Code of Business Conduct



MEXICO PACIFIC

	Ds						DS				
							l t	201			(1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/
1	27-Feb 20)23	ls	ssued for Use			K. De	e Lima		takeholder natures	I. Van der Walt
0	9-Feb-2022 Is			ssued for Use			B. F	lintze	See Stakeholder Signatures		D. Shanda
A	13-Jan-20)22 Issi	Issued for Review & Acceptant			otance	B. F	lintze	ntze See Stakeholder Signatures		D. Shanda
REV	DATE			DESCRIPTION Prepared by:				-	Rev	iewed by:	Approved by:
IP Security	Project U	lse	Total number of Pages (including Cover sheet):				14				
Company Document No.	Project	System	Origina	ator	Discipline	Doc. 1	Гуре	Seque	nce-Sht	Language	Revision
	MP	0000	MP	L	CC	PC)L	00	004	-	1



Code of Business Conduct

Document No. MP-0000-MPL-CC-POL-00004

Rev. 1 **Rev Date**: 27-Feb-23

REVISION MODIFICATION LOG

Page No.	Section	Change Description

STAKEHOLDER SIGNATURES

Name	Title	Signature	Date
Ivan Van der Walt	Chief Executive Officer	Docusigned by: [van Van der Walt E20213790170405	3/27/2023
Krysta De Lima	General Counsel	DocuSigned by:	3/13/2023
Sarah Bairstow	Chief Commercial Office	SB	3/23/2023
Erwin Reyes	VP of Engineering and Construction	Erwin Reyes	3/23/2023
David Waterfield	Chief Human Resources Officer	David Waterfield	3/23/2023
Alberto Alonzo	Mexico Country Manager	14750830217A475 DocuSigned by: UUVTO NOWYO A870D596EC70474	3/27/2023



Code of Business Conduct

Document No. MP-0000-MPL-CC-POL-00004

Rev. 1 **Rev Date**: 27-Feb-23

TABLE OF CONTENTS

1.0	PURPOSE	5
2.0	SCOPE	5
3.0	ACCOUNTABILITY & RESPONSIBILITY	5
3.1	LIVING OUR COMMITMENT	5
3.2	MANAGEMENT COMMITMENT & RESPONSIBILITIES	5
3.3	CORPORATE GOVERNANCE & INTERNAL CONTROLS	6
3.4	ACCOUNTABILITY & RESPONSIBILITY	6
3.5	A RESPONSIBILITY TO OURSELVES	6
3.6	REPORTING NON-COMPLIANCE	6
4.0	RESPONSIBILITY TO ONE ANOTHER	7
4.1	DIGNITY, RESPECT & FAIRNESS	7
4.2	DIVERSITY	7
4.3	DISCRIMINATION	7
4.4	WORKPLACE HARASSMENT & VIOLENCE	7
4.5	SAFETY & HEALTH	7
4.6	ALCOHOL / SUBSTANCE ABUSE	7
5.0	RESPONSIBILITY TO THE PUBLIC	8
5.1	CUSTOMERS	E
5.2	ENVIRONMENT	٤
5.3	COMMUNITIES	٤
5.4	EXTERNAL COMMUNICATIONS	٤
6.0	RESPONSIBILITY TO SHAREHOLDERS	8
6.1	PROTECTING COMPANY ASSETS	8
6.2	PROTECTING OUR GOOD NAME	9
6.3	BUSINESS RECORDS & COMMUNICATIONS	S
6.4	CONFIDENTIAL INFORMATION	9
6.5	INSIDE INFORMATION	. 10
6.6	CONFLICTS OF INTEREST & CORPORATE OPPORTUNITIES	. 10
6.7	GIFTS & ENTERTAINMENT	. 10
6.8	TRAVEL	. 11
7.0	RESPONSIBILITY TO PARTNERS	. 11
7.1	EXTERNAL BUSINESS PRACTICES	. 11
7.2	INTERNAL BUSINESS PARTNERS	. 11
7.3	Marketing Practices	. 11
7.4	Purchasing Practices	. 11



Code of Business Conduct

Document No. MP-0000-MPL-CC-POL-00004

Rev. 1 **Rev Date**: 27-Feb-23

8.0	RESPONSIBILITY TO GOVERNMENTS & THE LAW	12
8.1	THE LETTER & SPIRIT	12
8.2	ANTITRUST & FAIR COMPETITION	12
8.3	Anti-Corruption Laws	12
8.4	ANTI-MONEY LAUNDERING, ANTI-TERRORISM & ECONOMIC SANCTIONS	12
8.5	POLITICAL ACTIVITIES	13
9.0	GETTING HELP	13
9.1	QUESTIONS	13
9.2	RESOURCES	13
9.3	INTEGRITY HOTLINE	14
9.4	REPORTING ILLEGAL OR UNETHICAL CONDUCT	14
9.5	POLICIES & GUIDELINES	14
9.6	OUR VALUES	14



Code of Business Conduct

Document No. MP-0000-MPL-CC-POL-00004

Rev. 1 **Rev Date**: 27-Feb-23

1.0 PURPOSE

The purpose of our Code of Business Conduct is to set forth our commitment to the highest ethical standards and to reinforce prompt and consistent actions in the maintenance of those standards.

2.0 SCOPE

This Code applies to all Personnel of the Company.

3.0 ACCOUNTABILITY & RESPONSIBILITY

3.1 Living Our Commitment

Each of us must apply the standards in the Code of Business Conduct in both letter and spirit. Where the letter of the Code is not specific, the spirit must prevail.

Questions? Concerns?

Talk to your immediate supervisor or department director, utilize the Integrity Hotline, the Business Integrity SharePoint Site or contact any of the resources listed in the Getting Help section of this Code.

For the purposes of this Code of Business Conduct:

Company – shall mean Mexico Pacific Limited LLC and its affiliated entities controlled by, in control of or under common ownership of Mexico Pacific Limited LLC.

Personnel – shall mean all officers, employees, secondees and contract workers of the Company.

When in doubt about what to do, ask yourself this question:

Would I be proud to explain my actions to my family or colleagues — or to millions of people around the world on tonight's news broadcast?

This is not a hypothetical question. The world is getting smaller and communications are almost instantaneous. What we do today is known immediately around the world so we must always act in such a way that we are proud of our actions. If the best course of action isn't clear, talk to your immediate supervisor or department head, or utilize one of the resources listed in the Getting Help section of this Code.

3.2 Management Commitment & Responsibilities

The Company's management is committed to living up to the highest standards of ethical behavior. To oversee the Company's ethics and compliance efforts, the Company has designated various employees throughout the Company with compliance responsibilities and established the Business Integrity and Compliance Committee, which is comprised of senior management and executive officers of the Company. Additionally, the General Counsel has been authorized to oversee the implementation of this Code of Business Conduct through training, communications and the administration of the Integrity Hotline.

Management have a responsibility to create and sustain, in both actions and words, a work environment in which the Personnel knows that they are required to behave in an ethical



Code of Business Conduct

Document No. MP-0000-MPL-CC-POL-00004

Rev. 1 **Rev Date**: 27-Feb-23

and legal manner. All Personnel must be diligent in looking for and reporting any indications of unethical or illegal conduct through the resources provided by the Company.

3.3 Corporate Governance & Internal Controls

We have a robust system of internal controls and reporting mechanisms to protect the assets and operations of the Company and to provide management with accurate, honest and timely information. All Personnel are required to live up to the letter and spirit of our system of internal controls, and to cooperate fully with any audit or investigation.

3.4 Accountability & Responsibility

We make many decisions every day at all levels of the Company. This is how we move forward and accomplish the business goals of the Company. We as individuals are accountable for making good decisions and for the outcomes those decisions produce. Our Code of Business Conduct provides guidance for our decisions.

Our fellow employees look to us for leadership and to see if we take responsibility for our own actions. Each of us must act as a leader by taking responsibility for everything we do.

Each of us must abide by this Code. Violators of this Code are subject to appropriate discipline, up to and including dismissal from the Company and prosecution under the law. Any waiver of a provision of our Code requires the personal review and approval of the Chief Executive Officer of the Company. Any waiver of a provision of this Code for the benefit of executive officers requires the personal review and approval of the Business Integrity and Compliance Committee and must be disclosed to the Board of Managers. Waivers may be granted only as permitted by law and in extraordinary circumstances.

3.5 A Responsibility to Ourselves

We believe honesty and integrity benefit the individual, as well as the Company. Each of us wants to be known as a person of integrity. When we lose that reputation—with others or ourselves—it's painful. It can hurt our careers, our health, and our relationships. If we engage in unethical conduct, we may have personal responsibility or legal liability for the resulting damages or violations of the law. One of the worst thing to do is to cover up a problem. Attempts to conceal even a minor violation by altering or destroying Company records can result in civil and criminal penalties that are worse than the penalty for the original offense.

The goal of our Company is to reinforce a positive work environment where doing the right thing, thereby protecting yourself from the negative consequences of illegal behavior, is the easy thing to do.

3.6 Reporting Non-Compliance

If you have any knowledge of a violation of this Code of Business Conduct, you have an obligation to report it to a resource listed in the Getting Help section. The Company will not allow retaliation for reporting concerns in good faith. Retaliation for good faith reporting is itself a violation of this Code. Again, refer to the Getting Help section for more information on how you can report non-compliance concerns.

Because of the many factors involved, every scenario cannot be itemized in this *Code*. When in doubt, seek the guidance of your immediate supervisor or department head, call the



Code of Business Conduct

Document No. MP-0000-MPL-CC-POL-00004

Rev. 1 **Rev Date**: 27-Feb-23

Integrity Hotline or contact any of the resources listed in the Getting Help section. Further information can be found in the Company's Whistleblower and Non-Retaliation Policy.

4.0 RESPONSIBILITY TO ONE ANOTHER

4.1 Dignity, Respect & Fairness

You and your ideas create value and success for the Company. We must value and respect the unique character and contribution of each employee. Treating each other with dignity, respect and fairness is the foundation of good business conduct. The Company respects the human, cultural and legal rights of individuals and communities and promotes the goals and principles of the United Nations Universal Declaration of Human Rights.

4.2 Diversity

The Company promotes diversity within its work force. Diversity of people and ideas will provide the Company with a business advantage. We believe diverse companies will compete more successfully in today's world economy.

4.3 Discrimination

Discriminating against any employee or person with whom we do business on the basis of age, race, color, social origin, sex, sexual orientation, disability, national origin, ethnic group, religion or other legally protected status is not permitted.

4.4 Workplace Harassment & Violence

Harassment and violence in the workplace are strictly prohibited and will not be tolerated. Conduct that creates an unwelcome or uncomfortable situation or hostile work environment such as unwelcome advances or requests for sexual favors, inappropriate comments, jokes, intimidation, bullying or physical contact may be forms of workplace harassment. All Personnel should avoid any actions or words that might be interpreted by another as harassment or a threat of violence.

4.5 Safety & Health

The Company is committed to providing a safe and healthy workplace. Each of us is responsible for observing all of the safety and health rules that apply to our jobs. We are all responsible for taking precautions to protect ourselves and our fellow employees from an accident, injury or unsafe condition. Additionally, each of us must promptly report unsafe or unhealthy conditions and take steps to correct those conditions immediately.

4.6 Alcohol / Substance Abuse

The Company is committed to a workplace free of substance abuse. We jeopardize ourselves and each other if we report to work impaired by the influence of alcohol or drugs. The use, possession or distribution of unauthorized drugs or alcohol on Company time or on Company premises is prohibited. All Personnel are encouraged to seek treatment for alcohol and substance abuse problems.



Code of Business Conduct

Document No. MP-0000-MPL-CC-POL-00004

Rev. 1 **Rev Date**: 27-Feb-23

5.0 RESPONSIBILITY TO THE PUBLIC

5.1 Customers

Each of us has important responsibilities to our business partners and customers. While some of us are closer to customers than others, we all should think in terms of how our business partners and customers feel about how we conduct business and we should act accordingly.

Our business partners and customers depend on us to be true to our word. Nothing undermines our reputation faster than misrepresenting ourselves. Simply put, those who do business with us deserve honest, accurate and clear communication and they deserve and need to know that we keep our promises. Equally important, our business partners and customers need to be aware of our standards regarding ethics and business integrity and should be encouraged to help us uphold such standards.

5.2 Environment

Environmental protection is the right thing to do, and part of the business strategy of the Company. We will work to reduce and prevent waste, emissions and releases in all of our operations. We will safely use, handle, transport and dispose of all raw materials, products and wastes, and help others understand their environmental responsibilities when using our products. We strive for continuous improvement of our environmental performance, in partnership with government agencies, contractors and communities. Our environmental commitment is a responsibility shared by everyone. No one can assume it is the job of someone else.

5.3 Communities

The Company is a citizen of the community it operates in, so we must always act responsibly. This means conducting our operations safely, and being prepared for emergencies that may occur. We give back to our community by actively supporting and participating in civic and charitable causes.

5.4 External Communications

Communications to those outside our Company require a unique understanding of legal and media issues. To ensure professional handling, refer requests for information by the media or the public to the Chief Administration Officer and any legal requests to the General Counsel.

6.0 RESPONSIBILITY TO SHAREHOLDERS

6.1 Protecting Company Assets

We are each entrusted with the assets of the Company and honoring that trust is a basic responsibility to each other and to our Company. We must diligently protect Company assets from loss, damage, misuse or theft. This includes our time when compensated by the Company. Use of our Company assets for purposes other than Company business requires prior written authorization by your department head.



Code of Business Conduct

Document No. MP-0000-MPL-CC-POL-00004

Rev. 1 **Rev Date**: 27-Feb-23

6.2 Protecting Our Good Name

It takes each of us—one person at a time and one action at a time—to protect the Company name and reputation. Part of protecting our name and reputation is living up to the standards found in this Code of Business Conduct. We must be careful to only use our name and logo for authorized Company business and never in connection with personal activities or personal communication.

6.3 Business Records & Communications

When we create or maintain reports, records and communications, we are also responsible for the integrity of those records. We must not make false or misleading entries in Company books or records. All financial reports, sales reports, expense reports, time sheets, production records, and other similar documents must be accurate. If you are uncertain of the validity of an entry or report, raise your concern to the best source for correcting it. Never allow yourself to be part of a chain of incorrect information.

Whenever you write a memo, leave a voice mail or send an e-mail, you create a record. These records are not private. Communicate in a way that you would be comfortable if you read what you said or wrote later in a newspaper or court of law.

We will dispose of documents in accordance with company policies. We will never destroy or alter any documents or records in response to any audit, investigation, suspected investigation or lawful request.

6.4 Confidential Information

Protecting confidential information, one of our most valuable assets, is part of our obligation to the Company. Confidential information includes proprietary technical information, business plans, status of operations and equipment, detailed financial data and all other non-public business information that would be of use to competitors or harmful to the Company if made public. We must not disclose confidential information to anyone outside the Company in a manner that could benefit our competitors or harm the Company.

In many instances, we require written confidentiality agreements with the party to whom we will be disclosing such information. If you have questions about the confidentiality of information or the need for a confidentiality agreement, seek advice from the Legal Department. Avoid unnecessary discussion of confidential information in public places and with individuals who have no need to have the information. We must protect our information by appropriate use of reasonable security measures.

Protecting the confidential information of our Personnel, business partners and customers is also of the greatest importance. Personal information should be limited to Company Personnel who have appropriate authorization and a need to know such information. Anyone who handles such information must take great care to preserve its confidentiality. Our responsibility to preserve confidential information continues even after our employment with the Company ends. Additionally, we should never try to persuade others to violate any type of obligations of confidentiality they may have to their present or former employers.



Code of Business Conduct

Document No. MP-0000-MPL-CC-POL-00004

Rev. 1 **Rev Date**: 27-Feb-23

6.5 Inside Information

Stocks and other securities may be publicly traded with their market prices being based on public knowledge of the Company. Investors could gain an unfair advantage through material inside, non-public information that might affect their decisions to buy or sell securities. Trading on, or "tipping" others about material non-public information about the Company, an investor, or the companies we do business with could result in serious civil and criminal penalties for individuals. Always seek advice from the Legal Department if you are unsure about the legality of a transaction.

6.6 Conflicts of Interest & Corporate Opportunities

Business decisions and actions on behalf of the Company must never be influenced by personal considerations or personal relationships. We must never use Company property, information or our position to create personal or family benefit.

A conflict of interest may exist when family members or close personal friends are involved in business relationships with us, either inside or outside the Company, or when we or a family member have a direct or indirect personal or financial interest in any business issue that is under consideration.

A conflict may also exist when outside interests interfere with our ability to do our jobs to the satisfaction of the Company. We should never attempt to become involved in a business that may compete with the Company nor attempt to acquire an interest in property or other assets in which our Company might reasonably be expected to have an interest, without first offering the opportunity to the Company.

You should promptly disclose to your department head or the Legal Department all potential conflicts of interest, including those where even the appearance of a conflict of interest may exist. The Company also requires annually, through the Code of Business Conduct Questionnaire, that all Personnel certify, with any disclosures noted, that they are not involved in any potential conflict situations. Disclosure and discussion are the best ways to protect against and deal with conflicts of interest.

6.7 Gifts & Entertainment

The exchange of gifts, meals and entertainment is a common practice in business, and can help us build better relationships with customers, vendors and other business partners. Although world customs about gifts and entertainment vary, one principle is clear and common: no gift, meal, favor or entertainment should be accepted or provided if it will obligate, appear to obligate or is intended to obligate or unduly influence the recipient. Think about what other employees will think about your actions and what kind of example you are setting.

The types of gifts, meals and entertainment that are appropriate to give or receive as an employee depend on many factors. If the gift, meal or entertainment in question is lavish or frequent, or unusual for the receiver's job, it is probably not acceptable. If you're in the middle of negotiations or bid evaluation, extra care is merited. Never request or solicit personal gifts, meals, favors, entertainment, or services. Never offer or accept gifts of cash or cash equivalents such as securities. This section of the Code is not intended to conflict with Company compensation programs or Company authorized distributions to Personnel



Code of Business Conduct

Document No. MP-0000-MPL-CC-POL-00004

Rev. 1 **Rev Date**: 27-Feb-23

or third parties. Further information can be found in the Company's Meals, Gifts and Entertainment Policy.

6.8 Travel

Business travel requires each of us to know and follow current Travel and Expense Policy of the Company. Free transportation from vendors, suppliers, customers or those who wish to be vendors, suppliers or customers generally requires the prior written approval by an employee's department head.

7.0 RESPONSIBILITY TO PARTNERS

7.1 External Business Practices

The Company will deal honestly with its business partners and customers. We believe in doing business with those who embrace and demonstrate the highest standards of business conduct. We will not look favorably on potential business partners that have a history of violating the law, including environmental, employment and safety laws.

External business partners that knowingly seek to have Company Personnel violate our Code of Business Conduct will be subject to appropriate sanctions, including the possible cancellation of all current and future contracts.

7.2 Internal Business Partners

Each of us acts as a business partner to every other person at our Company. We will honor that relationship through truthful and candid communication. We will communicate both good news and bad news in timely and candid ways. This includes communication up and down the Company.

We will respect the ideas of others and respect their courage to express those ideas. We will win as a team, but always understand the importance of each team member. We will only make realistic promises to each other and we will keep those promises.

7.3 Marketing Practices

The Company will compete for business aggressively and honestly. We will not misrepresent our products, services, or prices. We will not make false or misleading claims about our products or services, nor will we do so about the products and services of our competitors.

7.4 Purchasing Practices

All purchasing decisions will be based on the best value realized by our Company and in alignment with our business standards and goals. Important components of purchasing include competitive bids, partnering arrangements, incentive-based contracts, quality verification, confirming the legal and financial condition of the supplier and avoiding personal conflicts such as dealing with family members or friends. We must properly document any purchase arrangements or agreements.



Code of Business Conduct

Document No. MP-0000-MPL-CC-POL-00004

Rev. 1 **Rev Date**: 27-Feb-23

8.0 RESPONSIBILITY TO GOVERNMENTS & THE LAW

8.1 The Letter & Spirit

Legal standards of conduct act as our minimum acceptable level of conduct. Obviously we must obey the law, but we strive for a higher standard. The spirit of our Code of Business Conduct reaches out to all of us to act in higher ways.

Knowing when something just doesn't feel right is often our only clue. The Company cannot reproduce and distribute every law or rule that exists. We must all grasp the intent and the spirit of our Code of Business Conduct and seek advice and counsel whenever we are uncertain about our choices of action. Further information can be found in the Company's Anti-Corruption Compliance Policy.

8.2 Antitrust & Fair Competition

We will compete vigorously and comply with all applicable antitrust and fair competition laws. These laws generally prohibit agreements that tend to restrict competition (such as agreements between competitors as to their pricing, bidding, production, supply and customer practices), as well as a variety of forms of unfair conduct that may tend to create a monopoly. Because antitrust and fair competition laws are far-reaching and often complicated, you should seek advice from the Legal Department before taking any action that may be questioned under such laws.

8.3 Anti-Corruption Laws

The Company will comply with all anti-corruption laws wherever we do business and, those laws that apply to any investor in the Company or their parent companies, including the U.S. Foreign Corrupt Practices Act or "FCPA". These laws generally forbid bribes to government officials or their representatives. While nearly all countries outlaw bribing of their own government officials, the FCPA also makes it a crime to bribe "governmental officials", a term that is broadly defined. Many countries have now passed legislation similar to the FCPA. The FCPA also requires the Company to keep books, records and accounts which, in reasonable detail, accurately and fairly reflect its foreign and domestic transactions. You must consult with the Finance & Accounting Department and the General Counsel as soon as possible if you are concerned that the Company's books and records do not accurately reflect the Company's transactions.

In furtherance of this commitment, all Personnel are required to comply with the Company's Anti-Corruption Compliance Policy which requires comprehensive FCPA and anti-corruption compliance training for all Personnel whose job responsibilities involve FCPA and anti-corruption compliance.

8.4 Anti-Money Laundering, Anti-Terrorism & Economic Sanctions

The Company will comply with all anti-money laundering, anti-terrorism and economic sanctions laws that apply, to the extent non-compliance would expose the Company, an affiliated company of the Company or an investor in the Company or such investor's affiliate, to liability or prosecution under such laws.



Code of Business Conduct

Document No. MP-0000-MPL-CC-POL-00004

Rev. 1 **Rev Date**: 27-Feb-23

8.5 Political Activities

Many governments have laws prohibiting or regulating corporate contributions to political parties, campaigns or candidates in the form of cash or the use of Company facilities, automobiles, computers, mail services or personnel. Certain contributions may be prohibited by Company policy, even if otherwise permitted by the applicable law. Any proposed corporate contribution must be arranged through the Legal Department and approved by the Chief Executive Officer and General Counsel.

Personnel who communicate with government officials and employees on issues that affect our Company should contact the Legal Department to ensure that such activities fully comply with the law.

We respect the right of each of our employees to participate in the political process and to engage in political activities of his or her choosing. While involved in their personal civic and political affairs, however, Personnel must at all times make clear that their views and actions are their own, and not those of the Company. No Personnel conducting Company business, furthering the interests of the Company or using Company resources, shall provide a gift, meal, favor, transportation or anything of value to a government official without the prior written approval of the Chief Executive Officer and General Counsel.

9.0 GETTING HELP

9.1 Questions

If you have questions about policies, practices or our Code of Business Conduct, talk to your immediate supervisor or department head. If for some reason you are uncomfortable speaking with your immediate supervisor or department head, please talk to another member of management or call the Integrity Hotline. Don't put it off. Time may be of the essence in avoiding a bigger problem.

If you are aware of any ethical issues or irregularity, don't attempt to handle an investigation on your own. Ask for help from the resources listed below. Who you talk to within management is not as important as you talking to someone. Be confident that the Company will stand behind the Code of Business Conduct and stand behind those who raise issues in good faith.

9.2 Resources

- Supervisor or Department Head
- Integrity Hotline
- Business Integrity SharePoint Site
- Mexico Country Manager
- Chief Financial Officer
- Chief Human Resources Officer
- Chief Administration Officer
- VP, Engineering & Construction



Code of Business Conduct

Document No. MP-0000-MPL-CC-POL-00004

Rev. 1 **Rev Date**: 27-Feb-23

- Legal Department
- President & Chief Commercial Officer
- General Counsel & Corporate Secretary
- Chief Executive Officer

9.3 Integrity Hotline

The Integrity Hotline is a resource for Personnel, business partners, customers and the general public to report suspected, potential or actual unethical or illegal acts.

Persons may choose to remain anonymous by using the Business Integrity SharePoint Site or the Integrity Hotline. Persons choosing to remain anonymous should not include their name or contact information on the report. The Legal Department will coordinate the resolution of all reports including arranging for confidential, anonymous submissions to the Business Integrity and Compliance Committee.

9.4 Reporting Illegal or Unethical Conduct

The Company will not allow retaliation against an employee who reports in good faith concerns regarding compliance with the law or compliance with this Code or other Company policy. Should an employee become aware of any issue concerning the integrity of the Company, including questionable accounting, auditing or compliance matters, they should immediately bring it to the attention of management. If requested by the reporting source, the Legal Department will treat the reporting sources's identity and the possible unethical or illegal conduct as confidential, and will only disclose the identity of such source as necessary to comply with legal requirements and/or investigate the reported conduct. The Legal Department will arrange for the confidential, anonymous resolution of the matter including the submission of the possible unethical or illegal conduct to the Business Integrity and Compliance Committee.

9.5 Policies & Guidelines

Our Code of Business Conduct provides an overview of many of the business conduct issues we face. Because of the many factors involved, every scenario cannot be itemized in this Code. When in doubt, seek the guidance of your immediate supervisor or department head, call the Integrity Hotline, utilize the Business Integrity SharePoint Site or contact any of the resources listed in the Getting Help section.

9.6 Our Values

No single document can list and explain every question or business practice. Remember the words found throughout our Code of Business Conduct like trust, respect, dignity and honesty. These values form the foundation for good decisions.