



CODE OF CONDUCT

The success of Flight Schedule Pro is dependent on trust, honesty, respect, fairness, and loyalty which we earn from our employees, customers, and stakeholders.



A Message from Leadership

Dear Friends,

Our Code of Conduct reflects who we are and what's important to us. It provides an overview of the laws, regulations and Flight Schedule Pro's policies that apply to us and the work we do, but it does more than that. It builds upon our shared values. That is why we count on every employee and member of leadership to follow our Code and make decisions that will preserve the trust that others have placed in us. We expect nothing less from our business partners, including our consultants, independent contractors, vendors, and investors. We understand the responsibility we have to communicate our high standards of integrity through all of our interactions and ensure we protect our values and principles.

We encourage you to read our Code and use it to guide your actions. Strive to do good in all you do and remain true to our great reputation. Our Code is a good resource, but it doesn't cover every situation you may face on the job, so it's important to use good judgment if you are unsure of the right course of action.

We are proud of all that we have accomplished together and that, together, we will continue to lead by example and make a positive difference.

Nick Wegner
Chief Executive Officer
Keyes Technologies, LLC, dba Coradine LogTen and Flight Schedule Pro *



* Hereinafter for ease of reference Flight Schedule Pro



Our Commitment to Ethics and Compliance

At Flight Schedule Pro, ethical behavior means always acting with integrity and doing the right thing. That means using good judgment and always following all applicable laws and regulations. At Flight Schedule Pro, we strive to treat everyone with fairness and respect. We work hard to stay true to our values and principles as described in this Code of Conduct. If you ever encounter a situation where the law conflicts with this Code, or you don't know the right thing to do, seek guidance from your supervisor, Human Resources, or from any of the other resources listed in this Code. Our commitment to ethics and compliance means that help is always available to you.

How to Use This Code

Our Code is intended to serve as a resource when we need information about our policies or standards or if we are faced with a difficult decision. No Code, including this one, covers all situations and the Code does not include the full policies of the organization but rather abbreviated statements. You are part of Flight Schedule Pro because we believe in you and your ability to exercise good judgment. This Code will provide you with guidance to ensure you approach all your working relationships with ethics and integrity. This Code of Conduct Policy does not establish a contract (express or implied) between Flight Schedule Pro and any employee regarding terms and conditions of employment. It is not an employment agreement, nor does it create a promise of employment for a specific duration. Rather, this Code of Conduct reflects our expectations for good judgement in your day-to-day duties and can be used as a baseline for disciplinary action up to and including termination.

Know Your Responsibilities

No matter what job you do or where you do it, you are Flight Schedule Pro. Think about that as you watch over every business relationship, every transaction, and every product, and make sure your actions always reflect our values. Follow our Code and policies as well as the laws and regulations of the state where you work and protect what we've built.



If you see or suspect anything you believe violates the Code of Conduct, it may seem easier to look the other way or let someone else take the lead – but misconduct affects all of us. No concern is too minor to report. Share your concerns promptly and cooperate fully and honestly in any internal investigation. Be aware that anyone who violates our Code may face corrective action, up to and including termination of employment with Flight Schedule Pro.

If you manage people, you have an even greater responsibility. Lead by example, making sure your team members know the Code is a resource for them and that there is no difference between what you do and what you expect from others. Create the kind of workplace where employees feel comfortable coming forward with questions and concerns and support them when they raise issues.

All employees are encouraged to report any ethical or legal concerns that they have and employees that bring forth their good faith concerns will not be retaliated against.

Equal Opportunity

Flight Schedule Pro brings together employees with a wide variety of backgrounds, skills, and cultures. Combining such a wealth of talent and resources creates diverse and dynamic teams that consistently drive our success.

Equal employment opportunity, anti-harassment and anti-discrimination are fundamental principles of Flight Schedule Pro. We are an equal opportunity employer and conduct all hiring and employment practices strictly in accordance with applicable employment laws and regulations. Discrimination in employment on the basis of any classification protected under federal, state or local law is a violation of our policy. We do not tolerate harassment or discrimination based on age, race, sex, color, religion, national origin, disability, marital status, covered veteran status, genetic information, sexual orientation, or any other characteristic protected under state, federal or local law.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment and hiring, upgrading, classification, placement, promotion, termination, reductions in force, transfer, leaves of absence and compensation.

Flight Schedule Pro will attempt to make reasonable accommodations as required by law. Issues subject to reasonable accommodation may include religious belief or practice, gender identity, pregnancy, or disability.



Corporate Culture and Respectful Workplace

Freedom from Harassment

Just as we all have a right to a work environment free of intimidation and bullying, we all have a right to work in an environment free of discrimination and harassment. The company prohibits verbal or physical conduct by any employee that harasses another, disrupts another's work performance, or creates an intimidating, offensive, abusive work environment. This includes bullying, threats, excessive use of profanity, or any other forms of aggression or hostility that creates a climate of intimidation. The purpose of the policy is to foster a work environment that is free from all forms of harassment including but not limited to age, ancestry, race, color, disability (physical or mental), sex, color, religion, national origin, marital status, covered veteran status, genetic information, sexual orientation, or any other characteristic protected under state, federal or local law.

This policy applies to all interactions occurring in the work environment, whether on Flight Schedule Pro premises or in any Flight Schedule Pro related setting and applies regardless of the position or title of the individuals involved and regardless of their gender, gender identity or sexual orientation. Employees who either witness or believe that they are victims of harassment should contact Human Resources immediately.

Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual.
- Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.



Some examples of what may constitute sexual harassment are: threatening to take or taking employment actions, such as discharge, demotion or reassignment, if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and repeated flirtations, propositions or advances; unwelcome physical contact; whistling; leering; improper gestures; tricks; horseplay; use of stereotypes; offensive, insulting, derogatory or degrading remarks; unwelcome comments about appearance; sexual jokes or use of sexually explicit or offensive language; gender or sex-based pranks; and the display in the workplace of sexually suggestive objects or pictures. The above list of examples is not intended to be all inclusive. Sexual harassment can happen regardless of the individuals' gender, gender identity or gender expression and can, for example, occur between same-sex individuals as well as between opposite sex individuals. Employees should conduct themselves appropriately in informal business situations, including at Flight Schedule Pro functions and business trips.

Other Harassment

For purposes of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her lawfully protected characteristic and that creates an intimidating, hostile or offensive work environment and/or unreasonably interferes with an individual's work performance. Abusive conduct and/or bullying on any protected basis is also prohibited.

Some examples of such harassment are: using epithets or slurs; mocking, ridiculing or mimicking another's culture, accent, appearance or customs; threatening, intimidating or engaging in hostile or offensive acts that focus on any characteristic protected by law, including jokes or pranks; the displaying on walls, bulletin boards or elsewhere on Flight Schedule Pro premises, or circulating in the workplace, of written or graphic material that denigrates or shows hostility or aversion toward a person or group because of any characteristic protected by law. The above list of examples is not intended to be all-inclusive.



Consensual Relationships

While Flight Schedule Pro has no desire to interfere with the private lives of its employees, or their off-duty conduct, where such conduct impacts the work environment in a negative manner, it believes it is its duty to address the matter. As such, romantic and/or sexual relationships between a supervisor and this/her/their direct or indirect report is prohibited. Romantic or sexual relationships involving individual within a reporting structure can be disruptive to the work environment, create a conflict or the appearance of a conflict of interest, and may lead allegations of favoritism and/or sexual harassment.

Consequently, before any such relationship arises the employees are encouraged to contact Human Resources to discuss the possibility of alternative working arrangements. Managers who fail to contact Human Resources or engage in a romantic or sexual relationship with direct or indirect reports may be subject to disciplinary action up to and including termination.

Health and Safety

At Flight Schedule Pro, our people are our most important asset and our greatest strength, and we are committed to their safety, health, and well-being.

Employees are prohibited from working while intoxicated or under the influence of illegal drugs. At times, Flight Schedule Pro may hold events, or the employee may attend business related functions, in which alcohol is served. On these occasions, employees may consume a reasonable amount of alcohol. At all times, employees are the representation of Flight Schedule Pro and must conduct themselves in a professional manner. The failure to do so may result in disciplinary action up to and including termination.

Working with our Customers and Vendors

We always apply the same ethical principles of respect and teamwork, as if our vendors and customers were fellow employees.



Honest and Fair Dealing

Flight Schedule Pro strives to always tell the truth about our services and capabilities and never makes promises we can't keep. We pride ourselves on not taking unfair advantage through manipulation, concealment, abuse of privileged or confidential information, misrepresentation, fraudulent behavior, or any other unfair practice.

Vendor Relations

Our vendors are essential to our ability to conduct business and must meet our high standards and expectations - that is why we choose them carefully and use an objective and impartial selection process. Flight Schedule Pro diligently tries to avoid conflicts of interest and favoritism in vendor relations, help vendors understand our expectations, act in a way that is consistent with our standards and applicable policies, and report any suspicions that a vendor may not be meeting our standards or their obligations.

Conflict of Interest

Employees must avoid any relationship or activity that might harm or appear to harm their ability to make objective and fair decisions when performing their jobs. A conflict of interest is any situation where your private interests interfere, or appear to interfere with, the interests of Flight Schedule Pro. Conflicts of interest are not always clear. **If you have a question, contact the individuals identified below under "Resources," or the Ethics and Compliance Hotline at (833) 407-9598 and EthicsPoint reporting portal flightschedulepromobile.ethicspoint.com.** This will allow us to fairly and appropriately address the situation.

Gifts and Business Courtesies

Our employees must not accept gifts, meals, entertainment, and other courtesies in excess of \$250 that could affect their objectiveness or influence them in a commercial, professional or administrative relationship.



Vendors and Suppliers

Do not accept or solicit gifts, services, discounts, or other things of material value from a vendor or supplier that is doing business with or seeking to do business with Flight Schedule Pro which would influence a purchasing or business decision. Employees may only accept gifts of low value, subject to the guidelines below, that are related to the development or maintenance of ongoing business relationships with current or potential vendors or suppliers.

- Employees may accept non-cash gifts of promotional items that display the logo of a vendor or supplier. The value of this must not exceed that of a similar value provided by Flight Schedule Pro to its customers.
- Employees may accept a non-cash gift during the holiday season from a current or potential vendor or supplier, such as food items or a gift basket, where the value of the gift does not exceed that of a similar item which Flight Schedule Pro could provide to its customers.
- Employees are always prohibited from receiving cash or gift cards from any current or potential vendor or supplier.

Protection and Proper Use of Flight Schedule Pro Property/Assets

Protecting our Property

Flight Schedule Pro requires all employees to protect its property and assets. All FSP property/assets should be used for legitimate purposes, efficiently, and for Flight Schedule Pro business only.

Flight Schedule Pro assets and property include but is not limited to, facilities, equipment, telecom equipment, confidential and proprietary information, strategies, name, logos, trademarks, brands, intellectual property, and goodwill, as well as our computer and communications systems, software, and hardware.

Suspected incidents of fraud, theft, negligence, and waste should be reported to the individuals identified below under “Resources or reported to the Ethics and Compliance Hotline or Portal. Hotline: (833) 407-9598 and EthicsPoint reporting portal flightschedulepromobile.ethicspoint.com



Confidential Information and Intellectual Property

In the course of our work, many of us have access to confidential or proprietary information about Flight Schedule Pro, our customers, suppliers or other third parties. Each of us must be careful to safeguard the Company's confidential information as well as confidential information that is entrusted to us by others.

Intellectual property created on the job or with Flight Schedule Pro resources belongs to Flight Schedule Pro and cannot be used for personal gain. Therefore, all Flight Schedule Pro employees are required as a condition of employment to sign at the commencement of employment and comply with Flight Schedule Pro's standard **Employment Covenants Agreement**.

Creating and Managing Our Business Records

At Flight Schedule Pro our policy is to comply with all applicable financial reporting and accounting regulations applicable to the Company. Business partners, government officials, shareholders, investors, and the public need to be able to rely on the accuracy and completeness of our disclosures and business records. Our books and records must accurately and fairly reflect our transactions in reasonable detail and in accordance with our accounting practices and policies. These include financial statements as well as time sheets, vouchers, bills, invoices, expense reports, payroll and benefits records, and other essential Flight Schedule Pro data. Each of us is responsible for helping to ensure the information we record is accurate, timely and complete and maintained in a manner that is consistent with our system of internal controls.

If employees know of potential violations, we ask that they report this to their manager, Human Resources, or to the ethics hotline via the Ethics and Compliance Hotline or Portal. Hotline: **(833) 407-9598** and EthicsPoint reporting portal: **flightschedulepromobile.ethicspoint.com**.



Nothing in this Code prohibits any Officers, Executives, Members of Management, and Employees, or Business Partners of Flight Schedule Pro from reporting possible violations of any federal law, rule or regulation to any governmental agency or entity including, but not limited to, the Department of Justice, the Securities Exchange Commission, Congress, and any agency Inspector General, or making other disclosures that are protected under the whistleblower provisions of any federal law, rule or regulation.

Competition, Fair Dealings and Antitrust

We believe in free and open competition and try to never engage in improper practices that may limit competition. While Flight Schedule Pro competes aggressively for new business, relationships with business partners are built upon trust, mutual benefits, and in compliance with competition/antitrust laws. We never look to gain competitive advantages through unethical or illegal business practices.

Employees are required to:

- Communicate Flight Schedule Pro products and services in a manner that is fair and accurate, and that discloses all relevant information.
- Refrain from price fixing, bid rigging, and any other anti-competitive activities.
- Use only publicly available information to understand business, customers, competitors, business partners, technology trends, and regulatory proposals and developments.
- Immediately report any concerns to the ethics hotline.

Anti-Corruption and Bribery

It is Flight Schedule Pro's policy that we do not pay bribes or kickbacks at any time or for any reason, nor do we tolerate bribery or corruption by anyone working on our behalf.

Speak up Without Fear

As a company we know it takes courage to come forward and share your concerns. We won't retaliate or permit retaliation against anyone who raises questions or concerns about corporate activities. We will not retaliate or permit retaliation against anyone who makes a good faith report about possible misconduct or legal violations to us or a government authority or anyone who assists in an investigation of misconduct or legal violation.



Reporting Violations

Flight Schedule Pro requires the prompt reporting of all conduct that violates this Code.

When in doubt, Flight Schedule Pro offers an Open-Door Policy and encourages employees to seek guidance from Human Resources attentively when faced with an unethical or fraudulent situation and/or violation of this Code. Officers, Executives, Members of Management, and Employees of Flight Schedule Pro who are concerned that violations of this Code, or illegal or unethical conduct by others have occurred or are likely to occur, should contact the individuals identified below under “**Resources.**”

Anonymous Reporting

Flight Schedule Pro is committed to the highest possible standards of ethical, moral, and legal business conduct. In conjunction with this commitment and Flight Schedule Pro’s commitment to open communication, this Code aims to provide an avenue for Officers, Executives, Members of Management, and Employees, or Business Partners of Flight Schedule Pro to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith.

However, if any Officers, Executives, Members of Management, Employees, or Business Partners of Flight Schedule Pro feels that their anonymity is required to make a report of any perceived violations of this Code or other misconduct or wrongful behavior, then the following is the contact information for our anonymous Ethics and Compliance Hotline: **(833) 407-9598** and EthicsPoint reporting portal: **flightschedulepromobile.ethicspoint.com**.

Regardless of who you contact, you can be confident that your concern will be handled promptly and appropriately.

Investigations

Flight Schedule Pro will promptly investigate all credible reports of violations of this Code. Flight Schedule Pro will use qualified personnel to conduct a fair, impartial, timely, and thorough investigation.



The steps of an investigation will vary depending upon the nature of the allegations. Flight Schedule Pro will seek to maintain confidentiality throughout the investigative process to the extent practical and in a manner consistent with Flight Schedule Pro's need to undertake a prompt, full, and thorough investigation.

Resolution

Upon completion of the investigation, Flight Schedule Pro will determine whether this Code, or any other policy, has been violated based upon its reasonable evaluation of the information gathered during the investigation and will take appropriate remedial action if it is necessary and supported by the facts. Remedial action may include, but is not limited to, oral or written counseling, referral to formal counseling, disciplinary suspension or probation, or discharge. Flight Schedule Pro will inform the complainant and the accused of the results of the investigation.

No Retaliation

Flight Schedule Pro will not tolerate retaliation by, or on behalf of, any Officers, Executives, Members of Management, and Employees, or Business Partners. An employee that files a good faith complaint, reports a potential issue and/or participates in an investigation is protected from retaliation. Examples of retaliation include but are not limited to, being subjected to unjustified negative comments in performance evaluations, unsubstantiated scrutiny, denial of promotion or the denial of benefits because of filing an ethics complaint.

Retaliation is a serious violation of this Code and Officers, Directors, Employees, and Business Partners of Flight Schedule Pro should report it to Humans Resources or the Ethics Hotline.

Any person found to have retaliated against an individual for reporting violations of this Code or participating in an investigation of allegations of such conduct will be subject to disciplinary action up to and including termination.



Resources

If you see any questionable behavior as described in our Code and wish to discuss it, please reach out to a resource listed below. You may also submit a confidential and anonymous report via the mechanism below:

Nick Wegner
Chief Executive Officer | President

Joe Docter
Chief Financial Officer

Becky Kowall
Executive Vice President, People



Ethics and Compliance Hotline: (833) 407-9598



EthicsPoint Reporting Portal: www.flightschedulepromobile.ethicspoint.com

