



Office
Interiors

OF VIRGINIA
Since 1988

EMPLOYEE Code of Conduct

At Office Interiors, we Value:

- Our position of **trust** with our customers - its foundation in partnership, mutual respect, fairness and commitment to mission, is fundamental to our success in each business engagement. This trust is based on our unsurpassed dedication to program execution.
- Our **people** - our passion for mission, intellectual capital, creativity and ability to lead, make our reputation and ensure the success of our company. Talent and teamwork make our performances successful.
- Our **quality** - in all that we do through our quest for excellence, value creation and innovation, we seek to deliver the best value for our customers and improve the elements of our business. We understand the mission and we focus on the ideas and solutions that drive progress and success

This Employee Code of Conduct uses these values as our guide, while providing specific Employee expectations, organized as **FAQs**, to further our shared commitment to doing business the right way every day.

Fair Treatment and Competition
Adherence to Laws and Regulations
Quality Services and Products

FAIR TREATMENT AND COMPETITION

I. Human Rights

We expect our employees to treat people with respect and dignity, to encourage diversity, to remain receptive to diverse opinions, to promote equal opportunity for all and to foster an inclusive and ethical business culture.

A. Fair Treatment of Employees

- **No Harassment** - We expect our employees to ensure a work environment for their co-workers that is free from physical, psychological, and verbal harassment, or other abusive conduct.
- **Non-discrimination** - We expect our employees to treat our customers, without regard to race, ethnicity, religion, color, sex, national origin, age military veteran status, ancestry, sexual orientation, gender identity or expression, marital status, family structure, genetic information, or mental or physical disability.
- **Health & Safety** - We expect our employees to comply with all applicable health and safety laws, regulations, and directives. Employees should protect the health, safety, and welfare of their co-workers, people, visitors, and others who may be affected by their activities.

B. Sexual Harassment

If you, a co-worker, management, or client experience what believes to be harassment or accusations of bad behavior and/or sexual harassment, disciplinary action will be taken. Report any incident to your immediate supervisor or management, and they will investigate the situation, regardless of job position, when such allegations are made. The OI Companies will take appropriate action and communicate on a need-to-know basis. Appropriate disciplinary action, warnings and up to and including termination will be taken against any individual for bad behavior or sexual harassment - if determined to be valid.

C. Child Labor

We expect our employees to ensure that illegal child labor is not used in the performance of work. The term "child" refers to any person under the minimum legal age for employment where the work is performed.

II. Information Protection

A. Confidential/Proprietary Information

Employees must properly protect sensitive information, including classified, confidential, proprietary, and personal information. Information should only be used and shared



for the business purpose for which it was provided.

B. Intellectual Property

We expect our employees to respect our intellectual property rights and those of third parties, including protection against disclosure, patents, copyrights, and trademarks.

C. Information Security

Employees must protect the information of others, including personal information, from unauthorized access, destruction, use, modification and disclosure, through use of appropriate physical and electronic security procedures. Employees must comply with all applicable data privacy laws.

III. Conflict of Interest

We expect our employees to avoid all conflicts of interest and situations giving the appearance of a potential conflict of interest in their dealings with Office Interiors. We expect our employees to notify Office Interiors if an actual or potential conflict of interest arises with respect to Office Interiors' business interests.

ADHERENCE TO LAWS AND REGULATIONS

I. Maintain Accurate Records

We expect employees to maintain accurate records and not to alter any record or conceal or misrepresent the underlying transaction represented by it.

A. Environment

Our employees should operate in a manner that actively manages risk, conserves natural resources, and protects the environment.

We expect our employees to comply with all applicable environmental, health and safety laws, regulations, and directives. Employees should protect the health, safety, and welfare of their co-workers, people, visitors, and others who may be affected by their activities.

QUALITY SERVICES AND PRODUCTS

I. Contract Terms

Office Interiors' contracts, subcontracts and employees contracts often identify specific performance standards. When these standards direct the use of specific components, materials and/or specific qualifications of labor employed in products and services, our employees must adhere to these requirements and other flowdown clauses and terms of our contracts.

PROFANITY AND LOUD MUSIC

The use of profanity and foul language while in the Office Interiors office/warehouse areas is prohibited. Such language is not to be tolerated and employees are at all times expected to respect co-workers, clients and visitors and maintain a cordial and comfortable office environment.

At times clients and customers are visiting the office and overhear language – please be cognizant of your surroundings. Please do not use loud voices and play loud music when visitors are in the office.

Also, no such language should be used while on a jobsite. Profanity makes others around you uncomfortable and clients should never hear such language from our staff. We are to come across as professional and the use of profanity can be considered as harassment. The OI Companies has a "zero" tolerance policy for bad behavior. Please refrain from using such uncivilized language in the future, else disciplinary action shall be taken.



CORPORATE & OI TECH OFFICE SPACES

Please note that unless conducting business in the OI-Tech area, this space is not to be used for personal use. Clients routinely work in this space and they desire not to be interrupted while using the facilities – we need to be professional and welcome all our clients and visitors.

ETHICS & COMPLIANCE

We provide our employees with avenues for raising legal or ethical issues or concerns without fear of retaliation, and to take action to prevent, detect, and address any incident of retaliation.

REPORTING OF CONCERNS

Our employees must adhere to Office Interiors' Supplier Code of Conduct or have their own ethics and compliance program is commensurate with the size and nature of their business. Such a program should:

- Include management systems, tools and processes that ensure compliance with applicable laws and regulations;
- Promote a commitment to ethical business practices;
- Provide training to employees on compliance requirements; and
- Conform to the expectations set forth in this Supplier Code of Conduct.

CONTACT US

Employees may raise concerns through Office Interiors' Confidential E-mail Portal: concern@oi-va.com

Online: at www.oi-va.com