



DURAVANT



# GOODNESS STARTS HERE

Duravant Code of Business Conduct





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## A MESSAGE FROM OUR CHAIRMAN & CEO

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At Duravent, we help the world's most trusted brands bring goodness to life.

That goodness starts here—with our team. You are the power behind Duravent's highly engineered automation solutions and services, and your passion is the driver of our success. With your support and commitment to our core values, we've built a family of trusted brands, serving customers and communities around the world.

We continue to look ahead at how we can build a better future for Duravent and every customer, community and person we interact with. It begins with our Code of Business Conduct. It's perhaps the most valuable tool we can give you at Duravent—the resource you can rely on to help guide your daily interactions, ensure decisions and actions comply with laws and regulations, and find support when work gets complicated.

I encourage you to read the Code of Business Conduct carefully and use it in your daily work. When you joined Duravent, you joined a team in which every member shares in the pride of not only building solutions, but building trust with our customers, partners and each other. Our Code of Business Conduct demonstrates our commitment to always conducting business honestly, fairly and ethically.

Michael J. Kachmer  
Chairman and CEO

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## OUR PURPOSE, MISSION AND CORE VALUES

### Our Purpose

To keep goodness in motion.

### Our Mission

We listen, analyze, and act—leveraging our ingenuity to be a trusted transformative partner—propelling our customers toward their fullest potential.

**“Our core values unite us  
and guide our every action.”**

– Michael J. Kachmer, Chairman and CEO

### Our Core Values

Our core values represent a rock-solid set of shared beliefs and behaviors that unite us and guide our every action.



**DO WHAT'S RIGHT**

*Our Commitment to Integrity and Trust*



**CHAMPION CUSTOMER SUCCESS**

*Our Commitment to Customer-centricity*



**WORK TOGETHER, WIN TOGETHER**

*Our Commitment to Teamwork*



**RESPOND FAST, DELIVER FASTER**

*Our Commitment To A Sense of Urgency*



**IGNITE WHAT'S NEXT**

*Our Commitment to Innovation*





# GOODNESS FOR LIFE

Our Code demonstrates our commitment to ethical behavior and responsible business practices.

## Our Code

Premium-quality products. Industry-leading innovation. Customer-centric solutions. Our reputation has been built over time by being good listeners and smart problem-solvers.

We keep our promises and conduct business the right way. And, as a result, our brands are well recognized and renowned throughout the industries we serve.

This Code of Business Conduct (our “Code”) doesn’t change who we are or what we do—it simply helps us protect what we’ve built. The legal and regulatory landscape is complex, and sometimes day-to-day business can be hard to navigate.

Our Code is critical in those situations. It helps us understand what’s required and make decisions that reflect our shared values.

### In Our Code, You’ll Find:

- Overviews of important ethical topics
- Definitions of key terms
- Tips on how to handle common situations
- Answers to common questions
- Links to Duravent policies
- Resources to contact for help

## Our Code Applies to All of Us

Employees of Duravent, its Operating Companies and subsidiaries (“Duravent” or “Company”), including executives, corporate officers and members of our Board of Directors—all are required to read and follow our Code as well as all laws, rules and regulations that apply to our business.

We expect our suppliers, service providers, independent contractors, consultants, vendors, agents, distributors and other third parties (“Suppliers”) to uphold the same high standards as we do and to follow the spirit of our Code. The specific requirements that they must meet are outlined in our [Supplier Code of Conduct](#).

## Violations Affect All of Us

We never lose sight of the fact that trust can be lost with one bad choice. That’s why anyone who violates our Code, our policies, or the law may face disciplinary action, up to and including termination of employment at Duravent. Violations of laws or regulations may also result in legal proceedings and penalties including, in some circumstances, criminal prosecution.

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## Our Responsibilities

We each have responsibilities associated with our individual jobs, but everyone, at every level of Duravent is expected to:

- Follow our Code, our policies, and the laws of the countries where we operate;
- Complete any training that's assigned to us and ask questions about anything that's unclear;
- Speak up if we see or suspect that someone is violating our Code or not living our core values;
- Cooperate fully and honestly with any investigations into misconduct; and
- Never let the pressure to succeed make us do things we know are wrong.



### What If There Is Conflicting Guidance?

If any provision of our Code conflicts with a local law or requirement, seek guidance from your manager.



Managers set the tone for how business is done. If you supervise others, you are expected to:

- Be a good role model and lead by example;
- Create an environment where employees feel comfortable sharing questions or concerns;
- Listen and guide employees through issues, using the Code as a resource;
- Report behavior that violates our Code, our policies or the law through the appropriate channels; and
- Never retaliate—or allow others to retaliate—when someone shares a concern in good faith.



### What Is "Good Faith"?

Sharing a concern in good faith means there is an honest belief that there is a violation of our Code, our policies or the law.





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## Making the Right Decisions

Our Code covers many topics and situations, but it simply can't cover every scenario you may face during your workday. If you encounter a situation that's not addressed in our Code, or if the right course of action is ever unclear, ask yourself:



If the answer to all of these questions is **"yes,"** the decision to move forward is probably OK, but if the answer to any question is **"no"** or **"I'm not sure,"** stop and ask for guidance.

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## Sharing Concerns

Part of preserving our reputation is speaking up when something does not seem right. There are a variety of resources available to you if you have questions or want to raise a concern about something that seems unethical or illegal.

The best place to start is with your manager. Every manager's door is open to every employee, and you are encouraged to approach management at any time.

Your direct-line manager is often in the best position to understand and address your concern. But, if you're not comfortable speaking with your manager, or you've spoken with them and no action has been taken, you may contact:

- Another member of management;
- Your Human Resources representative; or
- The Ethics and Compliance Hotline.



[Find Your Local Contact Number](#)

or



[Make a Report Online](#)

All concerns—no matter who they are directed to—will be promptly addressed. Our Company is committed to listening and working with you to resolve your concerns. We will maintain your confidentiality to the extent we are able to do so, sharing information only with those who have a legitimate need to know in order to address the issue.

## No Retaliation

Coming forward is not always easy, but it's always the right thing to do. That's why our Company strictly prohibits retaliation against anyone who makes a good-faith report or assists in an investigation of a possible violation.



Want to Know More?

See your location's  
Employee Handbook.



## The Hotline

Accessible by phone or web, the Hotline allows you to ask questions or share your concerns 24 hours a day, seven days a week with an independent, third-party interview specialist. Translators are available, and anyone who contacts the Hotline may do so anonymously unless prohibited by law. Information provided through the Hotline is documented in detail and forwarded to Duravent for investigation and resolution. Visit our [Ethics and Compliance website](#) to find your local contact number.



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# GOOD FOR EACH OTHER

Being good for each other starts with respecting one another.

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## A Diverse Workforce



Every contributor—and every contribution—is valued here. We promote diversity, equity and inclusion throughout our Company. Our differences help inspire our innovation and better meet the needs of our diverse customer base.

- Treat everyone in our workplace with respect and dignity.
- Honor the unique backgrounds, experiences and skills that every employee brings to Duravent.
- Listen and be respectful of different points of view.
- Honor our commitment to a diverse, inclusive workplace, equal opportunity and fair treatment for all employees.

## Zero Tolerance

We don't tolerate discrimination or harassment against anyone based on their:

- |                   |                      |                           |
|-------------------|----------------------|---------------------------|
| - Sex             | - Religion           | - Veteran status          |
| - Race            | - Disability         | - Any other trait that is |
| - Age             | - Sexual orientation | protected under local,    |
| - National origin | or identity          | state or federal law      |



### Q&A

**I overheard one manager say to another that a job applicant would probably not be the right fit because of their religious affiliation. That should not be a factor in deciding who to hire, right?**

You're right. Hiring decisions should be based on job-related qualifications. If you believe that a person or group is the target of unequal treatment, we want to know about it. By speaking up, you not only help us address the situation, but you also help us preserve our commitment to a diverse, inclusive Duravent.

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### Want to Know More?

See your location's  
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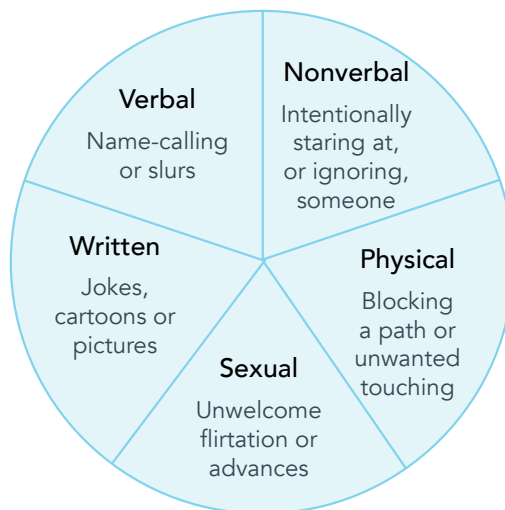
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## A Respectful and Inclusive Workplace

We recognize that our employees can't be at their best if they don't feel safe. We strive to provide a workplace that is free from unlawful harassment and discrimination and gives every employee the opportunity to thrive.

- Never treat someone differently based on their sex, race, age, or any other protected characteristic.
- Remember, harassment:
  - Can be directed **at** anyone **by** anyone, including employees, customers, guests, vendors, and others who do business with us
  - Can happen at work, but also at work-related events or functions
  - Can be verbal, nonverbal, written, or physical;
  - Can be sexual in nature and directed at the same or opposite sex; and
  - Is never OK.
- [Speak up](#) any time you believe you or someone else has been harassed, discriminated or retaliated against. We are all accountable for promoting a harassment-free place to do our work.

### Examples of Harassment:



### Q&A

**My manager often teases a couple of my coworkers about being older and makes jokes about them being forgetful and out of step with the team. I think it's all meant in fun and not intended to harass anyone, but the remarks often seem to make my coworkers uncomfortable. Should I say something?**

Harassment doesn't have to be intentional to be unlawful. It doesn't matter what your manager intended; what matters is the perception of—and impact on—your coworkers. If you are comfortable doing so, talk with your manager about the behavior and ask for it to stop. If you're uncomfortable approaching your manager, or if the behavior continues, report it to another manager or Duravent resource.



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See your location's  
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## Health, Safety and Security



Physical safety isn't the job of just one person or one team—keeping each other safe is a responsibility we all share. We are required to comply with all applicable health and safety laws, and report potential hazards, with the intent to keep everyone at Duravent injury-free.

- Promptly complete any required safety training and ask questions if anything is unclear.
- Wear personal protective gear when it's required.
- Practice good safety habits. Keep all work areas clean. Never take shortcuts when it comes to safety or ignore any safety requirements.
- Follow the physical security guidelines we have in place regarding facility access and visitors.
- Put safety first—[report](#):
  - Hazards or unsafe working conditions;
  - Personal injuries or near-misses;
  - Broken equipment or property damage;
  - Suspected substance abuse;
  - Violent acts or threats; and
  - Any issue that could affect the quality or performance of our products or services.
- Remember that you have **SAFETY STOP AUTHORITY** and are expected to use it whenever you see something you believe to be unsafe.

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## Health, Safety and Security



### Alcohol and Drugs

While at work or on Duravent business, follow our Drug-Free Workplace Policy.

- Always be ready to carry out your work duties—never impaired.
- Do not use, possess or be under the influence of illegal drugs or any substance that could interfere with a safe and effective work environment.
- Our Company conducts drug and alcohol testing in compliance with any applicable state and federal laws and regulations.

### Workplace Violence

Violence of any kind has no place at Duravent. We don't tolerate behavior—either physical or verbal—that:

- Is intimidating, threatening or poses a danger to employees or to workplace safety or security; or
- Involves firearms or other weapons on Company property—including vehicles and parking lots.



### Q&A

**My manager just came back from lunch and seems a little bit tipsy. I've worked with him a long time, and this is the first time something like this has happened. Should I just let it go and assume it's a one-off error in judgment?**

If you suspect a manager or coworker is under the influence of drugs or alcohol, you should take immediate action. If you're comfortable doing so, talk to your manager first. If not—or if there is an immediate safety risk—immediately report the issue to another manager or a Human Resources representative. Even if this behavior isn't habitual, it's still dangerous.

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### Want to Know More?

See your location's Employee Handbook or Safety Policy and Procedure Manual.





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## GOOD FOR EACH OTHER

### Data Privacy

As part of standard business practices, we may collect and keep personal data about our employees, our customers and our Suppliers. We have a responsibility to be good caretakers of the information they entrust to us and to keep it safe.

- Maintain the confidentiality of information provided or made available to you by Duravent, our customers and our Suppliers, except when disclosure is properly authorized or legally mandated.
- Make sure your use of personal data complies with our policies and applicable privacy and data protection laws. If you're not sure if data is "personal data," ask your manager.
- Remember, personal data is [confidential](#), so share it only with those who have a clear business need for it, and disclose only the amount of information required for the task.
- [Speak up](#) if you see or suspect that data has been misused or breached—whether intentionally or accidentally.

### What Are Some Examples of Personal Data?

Personal data is data that could be used to identify someone, either directly or indirectly, such as:

- A phone number;
- An address, email or IP address;
- Credit card, banking or financial information;
- An employee identification number;
- Health or benefits information; or
- Pay or performance information.



### What Do You Think?

**Here's an email a coworker plans to send out to your team. Ask yourself: Does this comply with our policy on data privacy?**

Hi,

Great news! One of our vendors told me about a contest they're doing where the winner gets a year's subscription of free streaming services. You don't have to do or buy anything, so I went ahead and gave them the names and email addresses of everyone on our team. No need to thank me. I just hope one of us wins!

***This doesn't comply with our policy.*** We have a duty to respect and protect our coworkers' personal data. Never share it with anyone—inside or outside of our Company—unless you have asked for and received their permission. And by the way, participating in a vendor's contest may violate our [conflict of interest policy](#) and other Duravent policies, too. See the [Making the Right Decisions](#) section.



### Want to Know More?

See the Global Privacy Policy.





## GOOD FOR OUR COMPANY

We protect what's ours and what we've built so we can continue to grow and innovate.

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### Company Assets

The equipment you operate or truck you drive or laptop you use—these, along with thousands of other Company assets help us deliver our premium products, services and solutions to customers around the world. We have a duty to use them with care and protect them from damage, theft, loss, waste, and improper use.

- Use Company assets for Company business.
- [Report](#) any physical property, facilities or equipment that are damaged, unsafe or in need of repair.
- Never use Company assets to do something unauthorized, unprofessional or illegal.
- Do not lend, sell or give away any assets without authorization.
- Observe good cybersecurity practices and do your part to secure our systems and information. [Speak up](#) about any misuse or abuse of our systems.
- Be aware that anything created using Company assets is Company property and, where permitted by law, may be monitored by Duravent.

A **Company asset** is anything our Company owns or uses to conduct business, from buildings and machines to hardware and software.



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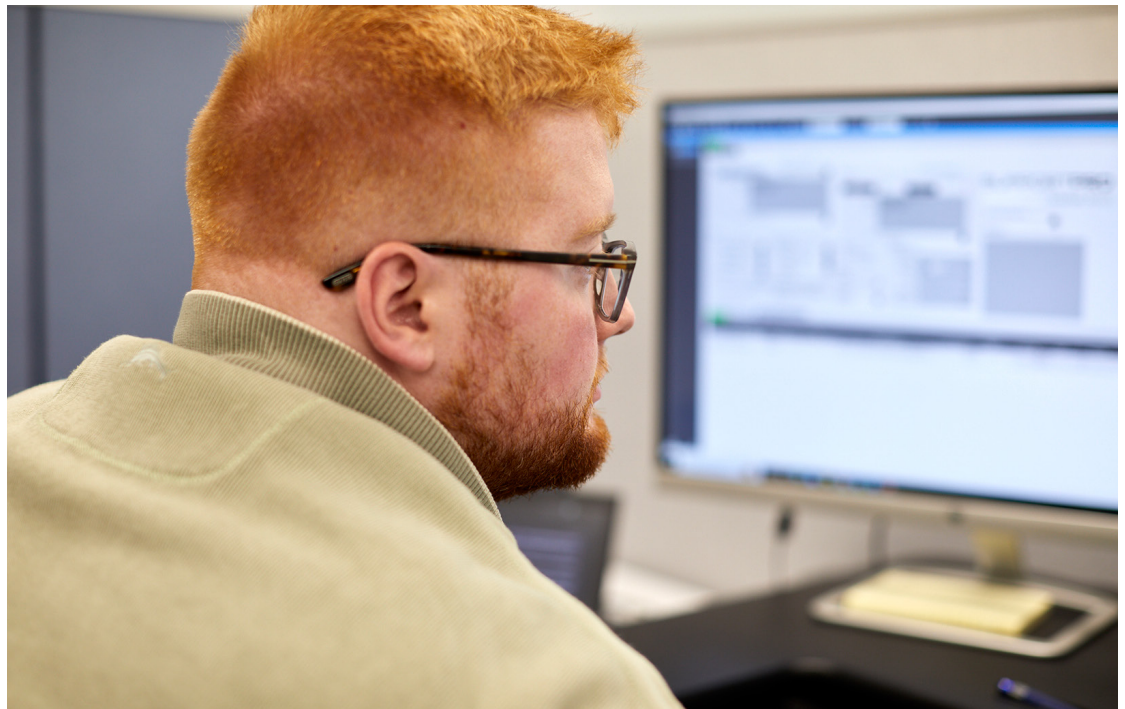
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### Keep Our Electronic Systems Safe

- ✓ Use only Company-approved hardware, software, applications and storage devices.
- ✓ Lock your workstation when stepping away.
- ✓ Create strong, complex passwords and never share them with anyone.
- ✓ Don't allow others, including friends or family, to use your Company-issued computer.
- ✓ Be alert to suspicious files or links—always think before you click!
- ✓ Don't copy or download software onto our systems unless you have approval in advance from management.



#### Want to Know More?

See your location's  
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## Confidential Information

Information is a Company asset, too. It guides our decisions and powers innovation, enabling us to deliver results for our customers. So, we protect confidential information to keep our competitive edge in the marketplace.

- Make sure you know the types of information considered “confidential.”
- Do not use confidential information for your own personal benefit—only use it to carry out your job responsibilities at Duravent.
- Don’t share confidential information with anyone (inside or outside of Duravent) who doesn’t need it to do their job. Honor any non-disclosure agreements.
- Store confidential information properly and keep it secure, whether it belongs to our Company or our business partners.
- Avoid discussing confidential information in public places or posting it online.
- Use privacy screens on your laptop or monitor when needed to prevent others from viewing confidential information.
- Immediately [report](#) any unauthorized disclosure or data breach.

### What Are Some Examples of Confidential Information?

- Nonpublic information about our Company, such as research and development plans, product designs, business and marketing plans, and cost or pricing data.
- Intellectual property—the creative thoughts, ideas and processes behind our solutions, such as patents, technical data, copyrights, trademarks and trade secrets.
- [Personal data](#) about coworkers, customers or business partners.



### Want to Know More?

See your location’s  
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### Q&A

**There is a new employee on our team who used to work for a competitor and has offered to tell me about some new product features being developed by their former employer. That would be great information for us to have ... but something about it doesn’t feel right. Should I be concerned?**

Trust your intuition. It’s OK to share general knowledge and skills learned from an old job. But new product features or ideas developed for a former employer are confidential and belong to that employer. Your new colleague has a responsibility to protect that information—just as you would have a responsibility to protect Duravent’s confidential information should you ever leave our Company.

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## Financial Integrity

Sales contracts, inspection reports, invoices, time sheets, expense reports, financial forecasts—think about all the “records” we manage and the day-to-day business goals they support. We all have an obligation to be sure everything we report and record is accurate.

- Comply with our recordkeeping and records management practices, as well as our internal accounting and financial controls—record all transactions honestly, accurately and completely.
- Be sure to provide supporting documentation and approvals, when required.
- If your work involves disclosing financial information on behalf of Duravant, make sure the information you provide is complete, fair, accurate, timely and understandable.
- Cooperate with audits and investigations.
- [Speak up](#) if you suspect fraud or other financial misconduct.

### Maintaining Financial Integrity Means ...

Making sure our records reflect a true picture of our operations. We must never:

- Falsify or mischaracterize any record;
- Create any off-the-record accounts for any purpose; or
- Dispose of information that might be needed for a lawsuit or legal proceeding.



### What Is “Money Laundering”?

It’s when someone tries to move funds from illegal activities through a legal business to make them appear legitimate.

Be alert and report any suspicious requests or transactions, such as large cash payments or unusual fund transfers or payment terms.



### Q&A

**We didn’t meet our targets this quarter, but in putting together my team report, I’m feeling pressure from my manager to “make the numbers work.” What should I do?**

You have a responsibility to be honest and accurate, even in situations where it means missing a business target or goal. If you are asked or feel pressured to do otherwise, share your concerns with another manager or Duravant resource. No one, at any level of our Company, has the authority to direct you to do something unethical or illegal.



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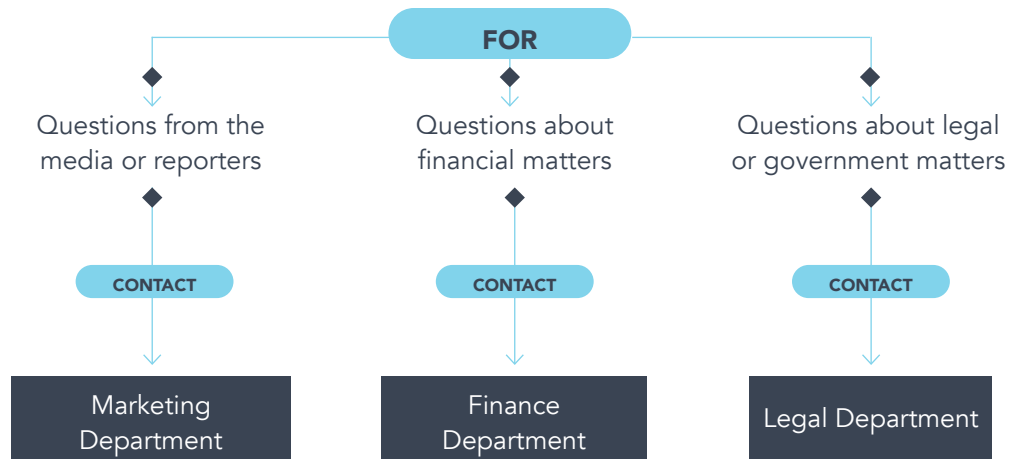
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## Speaking on Behalf of Duravant

What we say about our Company matters. It affects how customers and other stakeholders feel about us and our solutions. That's why we designate spokespeople to communicate a clear, consistent message to the public, the media and others outside of Duravant.

- Unless you are authorized to speak on behalf of our Company, direct all inquiries to the appropriate resource.



- Take care in your online and social media activities:
  - Don't access social media during working hours unless doing so is part of your job duties;
  - Always make it clear that the views you post are your own, not Duravant's;
  - Never share [personal data](#) or [confidential information](#);
  - Never make negative comments or posts about our business partners; and
  - Don't post anything [harassing or discriminatory](#).



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# GOOD FOR OUR CUSTOMERS

In every transaction and every decision, we strive to do what's right.

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## Conflicts of Interest

All employees have a duty to further the Company's objectives and to work on behalf of its best interest. Employees should not place themselves in a position where their actions or personal interests may conflict with those of Duravent. Employees must promptly report to their manager any situation or position (including outside employment by an employee or any member of an employee's immediate household) that may create a conflict of interest with Duravent. Employees must also disclose all conflicts of interest through the annual Code certification process.

Apply your work to the best interest of Duravent—avoid any situation that could cause someone to question your judgment or your loyalties to Duravent.

- Learn the types of activities that could lead to conflicts of interest. They often include:
  - **Business opportunities:** Taking an opportunity for yourself that you learn about through your work at Duravent.
  - **Outside employment:** Working for a company that competes, does business or wants to do business with Duravent.
  - **Personal relationships:** Supervising or directing Duravent business to a family member, friend or partner.
  - **Financial interests:** Investing in one of our customers, competitors or business partners.
- If you think you may be facing a conflict of interest, disclose it immediately to your manager, who will work with you to mitigate and manage it.

### Check for Conflicts

Not sure if a situation could be a conflict of interest? Ask yourself:

- Would it compete with Duravent's business?
- Could it affect my duties or decisions at Duravent?
- Could it benefit me (or someone close to me) personally or financially?
- Could it look like a conflict of interest to an outside observer?

If you can answer "no" to all questions, a conflict is not likely. But a "yes" or "I'm not sure" to any question means you should stop and discuss the situation with your manager or other Duravent resource before proceeding.



### Want to Know More?

See your location's  
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# GOOD FOR OUR CUSTOMERS

A Message From  
Our Chairman & CEO

Our Purpose, Mission  
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Goodness for Life

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## Working With the Government

As a company that participates in the government contracting process, we work to be a responsible partner. It's critical that our relationships with government agencies and officials are based on integrity, reliability, and a firm commitment to fulfilling their requirements.

- Know and follow the laws, regulations, and requirements that apply to our government contracts, and work to ensure our Suppliers do the same.
- Promote procurement integrity:
  - Compete fairly and ethically throughout the bidding and negotiating process;
  - Don't seek confidential or source selection information before a contract is awarded;
  - Don't try to obtain or use other contractors' bid or proposal information; and
  - Don't discuss employment or business opportunities with government procurement officials.
- Make sure that any cost and pricing data, proposals, quotes, invoices, reports or other certifications that you submit on behalf of Duravant are current, accurate and complete.
- Don't exchange gifts or entertainment. The rules for [what we may offer—or accept from—government officials](#) are very strict.



### Q&A

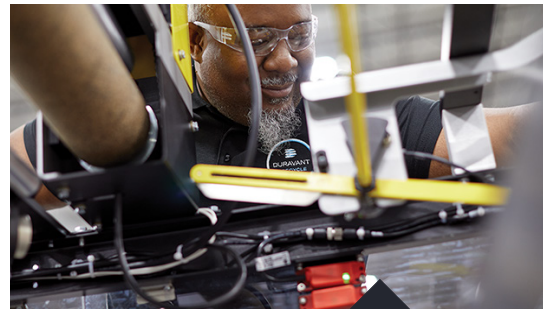
**I discovered that a new employee has been entering information incorrectly on inspection reports we submit for our government contract. I've addressed the issue with the employee—it's a minor mistake and one that's easily fixed. Is it OK to just amend the reports to avoid an awkward conversation with our customer and a lot of additional paperwork?**

No. We must be honest, accurate and transparent in any paperwork submitted to the government. Errors can result in fines and penalties, and quietly "amending" an error—even if it is minor—could result in even more significant harm to our reputation and our ability to partner with the government. Notify your manager and your government point of contact to alert them to the error and determine, together, how the situation should be addressed.



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## Suppliers and Business Partners

Our Suppliers are a critical part of our success. So, we source responsibly and partner with those who are committed to the same high standards that we are. Trusted, reliable partnerships benefit both our Company and our customers.

- In selecting Suppliers, exercise due diligence. Be sure you understand their qualifications and their reputation for conducting business fairly and honestly.
- Once a contract is in place, stay engaged, and monitor compliance with our [Supplier Code of Conduct](#), being especially alert for:
  - [Acts of bribery](#);
  - [Human rights abuses](#);
  - Violations of labor or employment laws; and
  - Sourcing products that contain conflict minerals.
- Protect Suppliers' [confidential information and intellectual property](#) and watch to be sure they protect ours.
- If you suspect any unethical activity by a Supplier, [share your concerns](#) immediately.



### Choosing Suppliers Ethically

Base your decision on objective factors like:

- |               |                        |
|---------------|------------------------|
| - Quality     | - Service              |
| - Price       | - Delivery             |
| - Reliability | - Technical excellence |

Don't let personal bias or interests influence your selection.



### Q&A

**I visited a supplier recently and heard my point-of-contact instructing his employees to "stay until the work is done." His comments raised concerns that he may be violating wage and hour laws. Do I have a responsibility to say something?**

Yes. We hold our business partners accountable to our high standards and expect them to follow the law. Duravent does not tolerate illegal employment practices. Always take note of the situation and voice your concerns immediately.



### Want to Know More?

See your location's Employee Handbook and our Supplier Code of Conduct.

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## GOOD FOR OUR CUSTOMERS

### Gifts and Entertainment

Showing courtesy to clients and business partners by offering appropriate entertainment or gifts in the course of business can help create or solidify business relationships. However, such acts of courtesy must comply with our Code and never imply or hide a corrupt intent. The value of a gift should never influence a decision in the course of your professional duties, nor create a situation of conflict of interest. Therefore, only reasonable gifts with a legitimate business purpose may be offered or accepted, with the approval of your manager.

- No gifts (including entertainment) are permitted except for minor, de minimis gifts that would be considered customary and in accordance with Company policy (e.g., at the holidays or for a birthday). Know what our policy allows and obtain any necessary approvals before offering or accepting any gift or offer of entertainment.
- Government official? The rules are more strict: Do not offer anything of any value to a government official without obtaining approval in advance from the appropriate Duravent resource.
- Never offer or accept anything of *any* value if it [creates a sense of obligation or an expectation of something \(for example, a favorable business decision\) in return.](#)
- If you're not sure if an offer is appropriate, ask your manager before accepting.



### What Do You Think?

**Here's an email from one your Suppliers. Ask yourself: Does this comply with our gifts and entertainment policy?**

Hi,

I have season tickets for the game next weekend, but I'll be out of town and can't use them. Do you want them? I can drop them off later today, just let me know.

***This doesn't comply with our policy.*** Even if the tickets are inexpensive, attending the event doesn't serve a legitimate business purpose, since the Supplier is not attending with you. You should email the Supplier back, let them know our policy and politely decline the offer.



### Want to Know More?

See your location's Employee Handbook, our Global Anti-Corruption Compliance Policy and our Travel and Entertainment Policy.





## GOOD FOR OUR INDUSTRY

We are industry influencers, raising the bar when it comes to quality, performance and reliability.

### Fair Dealing

Our customers count on us to conduct business the right way. We tell the truth about our solutions in our advertising, marketing and promotions, and we monitor their performance on an ongoing basis to make sure only solutions of the highest quality reach the market.

- Preserve the reputation we've earned and deliver an unparalleled level of service before, during and after the sale of our solutions.
- Make sure that any sales or promotional materials are fair, truthful and complete and that any claims we make have been substantiated.
- Never take advantage of anyone by manipulating, misrepresenting or concealing facts, abusing confidential information or engaging in any other unfair dealing practice.
- Work to meet our contractual obligations as well as any quality requirements set by laws, government regulations and industry standards.
- If you become aware of a customer complaint or a quality, safety or reliability issue, immediately report it to your manager.



### Q&A

**I have worked for months to build a relationship with a new customer, and we are close to signing the deal. But, in trying to make the sale, I committed to a delivery date that isn't possible to achieve. Should I correct the information and risk losing the sale?**

Yes. You need to be honest about what we can deliver. If the customer signs the contract and later discovers that we can't meet the delivery date, it will have an effect not only on this order, but also on future business with this customer. Don't violate the trust of our customers. Only make promises you know we can keep.



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## Antitrust and Fair Competition

Our industry, our customers and our Company all benefit from a free and fair marketplace. Vigorous competition drives game-changing innovation. We follow antitrust and competition laws that apply to us everywhere we do business.

- Let the features, the quality and the reliability of our solutions—never improper agreements—drive our success. Never enter into any agreement or understanding, whether formal or informal, with a competitor to:
  - “Fix” (raise, lower or maintain) prices on our products or services;
  - Divide territories, markets or customers;
  - Prevent another company from entering the market;
  - Refuse to deal with a specific customer or Supplier;
  - Restrict production or sales; or
  - Interfere with the competitive bidding process.
- Be careful at industry meetings, seminars and conventions. Don’t discuss any competitively sensitive topics.
- Gather information about our competitors the right way, through public sources, never through deception or misrepresentation.



### What Is a “Competitively Sensitive Topic”?

One that—in the context of anti-competition laws—should be avoided, such as discussion of:

- Pricing and terms of sale;
- Costs and profits; and
- Customers, territories and markets.



### Q&A

**I was at an industry trade show when one of our competitors suggested we agree to bid only on certain contracts and not others, to make it more fair for everyone. Maybe they were joking? I’m not sure.**

Jokes like this are no laughing matter and, in fact, could violate antitrust laws. In a situation like this, take prompt action. Stop the conversation, leave the room, document what happened and report the incident to your manager.

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## Anti-bribery and Anti-corruption

Goodness in every transaction and every relationship means we don't bribe or allow others to bribe for us.

- Follow all applicable anti-bribery and anti-corruption laws in the countries where we do business.
- Never offer, give, promise or accept anything of value in exchange for business or a business decision.
- Don't make payments to government officials to expedite routine, nondiscretionary actions (called "facilitating payments")—these, too, are considered bribes and violate our policies.
- Send a clear message about our anti-bribery stance to our Suppliers. Keep in mind that we are responsible for any bribes offered by third parties on our behalf.
- Make sure anything you give or receive complies with [our policies](#) and is properly documented in our Company books and records.



### Did You Know?

"Anything of value" can be cash, but it can also be a:

- |            |             |
|------------|-------------|
| - Gift     | - Vacation  |
| - Discount | - Donation  |
| - Favor    | - Job offer |
| - Kickback | - Loan      |

These are just examples—when something is given to influence a decision or an action, it's a bribe.



### Q&A

**A long-time trusted Supplier has offered me a commission in exchange for securing an annual contract for their company. A "commission" doesn't sound like a bribe. Is it?**

Be careful. In this situation, a "commission" in exchange for an annual contract is another word for a kickback or bribe, both of which are illegal. Advise the vendor that you're not permitted to accept this payment and that you are required to follow all of Duravent's standard policies and procedures in making a vendor selection. Then, advise your manager about the offer.



### Want to Know More?

See your location's Employee Handbook, our Global Anti-Corruption Compliance Policy and our Travel and Entertainment Policy.

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## Global Trade

As a U.S.-based company with operations in locations around the world, we understand our obligation to know and follow the requirements of the trade compliance laws and regulations that apply to us.

- If you are responsible for moving products and services across borders, make sure you know and comply with the trade laws, regulations and restrictions associated with the countries in which we work.
- Obtain any required licenses or other government approvals before exporting, re-exporting or importing our products, services or technical data. Provide accurate descriptions, classifications and documentation where required.
- Be aware:
  - We don't conduct business with countries that are subject to U.S., EU or other applicable trade embargoes or economic sanctions;
  - We don't participate in boycotts that are not sanctioned by the United States; and
  - Sometimes laws, regulations, customs or local practices of more than one country may apply to a transaction.
- If there is ever a conflict or question about our obligation to know and follow the requirements of the trade compliance laws and regulations that apply to us, ask your manager.



### What Do You Think?

**Here's an email from one of your customers. Ask yourself: Does this comply with our policy on trade compliance?**

Hi,

Can you assist me with some paperwork? I need to alter some information on our last invoice relating to the value of an export.

***This doesn't comply with our policy.*** The word "alter" is a red flag. An invoice is a legal document used to declare imports and exports to Customs. It must be accurate and never altered or amended. Place the transaction on hold and notify your manager about this request.



### Want to Know More?

International Trade Compliance Policy





# GOOD FOR OUR PLANET

We are connected by so much more than just the Company we work for.

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## Human Rights

We are all united as citizens of a shared world and have a duty to act in the best interest of our global community. We respect and protect human rights everywhere we operate.

- Honor our commitment to:
  - Upholding human rights including an absolute opposition to involuntary or forced labor, child labor, slavery, and human trafficking;
  - Abiding with employment laws concerning pay, benefits, and working conditions; and
  - Complying with laws that ensure freedom of association and the right to engage in collective bargaining.
- Our commitment to human rights and fair labor practices extends to our Suppliers and is reflected in our [Supplier Code of Conduct](#). We look to our Suppliers to source responsibly, too, by performing due diligence in selecting **their** Suppliers, monitoring **their** practices, and addressing any human rights abuses.
- [Speak up](#) if you ever witness, learn about or suspect any violation of human rights in our Company or supply chain.



### Q&A

**One of our long-time Suppliers recently began contracting with a distributor that has been in the news for its use of child labor. Since we do not contract with the distributor directly, do I need to say anything?**

Yes, this is a potential violation of our Supplier Code of Conduct. Duravant does not tolerate human rights violations anywhere in our supply chain, even if we are not directly linked to the violator. You should report this information to a manager or another appropriate resource to investigate the issue.

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### Want to Know More?

See your location's Employee Handbook.





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## The Environment

Doing good extends beyond our customers, business partners, and employees. We are committed to protecting the planet by embedding environmental stewardship and sustainability into the way we do business.

- Follow all applicable environmental laws and regulations in the places we operate. Know how these laws apply to your work and complete all required trainings to ensure compliance.
- Do your part to conserve, recycle or re-use resources and reduce the emissions our work creates. Be aware of how you use resources like water, paper, and electricity and conserve them whenever you can.
- If you work with our Suppliers, communicate our expectation that they will:
  - Aim to reduce or mitigate their environmental impact.
  - Implement policies and systems to minimize energy, emissions, waste, water, and raw materials.
- Immediately report any situation that could pose a risk to the environment.



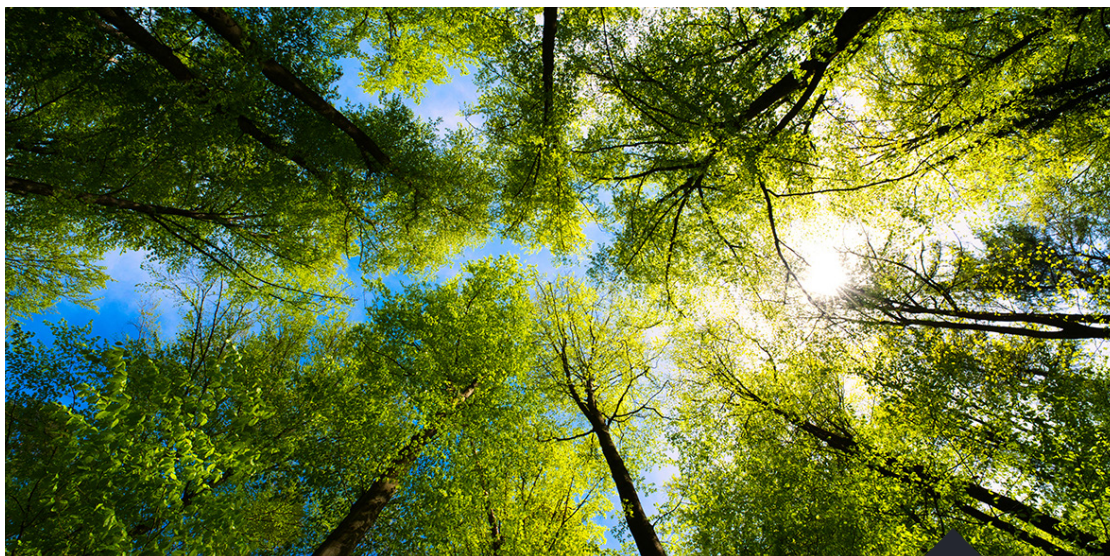
### Q&A

**I have some thoughts about how we dispose of plastic waste at our facility. What we do now doesn't violate any laws, but I think we could do better. What should I do?**

Speak up! We welcome any suggestions you may have for reducing our environmental impact. Talk to your manager or another Duravent resource to see if we can implement your idea.

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### Political Activities

Everyone has the right to political expression, and we encourage civic engagement, but it's important to keep your personal support personal. That's why we have developed guidelines to keep individual political activities from interfering with our shared work.

- Duravent supports employee participation in political activities, but if you volunteer for—or donate to—campaigns or candidates, do so on your own time, using your own resources.
- Keep political conversations in the workplace respectful, and don't pressure your coworkers to get involved in your personal political activities.
- Don't distribute campaign posters, leaflets, buttons, literature, and other materials (including electronic communications like fundraising emails) in the workplace.
- Don't engage in any lobbying activities on our behalf.



### What Do You Think?

**Here's an email from one of your coworkers. Ask yourself: Does this comply with our policy on political activities?**

Hi,

I have been actively campaigning for a local political candidate after work. I thought it might be a good idea to post some leaflets on the office bulletin board for my colleagues to read if they're interested. Do you think this is OK?

***This doesn't comply with our policy.***

Bulletin boards should only be used to convey information about work-related issues. Even if your coworker is not actively pressuring colleagues to take the leaflets or support a candidate, leaving campaign materials in common areas would still be a violation of our policy. Reply to your coworker and caution them against posting political information on the bulletin board.



### Want to Know More?

See your location's Employee Handbook and our Global Anti-Corruption Compliance Policy.





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## Charitable Activities

Being a good corporate and socially responsible member of our communities is an important part of our culture. We believe that together, we can make a difference.

- Make a difference on a corporate level.  
As an organization, we contribute funds, time and talent to support both Company-wide programs and local causes. You are encouraged—but not required—to participate in these initiatives in whatever way feels appropriate to you.
- Make a difference on a personal level.  
We urge employees to volunteer and donate to organizations they are passionate about. Just make it clear in any of your charitable endeavors that your personal views and actions don't represent those of Duravent, and don't use Company funds, time or the Duravent name without prior authorization and approval.



### "Doing Good" Is Important to Us

We are committed to doing good by contributing to educational and social programs, being environmentally responsible through waste and pollution reduction processes in our facilities, supporting philanthropic and volunteer programs in our communities, and empowering our employees to make a difference.

By partnering with organizations that share our values and are close to home, we can have a meaningful impact on those around us that need it most. Our program provides a great opportunity for our employees to come together and make a difference.



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# AMENDMENTS, DISCLOSURE AND COMPLIANCE CERTIFICATE

## AMENDMENTS, MODIFICATIONS AND WAIVERS

*Any waiver of the Code for executive officers or directors may be approved only by the Board of Directors or a Board committee.*

*Duravent supports an employee's right to speak out publicly about matters of public concern and to participate in concerted activities and communications related to terms and conditions of employment. Nothing in any section of our Code or in any of our policies is intended to limit or interfere with that right.*

*Our Code and the policies it references may be modified from time to time without prior notice. For the most current version, please see our corporate website.*

## CONFLICT OF INTEREST DISCLOSURE

Please declare any existing or [potential conflicts of interest](#) in the space provided:

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Signature: \_\_\_\_\_

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

## COMPLIANCE CERTIFICATE

At Duravent, we believe in following all applicable laws and regulations. All Duravent employees must complete and submit this Compliance Certificate annually and participate in all required ethics and compliance training.

Submitting this form indicates that you have read and understood our Duravent Code of Business Conduct and:

- Have complied with the Code to the best of your knowledge.
- Have reported any possible conflicts of interest.
- Will contact management or use any of the reporting methods included in this Code if you have concerns related to a team member or business conduct.

Signature: \_\_\_\_\_

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





DURAVANT

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