

Cicon Engineering, Inc. Ethical Behavior Policy

We all deserve to work in an environment where we are treated with dignity and respect. Cicon Engineering, Inc. (Cicon) is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success. We cannot afford to let anyone's talents go to waste.

Cicon is an equal employment/affirmative action employer and is committed to providing a workplace that is free of discrimination of all types and from abusive, offensive or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to human resources.

All Cicon employees are also expected to support an inclusive workplace by adhering to the following conduct standards:

- **Laws and Regulations:** you are expected to perform your duties on behalf of Cicon, in compliance with all laws, regulations and company policies and procedures. Cicon is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations and prohibits unlawful discrimination by any employee of the Company.
- **Dignity and Respect:** treat people with respect and dignity, encourage diversity and diverse opinions, promote equal opportunity for all, and help create an inclusive and ethical culture. Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive or unwelcome.
- **Teamwork:** Foster teamwork and employee participation, encouraging the representation of different employee perspectives. Seek out insights from employees with different experiences, perspectives and backgrounds. Be open-minded and listen when given constructive feedback regarding others' perception of your conduct.
- **Conflict of Interest:** You have the right to engage in activities outside of your employment at Cicon that in no way conflict with your duties at Cicon. However, you must avoid situations involving actual or potential conflicts of interest. Personal involvement with a competitor, supplier, or subordinate employee of Cicon, which affects your ability to exercise good judgment on behalf of Cicon, creates an actual or potential conflict of interest.
- **Maintain Safe Work Environment:** Cicon is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. You may not be under the influence of alcohol or illegal drugs, or abuse legal drugs, in the workplace at any time. You are responsible for complying with environmental, safety and health laws, policies, and procedures for your own safety, as well as that of others in the workplace. All employees must be safety-conscious at all times. Observe all posted warnings and regulations. Immediately report all work-related injuries, illnesses, or any environmental, safety, or health concern you may have to your supervisor or to human resources.
- **Reporting Violations:** There are many different channels to report violations or potential violations of this Code, including your supervisor or manager, human resources, or any executive. If you wish to report a violation anonymously, email **HR@ciconeng.com** or submit a report through one of the anonymous reporting boxes at each Cicon building. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact human resources. There is never a penalty for reporting a violation in good faith.

Cicon will not tolerate retaliation against employees who raise concerns to any source in good faith.