

## **SUPPLIER & CONSULTANT STANDARDS OF BUSINESS CONDUCT**

SRC, Inc. and its subsidiaries (hereafter the “Company”) are committed to the highest standards of integrity, quality, and ethics. As a supplier or consultant to the Company, you are responsible for ensuring that your conduct, as well as the conduct of those who report to you, complies with these Standards of Business Conduct. In addition, you are encouraged to report suspected violations to a management representative of the Company or the Ethics Officer (Company’s General Counsel) as appropriate. You will not be subject to adverse action or any form of retribution for the good faith reporting of suspected violations of this policy. A Whistleblower Hotline 888-883-1499 has been established for submitting anonymous or confidential complaints or concerns, such as actions that: (1) may lead to incorrect financial reporting; (2) are unlawful; (3) are not in accordance with these Standards of Business Conduct; or (4) otherwise amount to serious improper conduct.

### **Doing Business with the Company**

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#### **Complete and Accurate Books, Records and Communications**

All communications, books, accounts, records, contracts, and financial information relating to Company business are to be maintained and reported accurately and honestly, and in accordance with standards that follow Generally Accepted Accounting Principles (GAAP) and contractual requirements.

**Export/Import Controls.** You are required to comply with the Company’s International Trade Compliance Policy and the applicable laws and regulations regarding export, re-export and import of U.S. origin products, services, and technology. Under no circumstances will any communication, transaction or exchange be made contrary to the U.S. export regulations. If you have any questions regarding the International Trade Compliance Policy or related regulations, or about how to handle an export/import related event, or if you become aware of a possible violation of any U.S. export control regulation, you must report the situation to a management representative of the Company or the Ethics Officer.

**International Business Practices.** The Foreign Corrupt Practices Act prohibits payment to foreign officials or their representatives to influence an official act or decision. Indirect payments in the form of commissions or fees to foreign agents or consultants of the Company who pass money on to foreign officials or their representatives also are prohibited. Any questions regarding these matters should be directed to the Ethics Officer.

**Truth in Negotiations Act.** Where applicable in negotiated U.S. Government contracts, the Truth in Negotiations Act (codified as Truthful Cost or Pricing Data, at § 41 U.S.C. chapter 35) requires disclosure and certification of all current, accurate, and complete cost or pricing data that a reasonable buyer or seller would believe might significantly affect the price of a government contract or subcontract. The definition of data that must be disclosed is very broad and includes facts, management decisions, estimates (based on verifiable data), and other information that a reasonable person would expect to affect the negotiations. When the Company is required to provide its customer with cost or pricing data, the data provided must be accurate, current, and complete up to and including the date of agreement on price.

### **Gifts and Kickbacks**

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All business dealings, including the marketing and sale of products and services, should be without the perception that favorable treatment was sought, received, or provided in exchange for gifts or kickbacks.

**Kickbacks.** You may not offer or accept a kickback, directly or indirectly, in any Company business dealings. You are required to notify the Ethics Officer of any potential or suspected kickback situation.

**Gifts to U.S. Government Personnel.** You are not permitted to give anything of value to government customer employees, including business courtesies, except as follows:

- 1) Modest refreshments such as soft drinks, coffee, and donuts on an occasional basis in connection with business activities.
- 2) Gifts with a market value of \$20 or less, provided that the aggregate market value of gifts given to a government customer employee by Company does not exceed \$50 in a calendar year (This means you cannot pay for meals or entertainment for government customer employees where the cost of the meal or entertainment exceeds \$20).

**Gifts to Non-Government Personnel.** You are prohibited from offering or giving tangible gifts (including tickets to sporting, recreational, or other events) having a market value of more than \$150 in a single calendar year, to a person or entity with which Company does or seeks to do business, unless specifically approved in writing by the Ethics Officer. In addition to the dollar limit, the gift giving must be consistent with marketplace practices, and may not occur more than twice in any calendar year.

**Gifts to Foreign Government Personnel.** U.S. and foreign laws often prohibit payments of money and gifts to foreign government employees and public officials. The Foreign Corrupt Practices Act, for example, makes it a crime to pay money or to give gifts, including, but not limited to, meals, gratuities, entertainment, or other things of value to a foreign government employee or foreign public official in order to obtain or retain business with a foreign governmental entity. It does not matter whether the improper payment or gift is made directly by the Company or indirectly through someone acting for the Company. You must contact the Ethics Officer before offering or authorizing gifts or the payment of money, directly or indirectly, to a foreign government employee or public official.

**Gifts to Company Procurement Employees.** Company Procurement Employees are not permitted to solicit or accept any gift, including business courtesies, from any person or entity that does or seeks to do business with the Company, except for advertising or promotional items of nominal value, and holiday gift baskets of reasonable value to be shared throughout the Company.

### **Proper Conduct in the Company's Work Place**

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**Alcohol and Drug Free Workplace/Workforce.** The Company is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established an alcohol and drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

**Harassment and Non-Discrimination.** The Company is committed to maintaining a work environment free from harassment, sexual harassment, and discrimination based on race, national origin, color, disability, religion, age, sex, pregnancy, status as a Vietnam-era or special disabled veteran, or any other category protected by law. If you believe you are being harassed, sexually harassed, or discriminated against in any manner prohibited by this policy, or if you are aware that another individual is experiencing sexual harassment, harassment, or discrimination, you should report the situation immediately to the Ethics Officer or any member of Company management.

### **Personal Information**

The Company is entrusted with a variety of personal information from employees and others. You are not permitted to access such information unless you have a legitimate need to know the information for business

purposes and have been authorized to access the information. You may never use such information for any other purpose. If you are authorized to access personal information, you may not disclose it to anyone (inside or outside the Company) without proper authorization. If you collect, process, or have access to personal information on behalf of the Company, you are responsible for understanding and complying with Company Policy and all applicable laws, agreements, and regulations that govern your activities. You must also keep personal information secure and protected in accordance with Company Policy, third party agreements, and applicable laws and regulations. If you believe or become aware that personal information has been gathered in violation of Company Policy or the law, or that personal information has been improperly accessed or disclosed, you should immediately contact the Ethics Officer.

### **Security**

The Company may have access to sensitive information or material (classified or unclassified) that requires safeguarding because of its importance to national defense. You are responsible for properly safeguarding any such information and material entrusted to your care, in accordance with law and U.S. Government regulations. You should be familiar with the Security Policy and the security procedures for any Company location you visit, and you should contact the Facility Security Officer for your location with any questions.

### **Use of Company Resources**

The Company prohibits the improper use of Company or customer assets, including technology and intellectual property, software, computers, communication equipment, or office supplies.

**Workplace Violence.** It is the Company's policy to provide a workplace free from violence, harassment, or threats. It is your responsibility to help make the Company a safe place to work. You are expected to treat all persons with dignity and respect. Threats, threatening behavior, or acts of violence by anyone on Company premises are prohibited and will not be tolerated. You are not permitted to bring into the workplace any weapon or dangerous instrument or substance. You are prohibited from using, attempting to use, or threatening to use any weapon, dangerous instrument, or substance to harm another person.

### **Quality**

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**Quality of Services.** You are required to ensure that the quality standards of the Company and its customers are met, that all research and development services are performed with the highest of professional standards, and that all contract documentation is complete, accurate, and truthful. The Company is committed to deliver goods and services that meet all contract requirements and give the customer the highest degree of confidence in our products and services. Improprieties, such as the failure to conduct required testing or manipulation of test procedures or data, will not be tolerated. No individual associated with the Company shall knowingly misrepresent in any way the condition or status of products being prepared or offered for inspection, testing, or delivery.

**Quality of Supply Chain.** The Company is committed to providing its customers with high quality, responsibly sourced products. All products supplied to the Company must meet the Company and its customer's quality standards, and must be responsibly sourced in accordance with the Company's Conflict-Free Minerals Policy. The Company expects its suppliers to proactively terminate any supply sources linked to human trafficking, child labor, forced labor, or sub-standard working conditions.