



OUR VALUES

Foundation for all that we do

- The customer rules!
- Passion leads to success.
- Diversity, equity and inclusion make us stronger.
- It matters how we play the game.

CODE OF CONDUCT

Guidelines for making the right decisions

- Applies company-wide
- Visible to associates and the public
- Highest standards even beyond the law
- Infrequent changes

STANDALONE POLICIES

Specific guidance for our actions based on the Code of Conduct

- Applies company-wide
- Visible to associates
- Expands detail from the Code
- Periodic changes
- Examples include: Associate Handbook, Global Travel & Expense Reimbursement Policy and Benefits Summary Plans

PROCEDURES

Operational processes for day-to-day activities

- Applies to department and/or functions
- Visible to managers and human resources
- Are detailed, instructional
- Frequent changes based on business operations
- Examples include: Operating Procedures & Manager Guides

