

## MASTER SUBCONTRACT AGREEMENT CONTRACTOR'S CODE OF CONDUCT

Contractor's Code of Conduct defines standards for fair, safe, and healthy workplaces throughout our supply chain. Contractor is committed to meeting fundamental responsibilities in the areas of ethics, human rights, labor, safety, environment, and community, and it holds its business partners to the same set of principles.

Contractor's Code of Conduct binds Contractor's subcontractors, suppliers, and vendors (collectively "Partners"), and their supply chain, to the following minimum standards, which are based on the Ten Principles of the UN Global Compact and the UN Sustainable Development Goals (SDGs). Contractor reserves the right to monitor and audit our Partners at any time to ensure that these responsibilities are being honored.

### A. Ethics

Contractor expects all of its Partners to act in accordance with the highest standards of business ethics and to avoid any appearance of impropriety.

**Fraud, deception, and dishonesty.** Contractor will not tolerate any attempt by its Partners to defraud, deceive, or engage in dishonest business practices.

**Bribery and corruption.** Contractor expects its Partners to conduct business with integrity, and it will not tolerate any form of bribery or corruption.

**False claims.** It is a felony to knowingly make a false claim or false statement to the Government, and such conduct by any Partner will not be tolerated.

**Open and fair competition.** Contractor values open and fair competition and will not tolerate any violation of antitrust laws, competition laws, or related regulations.

**Gifts, gratuities, and kickbacks.** Contractor prohibits all Partners and their supply chain from involvement with or the giving or receiving of gifts, gratuities, kickbacks, or payments that are in violation of the law.

**Conflicts of interest.** Partners should avoid any relationship or activity that impairs their ability to make objective and fair decisions when performing their jobs.

It is the responsibility of every Partner who knows of any activity that is in violation of laws, regulations, or contracts to report such activity promptly. Contractor's Partners have free, unlimited access to its third-party anonymous and confidential incident reporting system, *MySafeWorkplace*. This beneficial service is available 24 hours a day, 7 days a week via toll-free number, 800-461-9330, or the internet at [www.MySafeWorkplace.com](http://www.MySafeWorkplace.com).

### B. Human Rights and Labor

Contractor supports the principles in the UN Universal Declaration of Human Rights. Our Partners agree to:

- A workplace that is free of abuse, bullying, harassment, and discrimination.
- Employment that is voluntary and only offered to persons over the age of 16.

- Working hours that are not deemed excessive by definition of the law.
- Compensating their employees in a timely manner.
- To the extent permitted by law, respecting their employees' right to freedom of association and collective bargaining.

### **C. Safety**

Contractor's Partners are required to adhere to specific requirements to ensure an injury-free workplace, including:

- Develop and maintain safety programs and procedures that meet or exceed federal, state, and local laws, regulations, and standards.
- Ensure employees are properly trained and provided with the proper equipment to perform safe work.
- Encourage employees to stop unsafe work.

### **D. Environment**

Contractor's Partners agree to protect human health and the environment by meeting applicable regulatory requirements pertaining to air emissions, waste, and water. Partners will favor the use of non-hazardous products and materials, and will choose recycled and reclaimed materials whenever possible.

### **E. Community**

Contractor supports the UN Sustainable Development Goals (SDGs) and requires that its Partners not engage in activity or business partnerships which will hinder these goals.

Contractor requires all Partners to make every effort to maximize opportunity to obtain minority, women-owned, and disabled veteran business enterprise (MBE/WBE/DVBE) participation in all purchasing and contract business.

### **Our Commitment**

The reporting of violations is particularly important to Contractor. Contractor will immediately investigate any report of misconduct that comes to its attention. It is Contractor's intention to voluntarily disclose misconduct involving or affecting Contractor, and promises not to tolerate retaliation or discrimination against anyone who has raised an issue in good faith.