



# Code of Business Ethics

Your guide to responsible behavior everyday.

## Six Fundamental Behaviors at a glance:

### 01 Make Your Conduct Count

Respect, inclusiveness and shared ethical values are at the heart of Accenture's culture and grounded in our core values. Making your conduct count is about fostering these values and describes behaviors that we expect from—and for—our people so that they can be at their best each day. There are five ways to make sure your conduct counts.

#### Speaking Up and Zero Tolerance for Retaliation

- We speak up about concerns knowing Accenture never tolerates retaliation.

#### Respect for the Individual

- We treat each other with respect.

#### Behaving Professionally

- We are proud to be ambassadors of Accenture, and we act accordingly.

#### Meritocracy and Non-Discrimination

- We apply our principle of meritocracy when we make decisions about our people and we do not discriminate.

#### Personal Conflicts of Interest

- We ensure our personal interests and relationships don't create conflicts for Accenture.

### 02 Comply with Laws

We comply with all laws, whether local, national or regional. Accenture people, and those acting on our behalf, are responsible for understanding the applicable rules and must work with Legal to ensure compliance. Violations of law can result in significant harm to Accenture, including financial penalties, denial of government contracting privileges, imprisonment for criminal misconduct and damage to our business relationships and reputation.

#### Anticorruption

- We do not give or accept bribes—including inappropriate gifts, meals, entertainment or travel— and we get approval before offering any gifts, meals, entertainment or travel to Public Officials.
- We do not use or allow third parties to give bribes or make questionable payments on our behalf, which is why we only work with approved Business Intermediaries—companies or individuals that we expect to interact with our clients or represent Accenture before a government body.
- We follow Accenture's procedures on interacting with Public Officials and rules regarding political contributions and campaign activities.

#### Anti-Money Laundering

- We do not engage in any money laundering or terrorist financing activities or assist any other party in doing so, we escalate any red flags that we identify for further investigation and we report suspicious activity to the government where required.

#### Competing Fairly

- We do not collaborate with competitors on how to price our services or whether to pursue opportunities and we do not share/accept confidential information with/from competitors or misuse confidential information of others, including former employers.

#### Data Privacy

- We process and protect personal data in compliance with data privacy laws.

#### Government Compliance

- We obtain all required approvals to provide services to government clients and comply with government contracting and procurement regulations.

#### Trade Compliance

- We comply with all applicable international trade controls—including economic sanctions and export controls—and we review all business opportunities to ensure compliance.

#### Insider Trading

- We do not engage in insider trading or tipping others with respect to inside information and we comply with restrictions on trading Accenture shares during black-out periods.

### 03 Deliver for Our Clients

We all serve Accenture's clients, regardless of role— focusing on the best interests of our clients while acting as stewards of Accenture.

#### Innovation and Focus on Value and Outcomes

- We bring innovation and focus on value and outcomes.

#### Delivery Excellence

- We only commit to what we can deliver and we follow contract commitments.

#### Collaboration Across Our Global Network

- We collaborate and share knowledge across our global network, using proven methods and applying consistent global standards.

### 04 Protect People, Information and Our Business

We work together to build a better, stronger and more durable company for future generations, protecting the Accenture brand, meeting our commitments to protect information and intellectual property, acting with an owner mentality and protecting and developing our people.

#### Confidential Information

- We protect confidential information of Accenture, clients, business partners, suppliers, former employers and others from unauthorized use or disclosure.

#### Information Security

- We follow Accenture's requirements for protecting and using information, devices and technology belonging to Accenture, clients, business partners, suppliers and others.

## Intellectual Property

- We protect and honor the intellectual property rights of others and safeguard Accenture's intellectual property, including its packaged knowledge.

## Social Media

- We participate in constructive online dialogues and use our best judgment when posting to external or internal social media.

## Brand

- We centrally manage all media relations and industry analyst activities and events rather than through employees' or engagement teams' own initiatives.

## Asset Protection

- We act as owners of the company and do not jeopardize Accenture's future by losing our assets through theft, misuse or carelessness.

## Workplace Safety and Business Continuity

- We follow all safety and emergency procedures at our facilities and at client sites—including incident response guidance and business continuity measures—and we immediately report safety threats, security breaches and disaster/crisis incidents that could affect service delivery.

## 05 Run Our Business Responsibly

We are agile and we strive for high performance—by acting as entrepreneurs and owners of the company. We use sound business judgment to make decisions and do so within our authority, using informed judgment to take appropriate risks and remaining accountable even where decision making is automated. We recognize the limits to our individual authority. When situations arise that require a more specialized or senior-level review, we are prudent in our decision making and seek counsel. We spend Accenture's money as if it were our own. We are vigilant and responsible with resources with an eye to the bottom line. We speak up when we see waste.

### Responsible Use of Data and New Technologies

- We use data and new technologies responsibly, including when we deploy artificial intelligence.

### Time & Expense Reporting

- We accurately report all hours worked and vacation hours taken, never ask or suggest that those under our supervision inaccurately report hours worked, and submit accurate and legitimate business expenses within policy and the appropriate timeframe.

### Financial Reporting

- We prepare and provide accurate, timely and complete financial disclosures and reports.

### Business Records

- We manage and dispose of business records according to Accenture's standard timetable for retention, subject to contractual and other legal requirements, such as hold notices issued by Legal.

### Travel and Visa & Immigration

- We conduct all business travel in the most cost-effective, safe manner and we get the proper visas or work permits required for international business travel or assignments.

### Procurement

- We purchase goods and services based on their merits and ensure that supplier personnel (including contractors) who provide services to Accenture and our clients follow engagement, compliance and exit requirements and procedures.

## Investigations, Litigation and Audits

- We comply and cooperate fully with investigations, litigation and audits; we let the professionals investigate and work only with authorized personnel; and we identify and preserve relevant information and protect confidential communications.

## 06 Be a Good Corporate Citizen

We support and respect human rights, foster environmental responsibility and encourage our people's involvement in the communities where we work and live.

### Human Rights

- We support and respect human rights.

### Environmental Responsibility

- We foster environmentally sustainable growth for our company and our stakeholders.

### Community Impact

- We support our people who choose to volunteer their time and skills to make a measurable difference for individuals, communities and society through our Corporate Citizenship initiatives.

## Frequently asked questions

### How do I report any security incidents?

If you suspect or become aware of any information security incidents, you should immediately call the Accenture Security Operations Center (ASOC) Hotline at +1 202 728 0645, available from anywhere in the world, 24 hours a day, seven days a week. If you have not yet received your Accenture ID, when prompted, select option 3 (urgent security or safety matters). Call the local line if you are located in India (+91 80 4106 2762), Philippines (+63 (2) 620-2058), or Japan (+81 45 330 7189).

### How can I raise a concern?

To raise a concern about a violation of the Accenture Code of Business Ethics, visit the Accenture Business Ethics Helpline, where you may report your concern via the web or obtain a country number to speak with an agent 24 hours a day, seven days a week.

Accenture Business Ethics Helpline:

<https://businessethicsline.com/accenture>

Accenture Code of Business Ethics—With Links to Internal Policies: <https://in.accenture.com/codeofbusinessethics>

### How does Accenture handle personal data and what are my rights and obligations?

Review our Data Privacy Policy to understand what behaviors are expected of Accenture people to protect personal data. We also pay close attention to how we protect our employees' data, as explained in our Global Data Privacy Statement.

### When do I need approval to give or receive gifts, meals, entertainment or travel expenses?

Review our [5 GMET Criteria](#). You must obtain [advance approval](#) before providing any GMET to a Public Official to a broad range of individuals, including government employees or employees of organizations partially or wholly owned by a government, and their family members. Contact the [Anticorruption Team](#) if you have questions.