it in any way.

### Listen

**If you hear someone say:**

“Just make it match the estimate.”

“It's close enough.”

“You have to make the numbers work.”

“Just post-date it for last quarter.”

It could be a sign of fraud or other misconduct. Share your concerns.

#### Keep going

Corporate Records Retention Policy

## Communicating responsibly

Communication today is nonstop – information, ideas, and opinions are constantly shared. We know there's power in the messages we send, both as individuals and as a company, and the messages we send about Dayforce must always reflect Our Way Values and help build our brand.

### Do your part

- Never forget the value of the Dayforce brand. Our name is a critically important asset, and it's up to each of us to protect it, never using it inappropriately or for personal gain.
- No matter how well you know Dayforce, don't speak for us unless you are an authorized spokesperson. It's not because we don't trust you – it's so we can speak with one consistent voice, delivering accurate and tailored messaging.
- Make sure only authorized Dayforce colleagues respond to requests for comments or information on behalf of the company. Instead of trying to respond on your own, refer them properly:
  - [Investor requests](#)
  - [Media requests](#)
  - [Government agency requests](#)
- If you work in advertising or marketing for Dayforce, focus on honesty and fairness. Never make exaggerated or false claims or promises we can't keep. When referring to the competition, never make false comparisons or say anything disparaging – we compete on our own merits.
- Use social media responsibly – with good judgment. Never make it appear that you speak for Dayforce. Never post anything [harassing](#), knowingly false, abusive, or illegal. And never share any information that's [private](#), [confidential](#), or [proprietary](#).
- Keep in mind, the Code doesn't stop you from communicating with colleagues about work-related issues or coming together to support each other, as you're protected by laws like the National Labor Relations Act. These guidelines are only applicable when communicating on behalf of Dayforce or its affiliated entities.



## Communicating responsibly

### Good communication helps us:

Solve problems

---

Enhance our reputation

---

Build stronger teams

---

Prevent misunderstandings

---

Improve our service

---

Innovate and inspire each other

---

### Ensure good communication by saying only what's:

Truthful

---

Helpful

---

Respectful

---

Legal

---

Aligned with our policies

---

Reflective of our values

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### Reality check

**I was involved in a conversation on social media where someone said something obviously false about a Dayforce service. I know I can clear this up easily. If I'm polite and correct in what I say, would it be OK to respond?**

No, it wouldn't. It doesn't matter how good your intentions may be or how confident you are that you can respond effectively. You still risk sending a reply that strays from our approved messaging. Instead, forward the post to the right Dayforce resource so we can respond.

➤ **Keep going**

[Use of Social Media Policy](#)



# Our Reputation

The Dayforce reputation isn't built on who we hope to be – it's built on the actions we take today. You preserve our good name by doing what's right – by playing by the rules and reflecting Our Way Values.

- Competing fairly
- Stopping bribery and corruption
- Exchanging business courtesies
- Preventing insider trading
- Conducting global business
- Preserving privacy
- Innovating responsibly with artificial intelligence
- Building good partnerships
- Working ethically with the government
- Engaging in political activities



# Our Reputation

## Competing fairly

We welcome healthy competition at Dayforce – it motivates us to work harder and smarter. But we do so without cheating, breaking laws, or keeping anyone else from competing. We make sure our success reflects only the quality of our solutions and the work we put in.

### Do your part

- Know and follow the antitrust and competition laws wherever you do business; violations can have serious consequences for Dayforce and anyone involved.
- Have questions about a law? [Ask for help](#) – competition laws can be complicated, but we all need to play by the same set of rules.
- Compete as hard as you can, but never use deceptive or unfair practices.
- Watch what you say. Never make (or appear to make) agreements with customers, suppliers, or competitors that limit competition or give you or Dayforce an unfair advantage.
- Use care at trade association functions, where sensitive competitive issues may be discussed.
- Learn about the competition fairly. Only use information available to the public (like articles and other online sources). If information is [confidential](#) or obtained illegally, don't use it.
- If you do marketing or advertising for Dayforce, be honest and fair. Never make false claims about us or our competitors or make promises we can't keep.



### Don't talk about it

Is your conversation leading to a discussion about:

- | Setting prices or coverages?
- | Establishing product standards or deciding which products to sell?
- | Manipulating the bidding process?
- | Dividing territories or markets?
- | Boycotting companies or [countries](#) (unless required by law)?
- | Confidential information or intellectual property?

If you said “**yes**” to any of these questions, it's time to shut the conversation down. Point out that it's inappropriate, leave the conversation, then ask for guidance.

## Stopping bribery and corruption

The easy way to succeed in business isn't always the right way, especially if bribery is involved. At Dayforce, we fight bribery and corruption – protecting our reputation and relationships by doing business fairly and ethically and succeeding only when we've earned it.

### Listen

If you hear comments like these:

“It’s customary here.”

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“If you want to get it done faster ...”

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“That’s how we do business.”

---

“Nobody has to know.”

---

... **and** if an offer or fee is involved, it could be a sign of a bribe. Don't give in – get advice first.

### Do your part

- Remember: We don't accept bribes or offer them. Watch for anything of value being offered to receive some benefit or influence a decision – it could be a bribe.
- Know and follow anti-bribery laws wherever in the world you work. These laws vary, so if they (or local customs) may be conflicting with our policies, [ask questions](#) before you act.
- Be cautious with [gifts and entertainment](#). Make sure anything exchanged with business partners or other third parties aligns with our policies.
- Be aware that even stricter rules apply with [government officials](#). Never offer them anything without prior approval, no matter the value.
- Clearly document all transactions and payments, and make sure all invoices and [records](#) accurately reflect products sold or services given.
- [Share your concerns](#) if you suspect an act of bribery or corruption anywhere in our operations.

### Is this a bribe?

A bribe can be anything of value, but it may include:

Cash or cash equivalents (like gift cards)

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Inappropriate gifts or entertainment

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Securities

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Special favors or discounts

---

Job offers

---

Charitable or political donations

---

Paid travel expenses

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Loans

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Bribes can also be “expediting fees,” requested to speed up a transaction or process. **We don't pay them.**

## Stopping bribery and corruption

### Reality check

**A supplier in another country told me they often pay “special” fees to get government paperwork approved faster. Since this involves a third party and not Dayforce, should I be concerned?**

Yes, you should. Our business partners act as an extension of Dayforce. Their actions reflect on us. If they break the law, we could face the consequences, including serious fines and penalties. Share your concerns about this right away.

**I am negotiating a Dayforce deal with my country's Department of Home Affairs. My contact there has suggested we hire his spouse's consulting business, which helps companies like Dayforce “navigate the sales process” with the department. Is this appropriate?**

No, it isn't. Your contact's actions could be a request for a bribe (hiring the spouse's consulting business) to get the deal done. Report this situation immediately.

**I work in the Dayforce Minneapolis office, and our team is considering a new platform to host Dayforce. My friend works at a hosting vendor that is bidding on the project and has offered to fly me to a high-end golf course in California so we can play golf and discuss how we can work together. May I accept?**

No, you shouldn't. This offer is definitely extravagant and could be a sign of a potential bribe. Decline the offer and report it immediately.



➤ **Keep going**

Anti-Corruption Policy

## Exchanging business courtesies

We work hard to build trust with everyone with whom we work, being courteous and showing goodwill. But sometimes goodwill can go too far. Overly generous offers can blur the line between sincere giving and bribery. We're careful at Dayforce not to cross that line or put our relationships and reputation at risk.



### Do your part

- Recognize when gifts and entertainment become bribes. It's all about the intention behind the offer. With a gift, there's no expectation of something in return. With a bribe, there is – there's pressure on the recipient to give more than thanks – to make a decision or take an action that favors the giver. If that happens, a gift also becomes a [conflict of interest](#). Never provide or accept any gift, favor, business courtesy, or entertainment that may create a feeling of obligation, compromise judgment, or appear to influence the recipient.
- Be careful in your interactions with customers or business partners, including vendors and suppliers. Follow our policies and theirs. Never offer them anything (or accept something they offer) if it could affect the decisions you make for Dayforce or look like an attempt to buy favor or influence. Pre-clear any gift or hospitality you would like to provide to any non-government official valued over \$200 USD.
- If you're interacting with a government official, be especially cautious. Stricter rules apply, so in addition to carefully searching your intentions behind the gift, consult with the [Dayforce Legal Department](#) before extending any gift or hospitality to a government official valued over \$20 USD.
- Use good judgment in business courtesy situations. Consider how it might appear to others. Could someone else believe it's a bribe? Is it illegal or extravagant? If so, the offer isn't appropriate. If you're unsure, ask your supervisor or the Dayforce Legal Department first.

## Exchanging business courtesies

### Appropriate offers are usually:

Nominal in value, like promotional items

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Offered infrequently

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Serve a legitimate business purpose

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Legal and aligned with all parties' policies

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Reasonable business meals or drinks

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### Inappropriate offers are often:

Extravagant

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Cash or a cash equivalent (like a gift card)

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Loans or stock options

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Special discounts

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Payment of travel expenses

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Charitable or political contributions

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Offered frequently or not business-related

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### Reality check

**A holiday gift basket just arrived for me from a vendor. It's full of chocolates and other small treats. Since I've already received it, I don't feel like I can refuse it. What should I do?**

Let your supervisor know about it. If it's something inexpensive that you can share with your colleagues, like food, it is probably OK to keep it. With other more extravagant gifts, it's best to return them and politely explain our policy.

**I work in sales in the U.S. and wanted to send a holiday gift to someone at the local police department – one of our Dayforce customers in the U.S. The gift would be a \$50 USD gift card for the Chief of Police of the department. Do I need to get approval first?**

Yes, you do. It's because the Chief of Police is considered a government official, and the value of the gift is above our threshold requiring pre-approval of gifts to U.S. government officials.

**I'm a sales rep in Canada, and a friend of mine is Chief HR Officer for the city I live in. Can I use my Dayforce travel card to buy my friend and myself tickets to a big hockey game (valued at \$350 USD per ticket). Is there anything I have to do?**

Yes. Before you buy the tickets, consider if the gift is lavish and the timing surrounding it (such as if the city is actively seeking vendors or negotiating with Dayforce for one of our products). Do a web search to see if the city's gifting policies permit your friend to accept the ticket. Then contact the [Office of the General Counsel](#) for pre-approval.

**➤ Keep going**

Anti-Corruption Policy

## Preventing insider trading

Investing has always had its risks. You make an educated prediction and hope it pays off. That’s how fair markets should work – everyone follows the rules and bases decisions on the same information. At Dayforce, we invest fairly, never trading on material, nonpublic information we obtain through our work.

### Do your part

- Be aware, as a Dayforce colleague, you might come across information about our company or other companies, like our customers or business partners that others don’t yet know. If you do, you have an informational advantage over other investors. You also have a duty to keep this information private.
- Protect any information that’s:
  - Material – It could help an investor decide whether or not to buy, sell, or hold securities.
  - Nonpublic – It hasn’t yet been made public, like through an official announcement or press release.
- Keep in mind that trading on inside information or using it in any way for personal gain violates our policies. It could also violate securities laws and result in serious civil or criminal penalties, so don’t trade on inside information or “tip” it to others for their investing decisions – that includes family and friends.
- Are you unsure if information is “inside” information? Before you trade, ask the [Dayforce Legal Department](#) for guidance. If you’re not sure if information is public, treat it like it’s private.
- From time to time, you may be instructed by the Dayforce Legal Department that you are “blacked out” and prohibited from trading Dayforce securities. Comply with any special restrictions, such as trading windows and blackout periods, that may apply to you.



### Material, nonpublic information can include:

Financial results, such as earnings or forecasts

Legal action or investigations

Mergers, acquisitions, and joint ventures

Notice of a cybersecurity breach

Sales or purchase of assets

Regulatory changes

Changes in dividend policy

Major changes in leadership or business plans

#### Keep going

[Insider Trading and Tipping Policy](#)

## Conducting global business

Dayforce welcomes the opportunities and complexities of being a global business. Differing cultures, customs, laws, and standards – they motivate us to adapt and innovate. They also present ethical challenges that we’re committed to meeting with integrity.

### Do your part

- Because we serve organizations around the world, we follow the trade and antiboycott laws that apply to us, everywhere we operate. Violating these laws can disrupt our business and lead to severe fines, so know the laws that impact your international work and uphold them without exception.
- Recognize that, depending on the transaction, the laws of multiple countries may apply. And sometimes, those laws or customs may conflict with each other – or with our policies. If so, ask the [Dayforce Legal Department](#) for help so you can proceed with confidence.
- Focus on accuracy when processing and classifying imports and exports. Obtain proper clearances, licenses, or government approvals and carefully describe, classify, document, and label everything in advance. Clearly identify the:
  - Proper declared value
  - Country of origin
  - Final destination
  - End user and end use
- Prevent our transactions from including payments of [expediting fees](#). Also ensure that we’re not doing business with sanctioned or restricted countries, individuals, or organizations. Ask the Dayforce Legal Department if you’re not sure.
- Be aware that Dayforce doesn’t participate in any boycotts that aren’t approved by applicable governments. If you receive a request to participate in a boycott of a certain country, person, or business, reach out to the Dayforce Legal Department immediately.

### What do antiboycott laws do?

They prohibit us from:

- Refusing to do business with anyone for improper reasons (such as discrimination)
- [Discriminating](#) in our employment practices
- Sharing information about someone’s association with a boycotted country or person

Know and follow these laws. Ask for help if you have questions.



### ➤ Keep going

Sanctions Compliance Policy



## Preserving privacy

Privacy is critical to our company's success. That's why when our customers, colleagues, and business partners share personal information with us, we handle it and protect it as if it's our own, following our company's policies and procedures.

### Do your part

- If you have access to personal information as part of your job, it's your responsibility to protect it from unauthorized disclosure or misuse. Protect any information that could identify someone, such as a person's:
  - Name
  - Email address or phone number
  - Birth date
  - Financial information
  - Location data
- We are subject to privacy laws that govern our collection, use, and disclosure of personal information. Follow our corporate policies, standards, playbooks, and procedures available on the [Privacy Hub](#) to ensure you comply with those laws. [Ask questions](#) if you are unsure how a law might impact your work.
- If you become aware of a possible data breach or any misuse or disclosure of personal information, contact ServiceNow to share your concerns immediately so we can stop the leak and minimize the damage.

### Listen

If you hear comments like these:

“It's not your information, so who cares?”

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“It's probably a legitimate request.”

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“I'm sure nobody monitors this Wi-Fi.”

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“Just email it to my personal address.”

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... **and** personal information is involved, there could be a risk of unauthorized disclosure. Follow our policies and ask for help if you're not sure what to do.



## Preserving privacy

### You are a responsible personal information steward when you:

Treat it as your own.

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Limit your collection, use, and disclosure to what is strictly needed.

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Only use it for legitimate and approved business purposes.

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Delete it when no longer needed.

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Don't share it with any unauthorized person.

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Don't access it or share it on an unsecured network.

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Keep it from being sent to unattended devices.

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### Reality check

**My employee recently went on sick leave. A vendor she works with asked me to share her home address so they can send her a get-well card. Since she's worked with this vendor for years, is it OK for me to share this information?**

No, it isn't. Even though you may feel you can trust this vendor, and their intentions are good, you are not permitted to share your employee's personal information in this manner. It violates our policies and possibly data privacy laws.



**➤ Keep going**

Information Security Policy

## Innovating responsibly with artificial intelligence

Thanks to artificial intelligence (AI), our world is experiencing a period of profound technological transformation. New ways of working, learning, and interacting emerge each day. At Dayforce, we embrace new technology and inspire trust by developing and using AI responsibly and ethically.

### We practice AI ethics

To ensure responsible data innovation, Dayforce follows our AI Ethics Principles:

**Social good** – We develop technology that empowers and helps people.

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**Privacy and security** – Privacy and security are always top of mind.

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**Transparency** – AI systems must be accessible and understandable.

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**Inclusion** – We strive to prevent bias in AI systems.

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**Reliability** – We prioritize dependability in our system operations.

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**Accountability** – We act with integrity at all stages of a product’s life cycle.

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- If you use technology or digital tools that utilize AI to create our products or enhance customer experiences, ensure that such use follows all applicable laws, as well as the Dayforce AI Ethics Principles and any other Dayforce policies that may be published on Policy Central regarding AI.
- Remember, AI tools and platforms are typically designed to learn from the information they consume. That information may be used by the company that owns the AI tool or platform, and it is possible that any information you provide to an AI tool or platform could be accessed by our competitors and other third parties. That’s why you must never put nonpublic or confidential information into any AI models or applications that are openly accessible to the public for use (“Public AI Tools”), including:
  - Company plans
  - Code
  - Business strategies
  - Personal and customer data

If you’re not sure if something is nonpublic, ask your manager or see the [Information Classification Standards](#)

- Review all output of Public AI Tools and ensure that it’s accurate and aligned with the standards you would follow had you done it yourself. Remember, Public AI Tools can create false citations and produce outdated or unreliable information. Never make important decisions based on the outputs that are generated.
- Limit your use of AI-generated content and Public AI Tools, which can raise intellectual property issues. Be especially cautious with AI-generated source code. Follow the Dayforce software development processes and standards carefully, including the use of third-party components. Never incorporate code generated by a Public AI Tool into any software or product Dayforce licenses or authorizes for use by third parties.
- If you ever experiment with AI for non-work-related purposes, only use personal devices, not Dayforce devices. Practice appropriate use of technology during work hours and on company devices.

#### ➤ Keep going

[Information Classification Standards](#)

[Corporate Use of Public AI Tools](#)

## Building good partnerships

At Dayforce, relationships are our bedrock, especially those we build with vendors, suppliers, contractors, and consultants. Our business partners support us, challenge us, and fuel our progress, so we treat them with care, basing every interaction on mutual trust, honesty, and respect.

### Do your part

- If you work or negotiate with our business partners, reflect our values in everything you do. That means being fair and transparent – never being discriminatory or abusive toward our partners or misleading them in any way.
- [Keep bribery](#) out of our partnerships by never using an improper offer to try to influence partners' decisions or actions. At the same time, never accept improper offers from them or permit them to sway your decisions.
- Communicate your commitment to high ethical standards here at Dayforce to any business partners with whom you work. Hold them accountable and expect them to share that commitment by upholding our Vendor Code of Conduct.
- Protect any [confidential information](#), [intellectual property](#), or [personal data](#) belonging to our business partners and expect them to protect ours.
- Continually monitor our business partners' work, making sure they're following applicable laws and fulfilling their contractual obligations. If you see or suspect unethical or illegal behavior by a business partner that may violate our Modern Slavery Statement, [share your concerns](#) immediately.
- If you help Dayforce select business partners, focus on fairness and do careful research. Evaluate potential partners only on their merits, their record of success, and their ability to ethically contribute to our business. Never let discrimination or [personal bias](#) influence the process.

### Are we choosing the right partner for Dayforce?

Ask yourself:

- | Can this potential partner meet the needs of Dayforce?
- | Do they offer a good value for our money?
- | Will they enhance our offerings or our operations?
- | Is their reputation free of illegal or unethical activity?
- | Are they willing to share information about their ethics and compliance program?

Make sure you can say “**yes**” to every question. If you can't, consider it a warning sign to explore further.



#### ➤ Keep going

[Anti-Corruption Policy](#)

[Modern Slavery Statement](#)

## Working ethically with the government

We know the government can profoundly impact our business. Regulations, audits, and other government actions can affect our value and the way we operate. They also help us maintain high standards, so we conduct our business and ourselves ethically, being honest and transparent in every interaction.

### Do your part

- Just as you practice integrity and respect with our business partners, do the same with government officials, whether you're dealing with local, state, or federal officials or those of a foreign government.
- Know and follow all legal, regulatory, and contractual requirements that apply to our government dealings. These requirements could impact:
  - Bidding
  - Accounting, invoices, and billing
  - Subcontracting
  - Employment practice
  - Contract performance
  - Business courtesies
  - Purchasing
- Refer all requests from government agencies and authorities to the [Dayforce Legal Department](#) and ask them for help if any requirement is unclear.
- If you make disclosures or statements of any kind to government officials or agencies, be accurate. That includes our [financial disclosures or reports](#), [environmental, social, and governance \[ESG\] information](#), and other disclosures related to our operating results, risks, and more.
- Make sure that you're never saying or offering anything to a government official that could look like an attempt to [bribe](#) or influence them in any way. Remember, contact the Dayforce Legal Department before offering any [gifts or entertainment](#) valued over \$20 USD.
- If you handle any classified or [confidential government information or intellectual property](#), use extreme care to keep it secure.
- Unless you have received prior authorization from the Dayforce Legal Department, never engage or appear to engage in [lobbying activities](#) on behalf of Dayforce. Never try to improperly influence legislation or government rulemaking.
- Be aware that special rules apply to hiring individuals who are current or past government employees. Before beginning the hiring process for a candidate like this, follow all regulations and ask for guidance if anything is unclear.

### Did you know?

Making deliberately false statements (either written or verbal) to government officials is a serious violation of our policies and the law. Both Dayforce and anyone involved could face criminal penalties.

### ➤ Keep going

[Anti-Corruption Policy](#)



## Engaging in political activities

We know politics can be a sensitive topic. In the workplace, it can cause conflict and complications. At Dayforce, we promote fairness in the political process. We also encourage our colleagues to be active, yet responsible political participants who keep their work and political lives separate.

### Do your part

- Remember, everyone has a right to hold their own beliefs and support candidates and causes that are important to them. Always respect those beliefs and expect others to do the same for you.
- Never allow your political activities to interfere with your responsibilities (or anyone else's) at Dayforce, and never let them present a [conflict of interest](#).
- Support the candidates and causes you prefer, but do so on your own – without using the Dayforce name or any resources belonging to us. Never post or share political materials in the workplace or pressure your coworkers to offer support in any way.
- Never donate to a candidate or cause or take any action in the political process on behalf of Dayforce. Any actions or contributions we make must be approved in advance by the [Dayforce Legal Department](#).
- Follow all laws and Dayforce policies related to political activities, including the laws of different countries, which can vary greatly. Violations of these laws can be severe, so contact the Dayforce Legal Department with any questions.
- Be particularly careful in your interactions with [government officials](#). Make sure you're never offering them anything inappropriate, like a political contribution or appearing to engage in political lobbying unless you're specifically authorized.

### Ethical political activity looks like:

Getting involved on your own time

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Using your own funds and resources

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Speaking for yourself (not for Dayforce)

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Keeping campaign materials out of the workplace

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Respecting others' opinions

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### Lobbying activity generally includes:

The passage or defeat of legislation

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Rulemaking, programs, and policies

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The decision to enter into a contract or other financial arrangement

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### Reality check

**I'm thinking of running for the school board in my community. Since this wouldn't be a full-time job or interfere with my work at Dayforce, is it OK to proceed?**

It might be. But before you proceed or accept a nomination to any public office (whether appointed or elected), you must first obtain approval from Dayforce. Let us know about this situation by completing the [Dayforce Conflict of Interest Disclosure Form](#). We need to make sure there are no conflicts or prohibited activities involved with your service.

# Our World

To make a difference in our world, we don't have to be powerful or perfect – we just have to care – being good and protective stewards of our planet and our communities.

Protecting human rights

Protecting our planet

Being a good neighbor

# Our World

## Protecting human rights

Because our business impacts people and communities around the world, our company can be a powerful agent for economic, social, and cultural change. We take that role seriously by working to protect the inherent human rights and dignity of everyone, everywhere.

### Do your part

- Help Dayforce respect, protect, and fulfill human rights by knowing and honoring our policies that prohibit violations of basic human rights, including:
  - Child labor
  - Modern slavery
  - Human trafficking
  - Forced or indentured labor
- Familiarize yourself with the employment laws and our applicable policies that apply in the different countries where we operate or engage partners/vendors. Keep in mind that these laws may vary, so ask the [Dayforce Legal Department](#) for help if a law isn't clear.
- Help us maintain our commitment across our organization, including in our business partner relationships. If you work with or select our business partners, pay attention to their records on human rights. Watch for signs of potential abuses, such as sourcing materials improperly, unethical employment practices, or use of conflict minerals.
- Highlight respect and promote diversity and fairness in every action, and particularly in our employment practices.
- If you become aware of possible human rights abuses anywhere in Dayforce or in our business partners'/vendors' operations, let us know immediately. [Share your concerns](#) so we can take appropriate action.

### What to watch for:

Underage employees

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Hazardous work conditions

---

Forced or compulsory labor

---

Unfair pay

---

Human trafficking

---

Unreasonable or illegal work hours

---

Physical punishment

---

These are just a few examples. Watch for any acts that limit someone's freedoms or disadvantage or harm them in any way.

### ➤ Keep going

[Modern Slavery Statement](#)

[Human Rights Statement](#)

[Vendor Code of Conduct](#)





## Protecting our planet

At Dayforce, we have a strong sense of responsibility – not only to our customers, but also to our world. For that reason, we are committed to limiting our impact on the environment, conserving our resources, and doing all we can to operate a clean and sustainable business.

### Do your part

- Help strengthen the Dayforce approach to environmental stewardship by following all environmental laws that apply to us, no matter where you work.
- Take daily action by carefully following our policies and initiatives for reducing emissions and handling, storing, and disposing of waste. See the latest Dayforce [ESG Report](#) available on our website to learn more about our initiatives.
- Be aware of how you use resources, and be responsible. That includes conserving water, electricity, and paper, and recycling or re-using resources to reduce our footprint.
- If you develop Dayforce products, focus on helping us meet our carbon emissions reduction goals while helping our customers improve their own environmental impact.
- If part of your job involves working with business partners or sourcing supplies for Dayforce, choose options that are responsibly sourced and sustainable. Integrate the Vendor Code of Conduct into vendor contracts and refer to Dayforce sourcing policies for ways to identify and prioritize more sustainable procurement choices.
- Watch for potential environmental hazards. If you suspect a violation, [share your concerns](#) immediately so we can prevent further harm.

### How can I help?

Adopt these eco-friendly daily habits:

Reduce your use of paper, water, and electricity.

Use renewable energy sources whenever possible.

Recycle waste both at home and at work.

Work with green business partners.

Install a programmable thermostat at home.

Eat locally, supporting farmers near you.

### Reality check

**I have been paying attention to some of our practices for recycling and disposing of waste in our facility. While I know we're complying with environmental laws, I think we could do better. Is Dayforce open to suggestions?**

Always! We're constantly looking for ways to reduce our environmental impact and welcome any thoughts you might have. Talk to your manager or [Corporate Responsibility and Sustainability](#) to see if we can implement your ideas.

### ➤ Keep going

[Environmental Sustainability Policy](#)



## Being a good neighbor

Dayforce is proud to be a purpose-driven company. We understand the power we have to turn ambition into action, making a concrete difference in our communities and our society by living the concept of “giving where we’re living” each day.

### Do your part

- Help Dayforce contribute to the greater good by getting involved in Dayforce-sponsored volunteer activities near you. You may also volunteer through our colleague-driven charities. To learn more about our efforts, see our [ESG Report](#).
- Seek opportunities to make a difference on your own as well. But remember, if you do take part in volunteer activities, do so responsibly and independently.
- Keep your personal charitable activities separate from your work. Don't let them interfere with your work duties or harm the reputation of Dayforce. Participate using your own time and resources, not those of Dayforce.

- When you donate to a cause, do so in your own name. [Don't speak for Dayforce](#) or donate in its name without prior authorization – you won't be reimbursed for personal donations.
- Keep in mind, we see volunteering as a personal decision. Never pressure your coworkers to get involved or to donate to a cause, whether or not Dayforce sponsors it.

### What do our charities do?

Our charities here at Dayforce are driven by our colleagues and dedicated to supporting communities through:

Corporate pledges

Colleague-initiated fundraising

Encouragement of staff volunteerism



When you participate in our charities, you help us:

Provide financial assistance to families who need support

Improve access to basics like food, clothing, and shelter

Support physical and emotional well-being

Find out how you can make a difference. Talk to your manager or visit our [charity homepage](#).

**➤ Keep going**

[ESG Report](#)

# Our Future

You've reached the end of our Code. We know it's a lot of information to take in, but it's worth every moment you've taken to read it.

Now you know what it takes to run an ethical company – one that makes work life better for its customers, stakeholders, and each other. It takes pride and personal commitment. That's the future we're striving for at Dayforce – a company that overcomes ethical challenges and does what's right without fail.

We may not know what will happen in the future, but the best way to predict it is to create it ourselves, through our individual actions – every colleague in every location worldwide, acting with integrity, and showing **Our Way Values at Work**.

One thing we do know is this: Our future starts with you. When you live and work by our Code, you build the Dayforce legacy and trust in our brand, both today and for countless tomorrows to come.



# Our Resources

If you need help, these Dayforce resources are standing by:

Issues or Concerns:	Contact:
To ask questions, speak up about potential misconduct or other ethical concerns	<ul style="list-style-type: none"> <li>Your own manager or any senior leader</li> <li>Human Resources</li> </ul> Or the <a href="#">Ethics and Compliance Hotline</a> Online at <a href="http://www.ethicspoint.com">www.ethicspoint.com</a> or By phone (within the U.S. or Canada) at 1-866-ETHICSP (1-866-384-4277) Visit <a href="http://www.ethicspoint.com">www.ethicspoint.com</a> to find a dedicated toll-free number for your country
To access all Dayforce policies	<a href="#">Policy Central</a>
For gifts and entertainment questions	<a href="#">Corporate Compliance</a>
For finance and accounting concerns	<a href="#">Internal Audit and Finance</a> or <a href="mailto:auditcommittee@dayforce.com">auditcommittee@dayforce.com</a>
For information about company benefits	<a href="#">Human Resources</a>

Issues or Concerns:	Contact:
For questions about our policies or the law	The Legal Department at: <a href="mailto:officeofgeneralcounsel@dayforce.com">officeofgeneralcounsel@dayforce.com</a>
For safety or security concerns	Find your Local Key Contacts for your location on our <a href="#">Physical Security Sharepoint Page</a>
For media inquiries	<a href="mailto:mediainquiries@dayforce.com">mediainquiries@dayforce.com</a>
For requests from investors	<a href="mailto:investorrelations@dayforce.com">investorrelations@dayforce.com</a>
For requests from government agencies	<a href="mailto:officeofgeneralcounsel@dayforce.com">officeofgeneralcounsel@dayforce.com</a>
For privacy policies and resources	<a href="#">Privacy Hub</a> or <a href="mailto:privacy@dayforce.com">privacy@dayforce.com</a>
To report a possible data breach, or misuse, or disclosure of personal information	<a href="#">ServiceNow</a>
For Corporate responsibility or sustainability inquiries	<a href="mailto:responsibility@dayforce.com">responsibility@dayforce.com</a>

Dayforce supports our employees' right to speak out publicly about matters of public concern and to participate in concerted activities and communications related to terms and conditions of employment. Nothing in any section of our Code or in any of our policies is intended to limit or interfere with that right. That includes activities protected under Section 7 of the U.S. National Labor Relations Act, such as discussions related to wages, hours, working conditions, health hazards, and safety issues, and other similar legislation.



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## dayforce.com

### Contact Us

[dayforce.com/contact](https://dayforce.com/contact)

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