



## **CODE OF ETHICS AND BUSINESS CONDUCT**

### **Our Core Values**

- **Integrity:** We conduct ourselves with integrity.
- **Respect:** We show respect to everyone in all interactions.
- **Excellence:** We always strive to achieve excellence in Quality and Delivery.

### **Laws, Regulations, and Contracts**

We follow all laws and regulations pertaining to our business as well as the flowdown terms of our customers.

### **Anti-corruption, Gifts, and Business Courtesies**

We comply with the anti-corruption laws that govern where we do business. We do not offer or receive any bribes or kickbacks. Small gratuities of nominal value received, are immediately turned into Human Resources to be distributed at a later date by drawing among all employees.

### **Conflicts of Interest**

We avoid situations that have the potential or appearance of conflicts between personal interest and our customers.

### **Confidential and Proprietary Information**

We handle, store and protect all confidential and sensitive information with extreme care. Information is only disclosed to those who have a "need to know." Authorizations and/or Proprietary Agreements are obtained as required. All paper documents no longer needed are shredded and recycled by an AAA NAID Certified facility.

### **Financial Responsibility, Accurate Records**

We accurately record, maintain and report our business records, including, but not limited to, financial statements, quality records, and time records. We properly account for all costs and do not falsify or misrepresent the facts and figures. Records are regularly reviewed to ensure accuracy.

### **Environment**

We constantly look for ways to reduce waste, improve the environment and share suggestions with customers and suppliers. Paper documents no longer needed are shredded and recycled by an AAA NAID Certified facility. We also maintain a recycling program and use energy-efficient lighting throughout our plant.

### **Human Rights and the Workplace**

We are an equal opportunity employer with a safe work environment. We offer wellness programs and provide safety training, such as CPR/AED training to all our employees and have a reporting procedure to immediately address any accidents. We are committed to maintaining a workplace that is free of drugs, alcohol and tobacco. We absolutely prohibit any harassment, bullying, discrimination, or the use of child or forced labor.

### **Conflict Minerals and Counterfeit Parts**

We take measures to assure that no conflict minerals are purchased from sources that directly or indirectly finance or benefit armed groups in the Democratic Republic of the Congo or adjoining countries and require our supply chain to do the same. We have procedures to minimize the risk of introducing counterfeit parts and materials into deliverable products.