



## Employee Code of Conduct

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*Originally Issued as part of the Business Ethics Policy January 1, 2002  
Revised: September 16, 2009  
Owner: Ethics & Compliance*

As an RRI Employee I commit to:

- Act in a highly ethical manner.
- Abide by the letter and spirit of all laws.
- Use our resources for ethical and lawful business purposes only.
- Maintain accurate and complete company records.
- Engage in conduct free of conflict of interest.
- Exercise care to prevent appearances of improper conduct, such as providing and accepting gifts and entertainment.
- Use confidential information appropriately.
- Adhere to rules and guidelines limiting certain interactions with government officials.
- Properly report known or possible violations of company policies and laws.
- Support anyone making a good faith report or complaint.

The Code of Conduct is intended to be a condensed version of the Business Ethics Policy.