It is the policy of [Company] to strive to achieve the highest possible standard of business and personal ethics. To that end, [Company] observes and complies with all laws, rules, and regulations of federal, state, and local government. In addition, employees are required to avoid any activities which involve or would lead to involvement of [Company] in any unlawful practices and to disclose to their supervisor, department head, human resources, CFO, or president and CEO any conduct that comes to their attention which violates these rules and principles. Accordingly, employees should acquaint themselves with the legal standards that apply to their duties.

[Company] also expects employees to observe the highest standard of business and personal ethics and to be honest and sincere in their dealings with government officials, the public, media (for those authorized to speak on behalf of the Company), customers, vendors, and fellow employees.