



## **Relationships with Suppliers, Customers and Competitors**

The Company will select the suppliers from whom it procures products and services based on price, quality, delivery terms and other objective criteria.

A Company Representative should not own (directly or beneficially) any substantial stock or other financial interest in or participate other than as a regular client or customer in the business of, or serve as a director, employee or consultant to:

Anyone having or seeking business with the Company, including actual or potential customers, suppliers or other business partners, or Any competitor of the Company.

The question of what constitutes a "substantial" stock or other financial interest will depend on the particular facts and circumstances in any given case. In general, a stock or other financial interest of 5%



business practice. However, each Company Representative should exercise care to ensure that such functions are necessary and that their value and frequency are not excessive under all the applicable circumstances.

#### **Outside Business Activities**

Active participation on a part-time or freelance basis in any outside business may also present a conflict of interest if the Company Representative's participation in that business:

Interferes with



Company property should not be downloaded to any external device or removed from the premises unless the Company Representative obtains the prior authorization of his or her supervisor.

# **Company Representative Responsibilities**

Each Company Representative is charged with the responsibility of recognizing any situation in



## **Complying with International Trade Laws**

The Company must comply with all laws that apply to its operations both inside and outside the U.S., including the local laws of countries where the Company operates and certain U.S. laws that govern the international operations of U.S. companies and U.S. persons in foreign countries. The U.S. and many other countries have laws that restrict or otherwise require licensing for the export or import of certain goods and services to other countries and to certain parties and impose various kinds of trade sanctions or embargoes against other countries or parties, the scope of which may range from specific prohibitions on trade in a specific commodity to a total prohibition of all commercial transactions. Due to the complexities of these international trade laws, Company Representatives in sales, purchasing, shipping and other relevant positions must review import and export requirements, including the current applicable trade sanctions, prior to the importing or exporting of goods or services or otherwise engaging in transactions that might be affected.

Some countries have adopted laws prohibiting their people and businesses from participating in or cooperating with international trade embargoes or sanctions that have been imposed by other countries. For example, U.S. anti-boycott laws penalize U.S. companies if they or their affiliates participate or cooperate with any international boycotts not supported by the U.S., requiring these companies to report any request to participate or cooperate in any such boycott. If you receive a request of this sort, especially a request that the Company not purchase parts from or otherwise deal with entities or individuals in Israel, you should inform the Corporate Legal & Compliance Officer immediately.

## **Complying with Antitrust/Competition Laws**

"Antitrust" laws, as they are called in the U.S., are often known internationally as "competition" or "antimonopoly" laws. Their purpose is to make sure that the free market system works properly and that competition among companies is fair. Most of the countries where the Company does business have such laws, and we must all help ensure that the Company's business is always in compliance with these laws. The Company is committed to complying with applicable antitrust laws, just as the Company is committed to following all applicable laws.

The Company will not enter into any agreements with third parties that interfere with market mechanisms, such as by price fixing, dividing territories or restricting the supply of products. We will also not take advantage of our position in transactions to force unreasonable terms and conditions on our business partners.

We must be very careful when we have any contact with our competitors. Antitrust laws prohibit



action you are considering raises issues under these laws, you should seek advice from the Corporate Legal & Compliance Officer.

## **Confidential Information Policy**

All information pertaining to the Company's business is confidential, proprietary and a protectable trade secret of the Company, except to the extent that the Company has made any portion of such information public through a press release or publicly filed report or is required to disclose the information by law. Any unauthorized disclosure of any of the Company's confidential information by a Company Representative is prohibited. The information provided by the Company's customers, suppliers and other business partners is also confidential, and its unauthorized disclosure is also prohibited.

Information that is provided by the Company to Company Representatives and to which a Company Representative has access is only for use in performing his or her work for the Company. It is prohibited to share this information outside the Company in any unauthorized way, including the actual documents themselves, copies of documents, any form of written summary of any kind, oral disclosures or pictures.

<u>Note:</u> A Company Representative shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made in confidence to a federal, state, or local government official or to an attorney solely for the purpose of reporting or investigating a suspected violation of law. A Company Representative shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. A Company Representative who files a lawsuit for retaliation by an employer (or a company which retains a consultant or contractor) for reporting a suspected violation of law may disclose the trade secret to the attorney of the Company Representative and use the trade secret information in the court proceeding, if the Company Representative files any document containing the trade secret under seal and does not otherwise disclose the trade secret, except pursuant to court order.

## **Company Representative Responsibilities**

Each Company Representative must exercise care to reduce the likelihood of unauthorized disclosures of confidential information. Company Representatives should guard against even seemingly innocent or inadvertent disclosures to spouses, friends and business associates. Company Representatives must properly safeguard Company documents at all times. For example, after a meeting, whether on or off Company premises, no written materials should be left behind.

No Company Representative should attempt to obtain confidential Company information or confidential information of the Company's customers, suppliers or other business partners which does not relate to his or her duties on behalf of the Company. Company Representatives should treat all non-public Company information and all of the Company's business partners' information as confidential while they are employed by or under contract with the Company and after their employment or retention comes to an end.

## **Third Party Intellectual Property Rights**

The Company must comply with all laws, regulations and contractual commitments regarding the valid and enforceable intellectual property rights of third parties, including patents, copyrights, trade



secrets and other proprietary information. The Company will not knowingly infringe on or misuse the valid and enforceable intellectual property rights of third parties. In order to use copyrighted material such as articles, charts, maps, films and music, the Company must receive the permission of the copyright owner, unless such activities are allowed under the "fair use" provisions of the applicable copyright laws.

If you have questions about the use of patented, copyrighted or proprietary information, including computer software of third parties, or whether the use of materials meets the criteria for "fair use," you



If a Company Representative believes he or she has experienced, learned of or witnessed sexual or other harassment or discrimination during the course of his or her activities on behalf of the Company, the Company Representative must immediately notify the human resources manager for his or her business unit, a member of management with whom he or she is comfortable or the Corporate Legal & Compliance Officer. Supervisors must immediately report any incidents of harassment to the Corporate Legal & Compliance Officer. The Company will treat discrimination and harassment like any other form of misconduct. It is Company policy to promptly investigate each complaint and to remedy effectively the situation when a violation of Company policy has occurred. In order to fully and properly investigate complaints of unlawful discrimination and/or harassment, the Company cannot guarantee confidentiality of the individuals involved but will handle the investigation with appropriate discretion.

#### **Equal Opportunity Employment Policy**

It is the Company's policy to provide, and to require all entities from which it contracts employees to provide, equal opportunity in recruitment and employment. This policy applies to all personnel actions and procedures, including, but not limited to, recruiting, hiring, training, transfers and promotions, compensation, benefits and all other terms, conditions and privileges of employment.

This policy is to be administered without regard to age, citizenship, color, physical or mental disability, genetic characteristic, marital status, national origin, race, ancestry, religion, sex, sexual orientation, gender orientation, gender identity, gender expression, military and veteran's status or any other legally protected characteristic. The variety and individuality of our Company Representatives, our customers, and all others with whom we interact enhances the quality of our work environment and our customers' experience. We strive every day to be sensitive to the uniqueness each of us brings to the Company.

If a Company Representative believes he or she has experienced, learned of or witnessed a violation of these policies, the Company Representative must immediately notify the human resources manager for their business unit, a member of management with whom he or she is comfortable or the Corporate Legal & Compliance Officer. The Company will treat a violation of these policies like any other form of misconduct. It is Company policy to promptly investigate each complaint and to effectively remedy the situation when a violation of Company policy has occurred. In order to fully and properly investigate complaints of unlawful discrimination and/or harassment, the Company cannot guarantee confidentiality of the individuals involved but will handle the investigation with appropriate discretion.

Every supervisor is responsible for assisting the Company in implementing these policies, and every Company Representative is expected to as ev7 .5v3(e)9(por8.15 Tm0 G[ ))11(l)-4(i)6(cy)5(es)-3( )ot gn y n r11(pr)



# ACKNOWLEDGMENT

I have received and reviewed a copy of the <u>Nikkiso Clean Energy & Industrial Gases Group Policy on</u> <u>Business Conduct and agree to abide by its terms</u>.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Name of NCE&IG Group member company with which you are associated:

If you are not an employee (permanent or temporary), please indicate the nature of your relationship to the NCE&IG Group (consultant, agent, etc.):