

The Brewer-Garrett (BG) Code of Business Ethics and Conduct, known as, “The Code” establishes the basic principles to guide all officers, managers, and employees of BG. No code of business conduct or ethics can, however, effectively substitute for the thoughtful behavior of an ethical officer, manager, or employee. The Code is presented to assist Company Personnel in guiding their conduct to enhance the reputation of the Company

The Code

The Brewer-Garrett Company
Code of Business Ethics and
Conduct

HR Department

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I. MESSAGE FROM THE CEO

The foundation of the Brewer-Garrett Company's success has always been built on loyalty and trust with an uncompromising adherence to strong moral and ethical principles and values.

We value, respect, and support the relationships we have with our customers and our associates are fully committed to holding each other to the highest ethical standards.

II. MESSAGE FROM MANAGEMENT

At Brewer-Garrett, we consistently strive to maintain a value system that is beyond reproach. Personal integrity has always been a part of BG's culture. We have a commitment to fair dealing with customers, associates, vendors, and competitors.

While BG maintains a tradition of ethical dealing, it is especially important to be diligent when working in the federal sector. There are special ethics laws that are unique to interacting with, and doing business with, the U.S. Government. The legal and practical consequences of non-compliance can be significant. This Code of Business Ethics and Conduct has been developed to educate all employees on key ethics laws applicable to our performance as a contractor to the government and to generally guide our associates by capturing the practices by which we always conduct business to meet the highest moral, ethical, and legal standards.

III. CODE OF BUSINESS ETHICS AND CONDUCT

A. THE CODE

The Brewer-Garrett (BG) Code of Business Ethics and Conduct, known as, "The Code" establishes the basic principles to guide all officers, managers, and employees of BG. No code of business conduct or ethics can, however, effectively substitute for the thoughtful behavior of an ethical officer, manager, or employee. The Code is presented to assist Company Personnel in guiding their conduct to enhance the reputation of the Company.

The Code applies to all Brewer-Garrett employees and contracted affiliates who are required to understand and follow the Code. Brewer-Garrett maintains the expectation our customers, partners, contractors, and other business acquaintances follow our code as a minimum of their business practices.

The Code applies to all federal, state, county, and local municipalities. BG is fully committed to ensure every action we take is compliant with all laws, regulations, and is aligned with our ethics. If employees know or question our policies maybe conflicting with laws and regulations, they must discuss their concerns through the BG reporting system.

This Code of Business Ethics and Conduct sets forth the requirements and expectations for conducting the business of The Brewer-Garrett

Company (BG) with the federal government and is designed to fulfill BG's responsibilities to comply with the Federal Acquisition Regulation ("FAR") 52.203-13 Contractor Code of Business Ethics and Conduct.

All employees, and particularly employees involved in the procurement, performance, and administration of proposals, and in contracts with, the federal government are covered by this Code. Employees are required to:

- Acknowledge that they have received and reviewed the code; and
- Participate in and certify completion of training concerning the Code.

The Code provides general statements of business ethics requirements and is supplemented by detailed and specific compliance policies.

The Code is intended to be general in scope and is not an exhaustive list of ethics and compliance issues that an employee may encounter when doing business in the federal sector. It is expected that if an employee has any questions, feels uncomfortable about a situation, or has any doubts, he or she should raise the issue with BG in a manner consistent with the reporting procedure outlined in this Code.

We all deserve to work in an environment where we are treated with dignity and respect. Brewer-Garrett 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.

Brewer-Garrett is an equal employment/affirmative action employer and is committed to providing a workplace that is free of discrimination of all types from abusive, offensive or harassing behavior. Any employee who feels harassed or discriminated against should report the incident utilizing the reporting process located in Section 2, Paragraph C of this document.

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

- Treat others with dignity and respect at all times.
- Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive or unwelcome.
- Foster teamwork and employee participation, encouraging the representation of different employee perspectives.
- Seek out insights from employees with different experiences, perspectives and backgrounds.
- Avoid slang or idioms that might not translate across cultures.
- Support flexible work arrangements for co-workers with different needs, abilities and/or obligations.

- Confront the decisions or behaviors of others that are based on conscious or unconscious biases.
- Be open-minded and listen when given constructive feedback regarding others' perception of your conduct.

Brewer-Garrett will not tolerate discrimination, harassment or any behavior or language that is abusive, offensive or unwelcome.

1. COMPLIANCE PROGRAM

The Code is part of BG's Ethics and Compliance Program. The Ethics and Compliance Program is overseen by the Compliance Committee, which is comprised of the Company's Corporate Counsel, Chief Financial Officer, Human Resources Director, and personnel from BG's Federal Projects team. The Compliance Committee is responsible for ensuring that appropriate policies and procedures exist to help employees comply with BG's expectations of ethical conduct. To facilitate compliance specific with this Code, BG has implemented a program of business ethics and conduct awareness, training, and review. All employees are expected to cooperate fully during any reviews or audits by the Compliance Committee.

B. MAKING ETHICAL DECISIONS

BG associates must make ethical decisions that align and comply with the Code and federal, state, county, and local laws. Understandably, the number of laws and policies a BG associate must be aware of may be overwhelming to memorize. Therefore, the Code includes several applicable laws to help guide BG associates. Additionally, the Code outlines specific behaviors BG associates must abide by. Lastly, the reporting process outlined in the Code provides clear steps for BG associates to follow to ensure they are making ethical decisions.

1. YES, NO, MAYBE

- BG associates should trust their knowledge and intuition but verify their actions to make ethical decisions. BG associates should ask themselves:
 - Is it legal?
 - Is it compliant with BG's Code?
 - Does it represent True North?
 - This means integrity is intact and corners were not cut.
 - Would your action be reflected well in the media?

- Does your intuition tell you your action or behavior is ethical?

MAKING ETHICAL DECISIONS

Trust your knowledge and intuition but verify your actions to make ethical decisions. Ask yourself if your action or behavior aligns with the Code. Consider if the specific location (i.e. city, county, or state) has different laws.

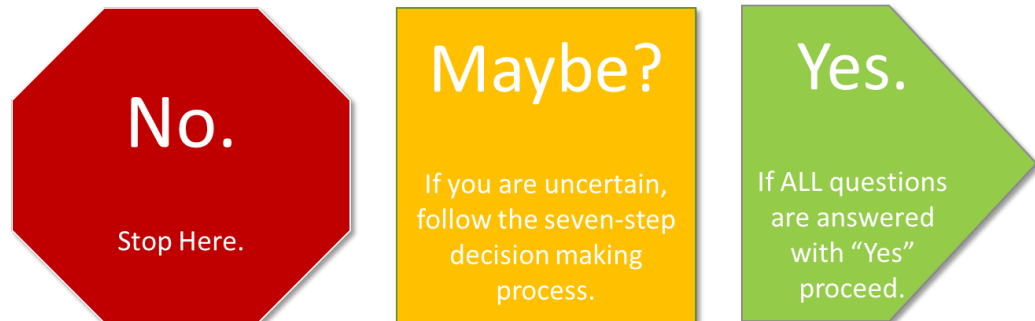


Figure 1

- BG associates must stop their action if any question is answered with “no.”
- BG associates must investigate any questions answered with “maybe” before proceeding further.
- BG associates can proceed if ALL questions are answered with “yes.”
- Additional considerations:
 - To assist with this process BG associates should reference the Seven Step Decision Making Process listed below.
 - The specific location of a business action must be considered due to the differences in municipality law. BG partners are aware and state they will comply with the Code.

2. SEVEN STEP DECISION MAKING PROCESS

The Seven Step Decision Making Process seen in Figure (?) is comprised of steps a BG associate must go through when faced with an ethical decision starting with a problem. The process only begins if a problem is discovered. The process is ancillary to the previous process to assist. The Seven Step Decision Making Process includes the following steps:

1. Identify the problem
2. Identify the potential issues
3. Apply the Code

4. Know applicable laws and regulations
5. Obtain consultation
6. Consider possible and probable course of action
7. Make the decision

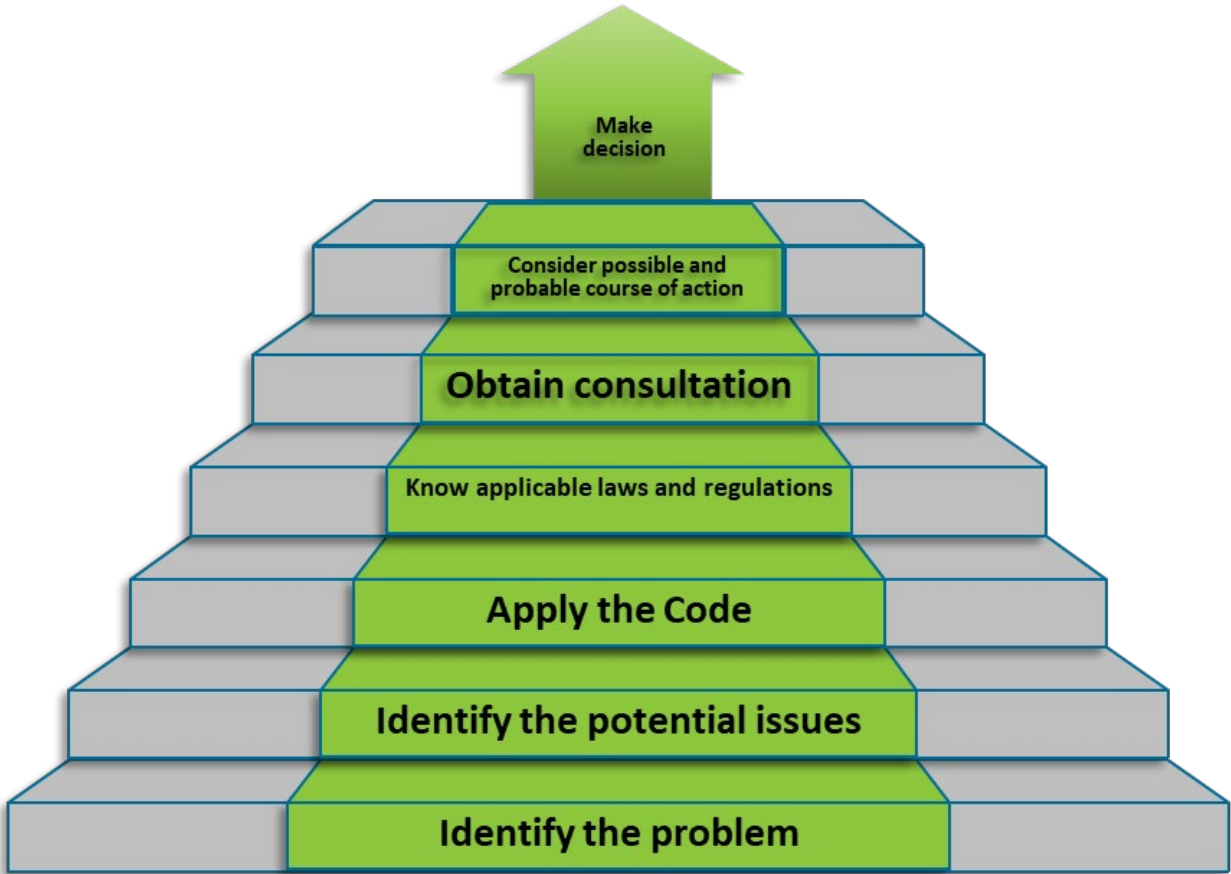


Figure 2

3. REPORTING PROCESS

All BG associates and partners should understand BG has a reporting process established to ensure they understand how they can vet concerns about ethical business practices. The process found in Figure 3 is a visual aid supporting the process described below. The process demonstrates a checks and balance system for associates and partners to have solutions and freedom of safety to voice any concerns.



Figure 3

- Supervisor

The supervisor is the first line leader or a supervisor within the business that the BG associate works for such as a Manager, General Manager, or Vice President. The supervisor should be given the first opportunity to answer any questions regarding ethical decision making.

If the supervisor is the either unable to answer the questions posed, or is the subject of the ethical question, a BG associate should proceed to the next step in the process.

- Human Resources

Human Resources (HR) is a primary driver of the Code and should be able to resolve questions about BG policies or direct any dilemma a supervisor is unable to rectify. In the event HR cannot answer the question or is the topic of the ethical question, BG associates should continue through the reporting process.

- Legal

BG in-house legal is another driver of the Code and should be able to address any legality questions a BG associate has. In

the event legal is the subject of the ethical question, the BG associate can utilize the Open-Door policy.

- Open Door

The Open Door policy ensures that any manager at BG is available to address a concern that has either been vetted through the previous steps, or the BG associate utilizing the Open Door Policy feels they cannot use the previous steps due to a conflict.

- Ethics Hotline

1. The ethics hotline serves multiple purposes in the reporting process. First, the hotline serves as a way for employees who have attempted to resolve an ethical dilemma or question who have gone through the entire process and cannot determine an answer or feel the ethical issue resides with organizational personnel.

2. Secondly, the ethics hotline is a way to submit an anonymous complaint to the ethics committee found in the reporting process.

3. To access the ethics hotline use the following methods:

- a. Website: www.lighthouse-services.com/brewer-garrett

- b. Anonymous Reporting App: Keyword: brewer-garrett

- i. The app can be downloaded to your phone and will enable you to submit new anonymous reports and follow up on anonymous reports related to an issue at your company or organization.

- ii. In order to use the app:

1. First, download it to your phone and install it.

2. If your phone is an iPhone, download the app [here](#) or scan this code



3. If your phone is not an iPhone, download the app [here](#) or scan this code



4. If you are not currently reading this on your phone, use your phone to go to the Apple App Store (<https://www.apple.com/ios/app-store>) or the Google Play store (<https://play.google.com/store>) and search for “Anonymous Reporting”.

c. Making a new report

- i. When you open the app, it will present you with a field containing the words “Enter Keyword”. The keyword should be provided by your employer or other organization that subscribes to the Lighthouse service. Once you enter it, click “Save”. This will save that keyword in “Your Keywords”.
- ii. Click the keyword to submit your report. After submitting a report, you will be provided with a case number. You can store this case number in the app by copying the case number provided, clicking on the edit icon for the keyword and pasting it into the 'Enter Case Number' field. If you provided a PIN during report submission, check the 'This case number has a PIN' checkbox. There is no field to save your PIN; you will still need to

remember it. Select 'Save' to store the case number.

- d. Following up on a previous report
 - i. To follow up on a specific report, select the case number below the keyword on the dashboard page.
 - ii. If a PIN was required during report submission, the Case Management System portal page will be displayed with the case number pre-populated. You'll need to enter the report's PIN to access the report through the portal.
 - iii. If a PIN was not required during report submission, your company's or organization's anonymous web reporting page will be displayed. On that page, click the submit button labeled "Don't have a PIN" under the 'Already Made a Report Selection'. This will take you to your organization's web reporting page. Scroll down and click "Don't have a PIN" under "Already Made a Report?"

- e. Manage Keywords
 - i. To manage keywords, select the gear icon in the lower right of the dashboard page. The Manage Keywords page will allow you to enter additional keywords or delete existing keywords. Note, when a keyword is deleted all associated case numbers will be deleted on the app only. This does not delete the reports themselves.

4. Toll-Free Telephone:

- a. English speaking USA and Canada: 877-222-3086
- b. Spanish speaking USA and Canada: 800-216-1288
- c. Spanish speaking Mexico: 01-800-681-5340
- d. French speaking Canada: 855-725-0002

- e. Contact us if you need a toll-free # for North American callers speaking languages other than English, Spanish or French

5. Email:

- a. reports@lighthouse-services.com (must include company name with report)

6. Fax:

- a. 215-689-3885 (must include company name with report)

4. RETALIATION

BG does not tolerate retaliation against anyone who, in good faith, asks a question, speaks up about possible misconduct, or participates in an audit or investigation. Retaliation includes, in addition to other things, a change in work hours or schedule, demotion, or other adverse consequence imposed in response to speaking up about a possible violation of the Code. Any retaliation, or any attempt to discern or reveal the identity of an employee who confidentially reports a concern, can lead to disciplinary action up to and including termination of employment. If you believe you have been retaliated against, report it immediately. See Ethics Hotline

- We Cooperate
 - We will always cooperate appropriately with proper government requests or investigations.
 - All employees must notify to their local/regional Legal Department if the Company receives a government notice, subpoena, search warrant, request for an interview, or any other non-routine request for information related to company matters. Any information provided to the government must be truthful and not misleading.
 - You must not alter, withhold or destroy records related to an investigation and/or subject to a legal hold notice.
 - While legal process directed at the Company must be handled in accordance with the guidance above, nothing in this Code is intended to impede your ability to report or otherwise speak with any governmental, law enforcement, or regulatory agency concerning suspected violations of law.

C. HARASSMENT

The Harassment section of the Code is taken from the Brewer-Garrett Harassment policy and more information may be found there. This section provides an overview of the BG Harassment policy.

1. NON-HARASSMENT

- BG has a continuing commitment to provide its employees with a productive and satisfying work environment. To this end, we endeavor to maintain a workplace free from verbal or physical harassment. BG will not tolerate any form of discrimination or harassment in the workplace based on an individual's protected characteristics—race, color, creed, religion, sex, age, marital status, national origin, ancestry, disability, sexual orientation, gender identity, genetic information, pregnancy or pregnancy-related condition, veteran status, or other basis prohibited by law.
- Harassment is defined as behavior that is not welcome by the recipient and is offensive to a reasonable person. Harassment can occur between people with differing protected characteristics as well as between people sharing the same one. This policy applies in the workplace, while on business and at Company-sponsored events, and includes conduct by employees or towards employees by other employees, clients, visitors, or vendors.
- “Harassment” includes derogatory or vulgar oral or written communications regarding a person's race, sex, age, religion, national origin, disability, or other characteristic. Harassment also includes unwelcome or unsolicited sexual advances, demands or requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Physical harassment includes hitting, pushing, or other aggressive physical conduct (or threats to take such action.)

2. SEXUAL HARASSMENT

- Sexual harassment is a subcategory of harassment based on a person's gender that involves behavior of a sexual nature. BG will not tolerate sexual harassment in any shape, manner, or form.

Conduct that may constitute sexual harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Conduct that is unwelcome by another may be considered harassment. If comments or conduct of a sexual nature are unwelcome by an individual, they may constitute harassment.

- Sexual harassment does not generally refer to behavior or occasional compliments of a socially acceptable nature. Commonly accepted fraternization among employees and supervisors, defined as conduct of a socially acceptable, friendly, or congenial nature which adds to team- building and/or a pleasant work environment, is not by definition sexual harassment. However, when fraternization goes beyond what reasonably can be deemed behavior of a socially acceptable nature in the workplace and becomes unwelcome, it is objectionable sexual harassment under this policy. More obviously, behavior that is personally offensive, fails to respect the rights of others, lowers morale, and/or interferes with work effectiveness is not welcome and is deemed a violation of this policy in these circumstances.
- Sexual harassment may take different forms. One specific form that is prohibited under all circumstances is the demand for sexual favors—or taking an adverse action against any employee who has rejected sexual advances or who has otherwise complained about conduct of a sexual nature. It is a violation of both law and Company policy to base any employment decision on whether an individual submits to or rejects unwelcome sexual conduct.
- Some conduct may constitute sexual harassment in violation of this policy (even if the conduct is not specifically directed at the person whom it affects) if it unreasonably interferes with an employee's work performance or creates a negative work environment. Thus, sexual jokes, innuendo, the presence of sexual pictures in the workplace, and even openly discussed voluntary relationships could be unwelcome by another employee who finds the conduct offensive, even if the communication was not directed to that employee. If comments or conduct are objectionable to other employees who hear them or see them on the job, they are not acceptable on the job or in work-related situations. Any employee found to have exhibited harassing behavior will be subject to disciplinary action, up to and including discharge, even if the

conduct had not yet created a “hostile environment” as defined by the courts.

- Employees should immediately report, orally or in writing, any claim of discrimination or harassment, including sexual harassment, to the Human Resources Manager or other managerial employee other than frontline supervisors. BG will promptly conduct a reasonable and impartial investigation of all discrimination and harassment complaints. Anyone who violates this policy will be subject to appropriate disciplinary action, up to and including termination. Additionally, BG will not retaliate against any employee for truthfully reporting harassment, participating in an investigation, or in good faith supporting another in a claim of harassment. In fact, because BG believes that discrimination and harassment cannot be tolerated in any respect, BG will not hesitate to discipline people who are aware of, witness, or receive reports of incidents of what they believe to be discrimination or harassment and fail to take action in response. BG’s investigation of allegations and its findings will be kept as confidential as possible. However, BG cannot keep information regarding reported discrimination and harassment confidential to the extent this interferes with its ability to conduct a reasonable investigation and take appropriate remedial action to prevent such incidents from being repeated.
- If the alleged harasser is a person designated to respond to the allegations of harassment (such as your immediate supervisor,) the affected employee(s) should bring his/her concern to the attention of any appropriate management representative, up to and including the President and Chief Executive Officer of BG, to have the matter addressed.
- Any officer, supervisor, or manager who has been advised or has knowledge that this policy has been violated must promptly and fully inform the Human Resources Manager in writing. Failure to so inform may subject the officer, supervisor, or manager to disciplinary action, up to and including discharge, if warranted. BG will not tolerate any act of retaliation against any individual who reports or participates in the investigation of a violation of this policy. Violations of this policy will not be permitted and will result in disciplinary action, up to and including discharge.

D. KNOWING THE LAW

1. PERSONAL AND ORGANIZATION CONFLICTS OF INTEREST

- Organizational Conflict - An organizational conflict of interest in the federal sector generally falls into one of three categories:
 - Biased ground rules – where a contractor sets the “ground rules” for a federal procurement (e.g., writing a procurement’s statement of work, specifications, or performing systems engineering and technical direction for the procurement), which appears to skew the competition in favor of the contractor. This scenario comes into play when a procuring agency hires a contractor to help develop the terms of a procurement and the assisting contractor or one of its affiliates subsequently competes for that contract work;
 - Impaired objectivity – where a contractor’s work under a federal contract requires the contractor to evaluate proposals / past performance of itself or a competitor, which calls into question the contractor’s ability to render impartial advice to the government; and
 - Unequal access to information – where a contractor has access to nonpublic information as part of its performance of a federal contract, which may provide the contractor with an unfair competitive advantage in current or future procurements.
- Personal Conflict
 - A personal conflict of interest can arise when a BG employee has a personal interest that could influence or appear to influence his or her objectivity in decisions concerning his/her job duties and responsibilities. An example would be placement of BG business on a Government contract with a firm owned or controlled by a BG employee of his/her family member.

EXTERNAL INTEGRITY

“

Brewer-Garrett avoids conflicts of interests.

A conflict of interest exists when an associate's personal interest could get in the way of their duty to act in the best interest of BG.

2. FAIR COMPETITION

- Bid Practices. Antitrust laws are designed to ensure competition and preserve the free enterprise system. The following actions constitute violations of law and must not be engaged in under any circumstances:
 - An agreement with one or more competitors:
 - to fix prices or bid amounts at any level or to fix other terms and conditions of a bid.
 - to allocate customers or markets, or
 - to boycott a supplier or customer.
- Any form of bid rigging.

3. ANTI-KICKBACK ACT

- The federal Anti-Kickback Act of 1986 prohibits those involved in government contracting from offering, accepting, or attempting to accept inducements for favorable treatment in awarding contracts for materials, equipment, or services of any kind.

- As stated in the Code of Federal Regulations, “The Anti-Kickback Act was passed to deter subcontractors from making payments and contractors from accepting payments for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or a subcontract relating to a prime contract.”
- A “kickback” can include money, fees, commissions, credits, gifts, gratuities, favorable treatment, or compensation of any kind.
- BG deals fairly with its customers, subcontractors, and suppliers. No employee shall accept or solicit any improper personal benefit from a supplier or subcontractor.
- Both Civil and Criminal sanctions apply to individuals as well as organizations. Any person who knowingly or willfully violates the Anti-Kickback Act may be subject to criminal fines and imprisonment up to 10 years. Civil fines can be assessed at up to two times the amount of each kickback, up to \$10,000.00 per violation,

4. CIVIL FALSE CLAIMS ACT

- The purpose of the Civil Federal False Claims Act is to deter persons from knowingly causing the Federal Government from paying claims that are false or fraudulent. Examples include:
 - A person knowingly presenting to a United States Government official, a false or fraudulent claim for payment or approval;
 - A person knowingly making or using a false record or statement to get a false or fraudulent claim paid or approved;
 - A person knowingly making or using a false record or statement to conceal, avoid, or decrease an obligation to pay the United States Government.
 - The False Claims Act provides remedies of civil penalties, including triple damages, when money is obtained from the federal government by reason of a false or fraudulent claim.
 - BG employees must be truthful and forthcoming in all of their dealings with the federal government, both verbally and in writing. Any and all written submissions to the government must be truthful, accurate, and complete.

5. BRIBERY AND ILLEGAL GRATUITIES

- Offering or giving a gift or any other thing of value to a Federal Government employee in exchange for an official act or favorable

treatment is a crime under Federal Bribery and Gratuity laws. The main difference between bribery and illegal gratuity is the intent involved. Bribery requires proof of an exchange of money *for* an official act. Illegal gratuity, on the other hand, merely requires a gift of money *because of* an official act.

- Bribery refers to a situation where an individual or company corruptly gives or offers anything of value to a public official with the specific intent to influence an official act or induce the public official to commit some fraud or violate an official duty. In the bribery context, the gift is considered a “quid pro quo” for the action taken by the government official.
- An illegal gratuity is when someone gives something of value to a public official because that public official does or fails to do some act. An example of an illegal gratuity is when a public official votes a certain way that a person happens to agree with. The person decides to give the public official something of value purely because of the official act they took. This can be illegal because it creates a climate where the officials take that into consideration and an expectation of receiving something of value based on their votes or actions. The law was put in place so public officials cannot participate in illegal gratuity. Oftentimes even permissible gifts create the appearance of an illegal gratuity.
- It is essential that no BG employee offer or provide an improper gift to any government employee, under no circumstances should a BG employee create even the appearance that an otherwise permissible gift is being offered to a government employee.
- Contract Negotiation. The submission to a U.S. Government or other public entity customer of a proposal, quotation, or other document or statement that is false, incomplete, or misleading can result in civil and criminal liability for the company, the involved employee, and any supervisors who condone such a practice. In negotiating contracts with most public entities, BG has duty to disclose current, accurate and complete cost or pricing data where such data is required under appropriate law or regulation.

6. HUMAN RIGHTS

- Trafficking in Persons is Illegal and Prohibited. The United States Government has adopted a zero-tolerance policy regarding contractors or their employees who engage in or support trafficking in persons, procurement of commercial sex acts or use of forced labor.

- Brewer-Garrett is committed to full compliance with this policy and has also adopted a zero-tolerance approach.
- All employees, contractors, consultants, and other agents and representatives are prohibited from engaging in or supporting any trafficking in persons, use or procurement of commercial sexual acts, or use of forced labor.
- Employees must immediately report any actual or perceived violations of this policy to the Human Resources Department, or anonymously through any person who violates this standard shall be subject to disciplinary action, up to and including termination of employment.
- For further information, please refer to Brewer-Garrett's Anti-Human Trafficking Policy.

7. INVESTIGATIONS AND DISCLOSURES TO THE GOVERNMENT

- Investigations. BG employees must be truthful, honest, and cooperate with internal and government investigations into the Company's business.
 - Employees must preserve all documents, data, and other materials related to any matter subject to investigation, audit, or review.
 - It is BG's policy to cooperate with any reasonable and lawful request by federal, state, and municipal government investigators seeking information concerning BG's operations for law enforcement or regulatory purposes.
 - At the same time, BG and its employees are entitled to the safeguards provided by law, including the representation of counsel.
 - An employee that is contacted by an authority, should notify his or her supervisor immediately.
- Disclosures. BG will make timely disclosures to the appropriate government officials whenever, in connection with a government contract, BG has credible evidence that a principal, agent, employee, or subcontractor of the BG has committed a violation of federal law including fraud, conflict of interest, bribery or gratuity violations or a violation of the Civil False Claims Act.

E. CONSEQUENCES OF NONCOMPLIANCE

1. VIOLATIONS

- Violations of this Code will not be tolerated. Any employee who violates the standards in this Code may be subject to disciplinary action which, depending on the nature of the violation and the history of the employee, may range from a verbal warning or written reprimand to termination of employment.
- Additionally, for violations of the standards set forth in the Code, the Government can impose civil fines or penalties and even criminal prosecution. Improper conduct can result in price reductions, cancellation of a contract, and BG's suspension or debarment from doing business with the Government.

IV. CERTIFICATION

A. QUIZ

1. QUIZ REQUIREMENTS

- BG Employees must complete a 10 question quiz and receive an 80% to be considered proficient at understanding the Code. The exam can be located at:
<https://forms.office.com/Pages/ResponsePage.aspx?id=DiPrsbkxkk24r6XaCWSAV-lhVN5H4F9FoQf1hMyBmkpUMUgxUFZOOudEN1hSNU5XR0VVTIIGUIIXOC4u>

v. APPENDIX A

Code of Business Ethics and Conduct Acknowledgment Form

I hereby certify, by my signature, that I have read, understand, completed and passed the Code quiz, and will comply with Brewer-Garrett's Code of Business Ethics and Conduct. I understand that it is my personal responsibility to ensure that my actions conform with the provisions in the Code and I understand that my failure to comply with these provisions may result in disciplinary actions, up to and including my dismissal from Brewer-Garrett.

Signature of Employee

Printed Name

Dated: _____