

***STANDARDS OF
CONDUCT
&
ETHICS POLICY
OUTLINE***

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Standards of Conduct & Ethics

I. CONFLICTS OF INTEREST

- A. Use of Inside Information**
- B. Personal Financial Interest**
- C. Outside Activities**

II. COMPETITIVE PRACTICES

III. DEALINGS WITH SUPPLIERS

- A. Reciprocity**
- B. "Kickbacks" and Rebates**

IV. DEALINGS WITH CUSTOMERS AND POTENTIAL CUSTOMERS

- A. In General**

V. POLITICAL ACTIVITIES AND CONTRIBUTIONS

VI. RECEIPT OF GIFTS AND ENTERTAINMENT

- A. In General**
- B. Gifts**
- C. Entertainment**

VII. INTEGRITY OF RECORDS AND FINANCIAL REPORTS

VIII. USE OF AGENTS AND NON-EMPLOYEES

IX. STANDARDS COMPLIANCE

- A. Initial Verification**
- B. Maintaining Compliance**
- C. Audits of Compliance**

X. CONTINUANCE OF EXISTING PERSONNEL POLICIES, RULES AND PERFORMANCE STANDARDS

XI. UPDATING POLICY

OTHER SECTIONS FOR INTERNATIONAL ORGANIZATIONS

XII. THE FOREIGN CORRUPT PRACTICES ACT ("FCPA")

XIII. DEALINGS WITH PUBLIC OFFICIALS