Travel and Expense Policy

Original Effective Date	**September 25th 2023**
Responsible Department	**Non-Trade Procurement**
Approved By	Name: **Fiona Revell**
	Role: **VP, Global Non-Trade Procurement**
Available Languages	**English and French**
Geographic Scope	**US and Canada**
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Policy Statement

Expenses incurred by an employee while representing the Company on company-sponsored business are generally reimbursable. Business travel expenses are reimbursable if the expenses are (1) reasonable and necessary expenses, (2) incurred while away from home, and (3) directly connected with and necessary or appropriate to the pursuit of Company business. Co-workers holding jobs that are designated as requiring extensive travel will be expected to travel as a condition of employment. For all other positions, travel is considered only an incidental part of satisfying specific job requirements. All expenses are subject to audit.

NOTE: *Any item not in compliance with this policy will be deducted from the employee's expense reimbursement where allowed.*

Scope

This Policy applies to all TD SYNNEX co-workers and board members.

Principles

TD SYNNEX will reimburse co-workers for legitimate business expenses that are incurred to effectively perform their duties as co-workers of TD SYNNEX. Expenditures that fall outside the limits of this policy will not be reimbursed.

Co-workers should always take into consideration all available options and select the lowest cost alternative that will enable work to be carried out effectively and within TD SYNNEX's travel guidelines.

Unless specifically noted, currency is in regional dollars.

Special attention should be given to evaluating alternative means of communication (telephone, video, web conferencing), as well as methods of travel (air vs. train vs. car) before travelling. Telephone and videoconferencing should be the first choice for meetings between TD SYNNEX co-workers located in different countries. Face to face meetings should only be held when business objectives cannot be accomplished via other communication means.

Violation of this Policy will be regarded as a serious matter within TD SYNNEX. Persistent or material breach by any co-worker may lead to disciplinary action up to and including termination, subject to local country legislation. Co-workers will be personally responsible for any unauthorized expenditure and for personal income or other taxes and penalties that arise because of any such breach.

General Business Travel Procedures

- Business Travel Request: **the traveler's appropriate manager** as detailed below must approve all business travel requests in advance. Every effort should be made to book travel at least 14 days in advance.
    - Domestic travel booked in advance: **Vice President**
        - **Regions may vary to have different level of approval.**
    - Urgent intercontinental travel booked within 7 days of trip: **Senior Vice President (SVP)/Corporate Vice President (CVP)**

- Travel Approver: The approving authority is responsible for confirming that the estimated trip cost, routing, and accommodations are within policy and appropriate for the purpose of the trip.

- Corporate Credit Card: All co-workers anticipating travel and entertainment expenses greater than $2,500 USD per year are required to apply for the corporate credit card. All related expenses must be placed on this card unless the vendor does not accept credit cards. The corporate credit card must be used for business related charges and may not be used for personal charges.
- All travel arrangements must be made through your designated regional travel management company. TD SYNNEX's online booking tools should be used where applicable. Travel arrangements include transportation to and from the traveler's destination(s), hotel, and rental car reservations. Changes to an employee's travel itinerary while in route should be made by the designated travel management company. Change fees may be reimbursed based on reasonableness, justification, and cost. Travelers should keep in mind the average change fees range from $100.00 to $250.00, in addition to the airfare differential at the time of change.

    - TD SYNNEX Travel Management Companies are integrated with International SOS (I-SOS) – a travel risk management company that provides global medical/security support for our international travelers while abroad.
        - All co-workers traveling internationally need to create a profile in the I-SOS My Trips tool. Follow **this link** for the instructions to set up your profile.
            - Once an International SOS profile has been created, travelers booking international travel through the TD SYNNEX regional travel management company will have their itinerary shared with I-SOS automatically. If your region does not use a travel management company for booking travel, it is required that after you receive your booking confirmation you forward your itinerary to I-SOS via email or upload your travel to the I-SOS "My Trips" tool in your profile. Follow **this link** for detailed instructions.
        - I-SOS offers the user an app that can be utilized for additional I-SOS services and support.
        - Training materials can be found at **this link**.
- All travel expenses are to be paid by the traveler at the time of purchase. All air charges will be made on the corporate air account by the regional travel management company and noted on the "Expenses Direct Billed to TD SYNNEX" on the expense report. All other expenses (car, hotel, food, etc.) must be submitted on an expense report. The employee must use their corporate credit card for such expenses where available.
- Travelers will provide a copy of their itinerary to their supervisor before leaving on business travel.
- If several key co-workers (directors and officers of the Company) are traveling concurrently, efforts should be made to schedule their transportation separately.

Travel Policy

Air Travel

Fare Class

The predominant class of travel is Coach, with some exceptions as indicated below:

US & Canada	Coach / Economy	Premium Economy	Business Class (1st Class Domestic)
ELT	All *Flights* **under 4 hours**	All *Flights* **under 4 hours**	All *Flights* **over 4 hours**
VP +	All *Flights* **under 4 hours**	All *Flights* **over 4 hours**	All *Flights* **over 8 hours**
All Remaining	All Flights **under 12 hours**	All *Flights* **over 12 hours**	

ELT *Approval is required for flights costing more than* ***$4.5k*** *to/from* ***Europe*** *and/or* ***$8k*** *to/from* ***Asia***

1. All co-workers will be booked in coach class as standard. If an employee wishes to upgrade from Coach Class, they may do so at their own expense.
2. **ELT** – Business Class (1st Class Domestic) for flights over **4 hours** in duration.
3. **SVP/CVP/VP** – Coach for flights under **4 hours**, Premium Economy over **4 hours** and Business Class over **8 hours**.
4. **All Remaining Co-workers** – Premium Economy for **flights** over **12 hours** flight time.
5. In all cases, airfare over **$4,500** to/from Europe and **$8,000** to/from Asia require **ELT** approval.
6. **On occasions, TD SYNNEX management may communicate temporary revisions to the above guidelines.**

Air Reservations

1. All air reservations are to be made via designated regional travel management companies using TD SYNNEX's online booking tool where applicable.
2. When booking flights, every effort should be made to book travel at least 14 days in advance. In addition, for international travel, every effort should be made to book travel 1 month or more in advance. Arrival and departure times shall be arranged as close to the scheduled business activity as possible.
3. Travel arrangements may call for connecting flights and travel on commuter planes.
4. In-flight Wi-Fi is reimbursable when used for business purposes. Co-workers should review airlines' Wi-Fi programs and their travel plans to determine the most cost-effective purchase.
5. The most efficient and cost-effective means of travel will be used whether travel is paid by TD SYNNEX or reimbursed by a customer or vendor.
6. Paid advanced seat selection is only permitted for Vice Presidents & above in the US and Sr Directors & above in Canada.

Airline Mileage Awards

Co-workers will retain all “Frequent Flyer” miles. However, an employee is not allowed to modify flights or preferred airlines or other arrangements for the purpose of accumulating additional points/miles if such action would result in a higher cost to TD SYNNEX.

Baggage Fees

Co-workers will be reimbursed for one (1) checked bag when a traveler is required to check their baggage.

Travel Arrangements

US and Canada travel arrangements must be made through TD SYNNEX’s designated online booking tool where applicable. Complex itineraries may be booked directly with an agent.

For after-hours emergency assistance when traveling in the continental United States, co-workers may call 727-599-2746 or Toll free: 1-800-295-4965. For travel outside of the continental United States, travelers should obtain an after-hours emergency number, which can be accessed in the country in which you are traveling.

International Travel Emergency - TD SYNNEX Contacts:

If a traveler is in Mexico or Latin America and has an emergency, they may contact Luis Dabalsa at (305) 718-3164 (office), (786) 325-9976 (cell), or (305) 238-4758 (home).

In case of an emergency in the US or Canada, please contact Jeff Riley at (727) 532-8003 (office) or (727) 639-2252 (cell). In case of an emergency in Europe, please contact Rudy Neefs at +32-471-930-519 (cell).

Rental Car

Hertz is the primary rental car supplier for TD SYNNEX in the US and should be utilized unless sold out. Note that Hertz rates include insurance in the US only. All rental cars are to be reserved through TD SYNNEX’s online booking tool where applicable. Rental cars will be reserved using the traveler’s corporate credit card where applicable.

Multi-month rentals - All Domestic multi-month rental agreements are to be booked through the regional travel management company.

Rental car requirement - All individuals requiring rental cars for business travel will be required to maintain a current driver’s license and abide by any restrictions contained therein while operating the rented vehicle.

Insurance coverage (US) - For rentals booked in the US, and used exclusively for TD SYNNEX business, co-workers should reject damage waivers and/or extra insurance coverage offered at the Hertz rental counter. Full insurance is included in the TD SYNNEX corporate rates with Hertz if the vehicle is being used on company business. Additional charges for electing damage waivers and/ or extra insurance will not be reimbursed by the company.

Insurance coverage (non-US) - For non-US rentals, full coverage should be accepted and will be reimbursed.

In the event of an accident involving Hertz rental car, do the following:

1) Call the local police.
2) Call Hertz Emergency Roadside Assistance at 800-654-5060 (24 hours per day, 7 days per week).
3) Provide Hertz Roadside Assistance with your Rental Agreement Number. Hertz will provide a replacement vehicle if needed.
4) Complete and sign the Hertz Incident Report found in the glove box. Take a picture of the completed report for your records and then give it to Hertz upon returning the vehicle. (See link **here** to the Hertz Incident Report)

In the event of an accident, contact local authorities, rental car company and local (closest) TD SYNNEX office. The following will not be reimbursed: Tickets, fines or parking violations related to your travel.

Age restrictions - Please contact the regional travel management company if you are under the age of 25, as there are some age restrictions with car rental agencies.

Changes/cancellations - All changes and/or cancellations of rental cars must be coordinated through the regional travel management company. "No show" charges and unauthorized upgrades are the responsibility of the traveler.

Rental car class - Standard allowed car rental class will be Intermediate class with automatic transmission and air conditioning.

Multiple co-workers traveling to the same location - If multiple co-workers are traveling to the same location, best efforts should be made to coordinate car rentals so that only one car for four co-workers is achieved. An upgrade to a larger vehicle may be permitted in this case.

Travelers are encouraged to refuel outside of airport locations unless returning the car late at night in an undesirable location and rental cars must be refueled to the required level prior to returning the vehicle. Refuel charges direct from the rental car company will be rejected for reimbursement.

Under no circumstances should a rental vehicle be operated by a TD SYNNEX employee who has been drinking alcoholic beverages, or who is under the influence of prescription sedatives, hallucinogens, or other medication (prescription or otherwise) in which driving, or operation of mechanical equipment is discouraged.

Tolls: Co-workers should be prudent and only use toll roads where they are the only option. Canadian Toll Road reimbursement is restricted to VP+ above.

Ride Sharing / Ground Transportation

Ride sharing services are encouraged in areas where it is prevalent. Co-workers should seek out the lowest available pricing but consider the surge pricing and increased fares during peak times/events.

Taxi's, subways, and shuttle buses are also approved forms of transportation. Co-workers should use discretion in terms of cost and safety.

Rail Travel

Rail travel is encouraged where possible and should be booked in economy class. The cost is typically less than air travel and due to security requirements; the total time spent in transit is often equal to or less than air travel.

On long haul trips (above two hours) co-workers may opt for business class if there is the possibility to use Wi-Fi connections.

Use of Personal Car for Business Travel

Certain business travel will require an employee to use their personal vehicle. As a general rule, using a personal vehicle for business travel will be required for business trips in which one-way mileage is 200 miles or less and 400 miles or less round trip, and the aggregate cost of traveling by car (mileage x standard reimbursement) is the least expensive alternative.

TD SYNNEX reimburses co-workers for using their vehicle on company business at the current IRS/CRA published mileage reimbursement rate. The mileage reimbursement payment is provided to the co-workers to help cover the costs of operating their vehicle, including (among other things) the cost of proper auto insurance coverage. Accordingly, if an employee's vehicle is damaged or stolen while driving on company business or is involved in an accident that results in third-party injury or damage, TD SYNNEX expects the employee to be properly insured and to file the claim under their insurance.

At minimum, proper auto insurance coverage for a personal vehicle being used for TD SYNNEX business travel consists of the following.

Vehicle Coverages

Collison coverage: To cover damage to your car when hit, or is hit by, another vehicle or other object. $500.00 deductible.

Comprehensive coverage: To cover damage to your car from theft, vandalism, flood, fire, or other covered losses. $500.00 deductible.

- $100,000 bodily injury per person;
- $300,000 bodily injury per accident;
- $100,000 property damage per incident;

Or a combined single limit of $300,000 for bodily injury and property damage per accident.

Mileage Reimbursement Calculation:
Please give total amount of miles/KM in excess of the travel normally driven to and from work (commuting miles) times per mile/KM for mileage found in the **IRS/CRA standard mileage rate** for business standard mileage rates. All co-workers are required to maintain a travel log indicating business mileage traveled, but do not have to submit copies as a part of their expense reimbursement claim. Mileage logs must be kept updated and be available for audits if the need should arise. Alternatively, the Concur From and To destination fields can be used for this purpose. Employee will not be reimbursed for gas if submitting for mileage.

The Company is not responsible for any physical damage, insurance collision or comprehensive deductibles, parking, towing, or moving traffic violations.

TD SYNNEX CANADA does not reimburse for mileage between primary work location and home. Primary work location is TD SYNNEX office location where the employee reports from. For clarity, mileage claimed for travel

to customer/vendor meeting location should be claimed from the TD SYNNEX office location or residential office, whichever is less.

Hotels

Overnight stay is permitted when business travel is approved and is greater than 75 miles away from the closer of the business traveler's primary place of residence or our corporate offices, and/or the business function lasts more than one day.

Reservations - All Domestic lodging reservations are to be made through your regional travel management company, TD SYNNEX's online booking tool should be used where applicable. TD SYNNEX preferred hotels should be used to maintain TD SYNNEX's corporate rates and amenities. The hotel will be charged to the traveler's corporate credit card where applicable.

Lodging Costs - All lodging costs are to be paid by the traveler on their corporate card where applicable and entered on the expense report.

Seminars, conferences, or meetings - Preferred hotels can be requested by the traveler if the traveler is attending a seminar, conference, meeting, or other similar function that warrants the traveler to stay in the same hotel as the function the traveler is attending. Otherwise, the Travel Center will recommend hotels or lodging arrangements for a mid-priced business class hotel, geographically convenient to the traveler's business destination.

Prudent use of Hotel Wi-Fi for business purposes is permitted. Co-workers will be reimbursed for business use of hotel Wi-Fi on the following basis:

- Reimbursement of hotel Wi-Fi service will be up to $15/day.
- Reimbursement will be made via the expense reporting process. The hotel receipt must include a breakdown of the Wi-Fi costs.
- Co-workers should attempt to use free Wi-Fi access in the hotel lobby or in the business center when available.

Room guarantee - The Travel Department will guarantee the room for late arrival to the traveler's corporate card where applicable.

Cancellations - All cancellations must be telephoned to the travel management company prior to the hotel's deadline, as noted on the traveler's itinerary, to avoid "no show" charges. All "no show" charges are the responsibility of the traveler and will not be reimbursed.

Laundry/Dry Cleaning will be reimbursed for trips more than 5 days.

Meals

Co-workers should be familiar with and abide by the *Gifts and Entertainment Policy* as well as the *Global Marketing Development and Vendor Marketing Funds Policy (located in TD SYNNEX Policy Central, link **here**)*.

The following daily meal reimbursement limits are based upon the city into which the travel occurs. If your destination is not listed as a Premium City, the **Standard City rate of $55.00 applies**. General reimbursement guidelines of $15.00 for breakfast, $15.00 for lunch and $25.00 for dinner.
Reimbursement of expenses incurred for meals may begin on the first travel day in accordance with the starting and ending time of travel. Reimbursable meals depend upon the co-worker's travel itinerary. If a co-worker's travel itinerary requires a co-worker to start/end his workday two hours before commencement (or after completion) of a "normal" workday, meals will be provided on that travel day. Normal workday is 8:00 a.m. to 5:00 p.m. You will not be reimbursed for a meal cost more than the daily meal limit.

The following daily meal limit is inclusive of tips and snacks for the associated meals:

Location	Standard City Total by Day
All (except Premium Cities Below)	$55.00

Location	Key City	County and/or other Defined Location	Premium City Total by Day
AZ	Phoenix & Scottsdale	Maricopa	$65.00
CA	All	All	$65.00
DC		Washington (cities of Alexandria, Fairfax, and Falls Church)	$65.00
FL	Miami, Broward, and Palm Beach	South Florida	$65.00
GA		Atlanta	$65.00
IL	Chicago	Cook and Lake	$65.00
MA	Boston, Cambridge	Suffolk, City of Cambridge	$65.00
MD		Montgomery and Prince George's	$65.00
NV	Las Vegas	Clark County	$65.00
NY		New York City	$65.00
PA	Philadelphia	Philadelphia	$65.00
VA		Arlington, Fairfax	$65.00
WA	Seattle	King	$65.00
LAC	All	All	$60.00
CAN			$70.00 CAD
All other Countries	All	All	$70.00

Alcohol Policy

TD SYNNEX does not encourage or endorse alcohol consumption. Co-workers are expected to act responsibly. Underage drinking is illegal and will not be tolerated. Please refer to the **Alcohol Policy** *(located in TD SYNNEX Policy Central, link **here**)* which covers business, entertainment and TD SYNNEX Events.

Incidentals

Airport Parking

Long-term parking should be used for all departures unless the duration of the trip is less than 48 hours.

General Parking

Co-workers should find the least expensive parking available at any hotel or destination. Valet parking is not permitted unless needed for physical or safety reasons or if self-parking is not available.

Passports / Visas

Co-workers whose travel requires a passport/visa will be reimbursed.

Non-Reimbursable Expenses

Co-workers are expected to exercise discretion when incurring expenses while traveling on behalf of the Company. All travel expenses are subject to review and reimbursement will not be approved for those deemed unreasonable. The following expenses are **not reimbursable**:

- Dry cleaning or laundry services for trips less than five days
- Valet parking (see exclusions above)
- In-room movies
- In-room mini bar, except for bottled water
- Gratuities more than 20%
- Toiletries/Medications
- Fees for exercise facilities
- Alcoholic beverages not in compliance with the travel and/or Alcohol policy
- Inflight phone or entertainment services
- GPS/Navigation, satellite radio
- TSA Pre-Check / Clear or Global Entry
- Airline Club Reimbursement / Lounge Passes are no longer permitted

Entertainment with Government Officials / Entities

Co-workers should use caution when entertaining governmental officials and reference the ***Anti-Bribery and Anti- Corruption Policy*** *(located in TD SYNNEX Policy Central, link **here**)*.

Cell Phone, Wireless and Home Internet Service (US Only)

Company-owned Cell Phone (COD) Authorization and Personal (BYOD) Cell Phone Allowance Eligibility

If a US-based TD SYNNEX co-worker's role is determined by management to:

1) require frequent travel away from a connected phone/ computer; and/or
2) require consistent access to business phone and email service outside of core working hours; and/or
3) require reimbursement or service provision based on state law*,

the co-worker may request a company-owned device (**COD**) or the manager may submit the co-worker for a cell phone allowance equivalent to $50/month for use of their own device (**BYOD**). The cost for COD and BYOD are roughly equivalent, and will be billed to the co-worker's cost center.

Company-Owned Devices (COD):

CODs are provided for co-workers meeting the above criteria and are required for any roles requiring a mobile company-owned work number for business continuity purposes.

- Requires VP or above approval via EasyVista.
- TD SYNNEX retains ownership of the telephone number.
- IT determines what COD device will be used.
- COD may be used for personal purposes, however, any personal usage that results in charges incurred by the company (international dialing, 411, application downloads, etc.) must be paid by the co-worker. TD SYNNEX will not be responsible for safeguarding or loss of personal data on a COD.
- Both business and personal use of company-owned devices must be compliant with TD SYNNEX policies and is subject to review.
- Usage requires installation of Microsoft InTune, acceptance of TD SYNNEX terms and conditions & privacy policy, and compliance with all TD SYNNEX Mobile Device Management controls.

Bring Your Own Device Allowance (BYOD):

Secure BYOD access is available at no cost for all co-workers. Access to TD SYNNEX data requires installation of Microsoft InTune, acceptance of TD SYNNEX terms and conditions & privacy policy, and compliance with all TD SYNNEX Mobile Device Management controls. For allowance eligible roles, the manager may submit the co-worker for a cell phone allowance equivalent to $50/month.

- VP or higher approval is required.
- Authorization for cell phone allowance is tracked in Workday, with ACH via payroll.

Home Internet Reimbursement Eligibility

Home internet expenses up to $50/month are reserved for case-by-case discretion and are not considered a work-from-home benefit.

A co-worker may submit for reimbursement of expenses via Concur, subject to Director+ approval, if the role requires:

1) Consistent use of the internet for communication, research, or accessing company systems outside of core working hours; and

a. Reliable internet service requires exceptional expense, or
b. Reimbursement is required by state law*,

*as of May 2024, CA, IL, IA, MA, MN, MO, NH, NY, PA, SD are states that are identified as having relevant reimbursement requirements in place.

Itemized International Calls

Work-related international calls and/or daily international roaming fees incurred on a personal phone while on business travel may be submitted for reimbursement via Concur at actual cost as itemized.

Cell Phone, Wireless and Home Internet Service (Canada Only)

Canada Co-workers please refer to the "Canada TD SYNNEX Co-worker Handbook."

General Guidelines

Job / Status Changes

In the event the co-worker changes roles and is no longer eligible, the co-worker will be required to return their company owned device. Similarly, if a co-worker's role is no longer eligible for BYOD allowance, the manager must remove the allowance from Workday.

BYOD allowance / COD Service may be suspended while a co-worker is on a leave of absence.

Termination of Employment

Upon termination of employment, any co-worker with a Company-Owned Device shall immediately cease using the Company-Owned Device and return the same to the Company. Co-workers are advised to reset the device to its factory default settings and remove any passwords and/or locks before returning the device. The **Telephone Number is the property of the Company and will remain with the company.**

Upon termination of employment, any existing overage charges and/or unapproved third-party charges shall be the responsibility of the co-worker. Co-worker is responsible for removing Intune Company Profile from their BYOD.

International Travel Precautions

Please refer to **US Passports & International Travel** site for details.

Canada: **Travel.gc.ca - Home**

Expense Report Guidelines

General Information

Co-workers are expected to submit accurate statements of their expenses. It is a violation of TD SYNNEX's Global Code of Conduct, as well as this Policy, to make any submission that does not honestly and accurately reflect the actual costs incurred for meals, rooms, airfares, etc. When completing expense reports please follow the procedures and complete all information requested. Co-workers within the United States are required to submit itemized receipts for any expense over $75 USD. **Any expense under $75 USD can be submitted without a receipt under the applicable Expense Type if the corporate credit card was used. If the corporate credit card was not used, then a non-itemized or summary receipt is required for expenses over $25.** For Canada, as per CRA for tax claim receipt is needed for all expense reimbursement. If a receipt is lost, you can submit a lost receipt affidavit within Concur. If a receipt is not available, the employee should submit as Miscellaneous with a comment substantiating the expense (i.e., vending machine). It is the responsibility of each assigned expense approver to ensure that the expense claims of their staff are authorized.

Expense reports must be submitted within 30 days of completion of travel. Expense reports that are not submitted within 90 days of the travel end date will not be reimbursed. When a report is approved, the Concur approval workflow will automatically forward the Expense Report to the next step of the process. An employee's Director or above can and should approve all expense reports. However, if an employee's Director or above is party to any business entertainment submitted on the expense report, the expense report must be approved by the next level of management. As a rule, when entertaining, the highest-ranking TD SYNNEX employee or officer at the function must submit the entertainment expense on their expense report.

Expense reports for international travel will be converted to your home currency by Concur based upon the conversion rate used at the time of each expense.

Entertainment of Vendors or Customers – Guest names as well as company and business purpose are required.
Entertainment of Co-workers – Co-worker names and purpose are required.

Reporting Process

Monitoring

The Internal Audit Department, in conjunction with the Ethics & Compliance Department, will conduct periodic assessments to ensure compliance with this Policy.

Other Policies

This policy must be adhered to in conjunction with other policies published by TD SYNNEX, including, but not limited to the following policies, all of which can be accessed on Policy Central (link **here**): -

- Gifts and Entertainment
- MDF / VMF
- Anti-Bribery and Anti-Corruption
- Cybersecurity and Acceptable Use Policy

Guidance & Training (see links below)

- Travel Portal, link **here**
- Training Library, link **here**
- Corporate Card Dashboard, link **here**

Consequences of Non-Compliance

Anyone who breaches this Policy will face disciplinary action. This may include termination of employment.

TD SYNNEX can also terminate agreements with anyone who breaches this Policy. If you have any questions or concerns regarding this policy, please contact us at **procurementus@tdsynnex.com.**

Reporting Concerns

If you see or suspect a violation of this policy, it is your responsibility to speak up. We'll listen.
You can talk to your manager, your leadership team, HR, Legal, or our Ethics and Compliance team. Alternatively, you can submit a concern to our Board's Audit Committee or through the Ethics Line website or hotline.
If desired, you can even report anonymously. If you do report anonymously, be sure to check back through the Ethics Line website or hotline regularly to provide further details when required.

You are always protected from retaliation when you speak up in good faith.
There is zero tolerance for retaliation at TD SYNNEX. If you believe someone has retaliated against you, you should report the matter immediately. Any act of retaliation is grounds for discipline, up to and including termination.