

## Mission Support Alliance presents Supplier Ethics

Mission Support Alliance recognizes that the contribution of our suppliers is vital towards the growth and success of our company, and therefore places a strong emphasis on quality, which starts with the products and services we receive from our suppliers. We request that our suppliers continue this commitment to quality and expect the following: To provide the right materials and services, to deliver and perform on time, to respond to emergency situations, and to identify and pursue joint process and improvement opportunities.

All materials ordered by Mission Support Alliance are to be delivered to the Hanford Central Receiving Facility, at 2355 Stevens Drive, Richland Washington. Occasionally with prior approval, material may be picked up from the supplier's facility. Under no circumstances is material to be delivered to an employee's home address. When in doubt, contact Mission Support Alliance's Supplier Advocacy Office at 509-376-4697.

Mission Support Alliance believes that maintaining the highest ethical standards is good business practice, and that our suppliers and we mutually benefit from observing high standards of ethical conduct. In the interest of maintaining impartial business relationships, we adhere to a long established policy that prohibits the acceptance of bribes, kickbacks, commissions, gifts and gratuities by our employees at any time.

Bribes, kickbacks and commissions may not be offered whether directly or through a third party. A bribe, kickback and/or commission can be defined as the practice of offering something in order to gain an illicit advantage.

Gifts or gratuities should never be requested by nor offered to any of Mission Support Alliance's employee. We will not accept anything more than nominal value. What is nominal? Nominal can be classified as low dollar, advertising imprint, and/or history of being regularly given to the public.

A conflict of interest occurs when your judgment or objectivity is compromised. The appearance of a conflict of interest is generally considered to be just as damaging as an actual conflict. Please avoid any activity that is or may be perceived as a conflict of interest to Mission Support Alliance.

Suppliers may not use Mission Support Alliance's name or logo to advertise their products. Rare exceptions may be granted with written approval. Suppliers are expected to report concerns regarding ethical issues or violations by Mission Support Alliance employees, by their own employees or by another supplier doing business with Mission Support Alliance. If you have any questions, or would like to report ethical violations please contact Mission Support Alliance's Supplier Advocacy Office at 509-376-4697.