



Code of Conduct Epsilyte LLC



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Introduction

This Code is designed to provide all employees of Epsilyte LLC (“Epsilyte” or the “Company”) with guidelines for appropriate professional conduct. It is intended not as a statement of new beliefs or a codification of new rules of conduct, but as a reaffirmation of enduring values and practices. Please note that the Code was revised effective August 2021 to clarify certain provisions.

The central premise of this Code is that Epsilyte’s reputation for quality products and services, for business integrity, and for the independence and integrity of our products and conduct of our business is the heart and soul of our business. Put another way, it is an essential component for success in the EPS business that our customers believe us to be making a quality product, acting with integrity, telling the truth and keeping our word at all times. If we are not telling them the truth – or even if they, for any valid reason, believe that we are not – then Epsilyte cannot prosper.

Employees are expected to always act with absolute integrity and proper regard for the rights of others. Put safety first and drive environmental excellence, while complying with all laws and regulations. Stop, Think and Ask when you feel something might not align with our standards, with safe operations, or any law or regulation.

The clear implication of these beliefs is that the responsibility for safeguarding and growing a company that lives up to this Code lies with each and every one of us. Every Epsilyte employee holds a position of trust. Acceptance of a position at any level or in any part of Epsilyte includes acceptance of individual responsibility to uphold Epsilyte policies governing legal and ethical business practices. It also includes acceptance of individual responsibility for following all legal requirements and ethical business practices, as well as the responsibility to stress proper ethical behavior among colleagues and subordinates.

Moreover, it must be clear to each of us that business integrity is necessary in every business decision and that it is not the special province of our head of operations, senior officers, members of the legal or finance department, or anyone else. Business integrity requires that we make all of our business decisions, and approach all business questions, objectively and realistically.

Managers, by virtue of their positions of authority, must be ethical role models for all employees. An important part of a manager’s leadership responsibility is to exhibit the highest standards of integrity in all dealings with employees, customers, and the world at large. Managers must avoid even implicit or unspoken approval of any actions that may be damaging to the reputation of Epsilyte and must always exercise sound business judgment in the performance of their duties.

An equally important leadership responsibility is to develop employees’ commitment to our principles and ability to make sound ethical judgments. Managers must communicate the

seriousness of Epsilyte's expectations of ethical conduct, as well as their own personal support for these guidelines. Ethical leadership includes fostering a working environment that encourages employees to voice concerns or otherwise seek assistance or guidance if faced with potentially compromising situations, and also supporting those who raise such concerns.

Finally, what follows is not intended to be an exclusive or inclusive list of all laws, regulations, and other norms applicable to Epsilyte and with which compliance is expected. In our rapidly evolving business, each of us is challenged by a complex environment that often requires quick response under pressure. No written policy can definitively set forth the appropriate action for all business situations. Accordingly, this Code emphasizes and clarifies a standard of ethical conduct that must govern all of our business dealings and relationships. In addition, more detailed guidelines for managers are available for some of the topics covered by this Code, and others will be promulgated from time to time; some departments also issue specialized guidelines of their own. Please consult with your supervisor for additional information regarding additional guidelines.

- Employment
- Safety and Environmental Concerns
- Confidential Information
- Privacy and Data Protection
- Books and Records
- Business Relationships and Activities
- Compliance with Laws, Rules, and Regulations
- Securities Transactions
- Political and Civic Activities
- Compliance with this Code

Employment

Epsilyte strives to ensure that all employees are treated with dignity and respect. Among our goals are to make benefits and services available to employees to promote their well-being, to communicate effectively with employees, to ensure equal employment treatment, to maintain a safe work environment, to observe the terms of collective bargaining agreements where applicable, to comply with the spirit and law related to equal rights in the workplace, to assist employees in realizing their potential and maximizing their productivity, and to fairly evaluate and recognize performance.

For its part, Epsilyte expects employees to perform superior work in a safe and cost-effective manner, to strive for quality and productivity, to follow directions and instructions, to properly care for facilities and equipment, to anticipate problems and suggest improvements, to treat other employees and clients and customers with honesty and respect, and to be energetic in the performance of tasks and fulfillment of goals.

Equal Employment Opportunity

It is Epsilyte's policy to recruit, hire, train, promote and administer all personnel actions without regard to actual or perceived race, color, religion, pregnancy, gender, sexual orientation, gender identity or gender expression, order of protection status, disability, national origin, age, status as a protected veteran or any other protected group status. Epsilyte will not tolerate any unlawful discrimination or harassment, and any such conduct is prohibited. Epsilyte will not condone or tolerate the discrimination or harassment of employees by their co-workers, supervisors, third parties, vendors, guests, contractors, or any individual allowed on our premises or with whom we do business.

Any employee, regardless of position or title, will be subject to severe discipline, up to and including discharge, should Epsilyte determine that the employee engaged in a violation of this policy. Employees should contact their direct supervisor or Human Resources if they believe that they or someone else has been discriminated against in violation of this policy.

Anti-Harassment

Epsilyte believes in respecting the dignity of every employee and expects every employee to show respect for all fellow employees, customers, guests, vendors and anyone else with whom we do business or interact. Respectful, professional conduct furthers everyone's work experience, opportunity for success, and comfort with their work environment. Proper workplace conduct and culture also furthers Epsilyte's ability to achieve its mission, promotes productivity, minimizes disputes and enhances the Company's reputation. Accordingly, this policy forbids any unwelcome conduct, whether or not based on an individual's actual or perceived race, color, religion, pregnancy, gender, national origin, age, disability, ancestry, medical condition, marital status, veteran status, citizenship status, sexual orientation, gender identity, gender expression, order of protection status, or any other protected status of an individual, his or her associates or relatives. Thus, Epsilyte is committed to providing a work environment that is free of discrimination, including, but not limited to, harassment that is based on any legally protected status. Epsilyte will not tolerate any form of harassment that violates this policy.

Coverage

This policy forbids any employee, supervisor, partner, vendor, client, guest, visitor, agent of or person doing business with Epsilyte from harassing any Epsilyte employee, applicant or any person who provides contractual services to, or is a guest or visitor or in a business relationship with Epsilyte.

Prohibited Conduct

The conduct prohibited, whether verbal, physical or visual, includes any discriminatory employment action and any unwelcome conduct that affects someone because of that person's protected status. The Policy also prohibits conduct that is offensive, unwelcome, unprofessional or inappropriate, even if such is not based on a protected characteristic and even if such conduct does not rise to the level of creating a hostile work environment. We require a welcoming, supportive and collaborative work environment.

Among the types of unwelcome conduct prohibited are epithets, slurs, negative stereotyping, intimidating acts and the circulation or posting of written or graphic materials that show hostility toward individuals whether or not because of their protected status. Epsilyte also prohibits that conduct even if it is not sufficiently severe or pervasive to constitute unlawful harassment.

Prohibited Substances

Weapons of any type are prohibited from being on the premises of any Epsilyte owned or leased property (including parking lots). Alcohol, illegal drugs and marijuana are prohibited from being consumed on premises of any Epsilyte owned or leased property (including parking lots), unless approved in writing in advance by the Chief Executive Officer of Epsilyte.

Anti-Sexual Harassment

This policy forbids harassment based on gender, regardless of whether the offensive conduct is sexual in nature. Any unwelcome conduct based on gender also is forbidden, regardless of whether the individual engaged in harassment and the individual being harassed are of the same or are of different genders.

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct based on sex constitute unlawful sexual harassment when:

- 1) submission to such conduct becomes an implicit or explicit term or condition of employment;
- 2) submission to or rejection of the conduct is used as the basis for any employment decision; or
- 3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This policy forbids harassment based on gender, regardless of whether it rises to the level of a legal violation. Examples of gender-based harassment forbidden by this policy include, but are not limited to:

- 1) Sex-oriented oral or written, electronic or otherwise, kidding, teasing or jokes;
- 2) Unwanted sexual flirtations, advances or propositions, including without limitation unwelcome pressure for sexual activity;
- 3) Verbal abuse of a sexual nature;
- 4) Graphic, degrading, sexualized or otherwise inappropriate comments about an individual's appearance, sexual activity, or gender expression;
- 5) Offensive visual conduct, including leering, making sexual gestures, the display of sexually suggestive objects or pictures, cartoons or posters;
- 6) Suggestive, sexualized or unwelcome verbal, written or electronic language: letters, notes, e-mails, texting, sexting, nude photos or invitations;
- 7) Offensive and/or unwelcome physical contact such as patting, grabbing, pinching or brushing against another's body (general rule is not to touch other people, outside of a handshake, fist bump or similar neutral safe contact).

Workplace Non-Violence

We are committed to an environment free from violence, intimidation and other disruptive behavior. Bullying, violence, threats, harassment, intimidation and other disruptive behavior will not be tolerated. Such behavior can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm.

Your cooperation is essential to effectively maintain this policy and to help maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating or other disruptive behavior. All reports of such incidents are taken seriously, assessed and dealt with appropriately. If you observe or experience such behavior by anyone — whether an employee, contractor, customer or visitor — report it immediately to one of the many resources available to you.

Threats or assaults requiring immediate attention should be reported to your supervisor, human resources or security contact, or to the police.

Employee Responsibilities

All employees are responsible to help keep our workplace free from prohibited discrimination, harassment, and violence.

Reporting

See below for the procedure to report concerns of harassment, discrimination, violence or unprofessional behavior. Our intent is for employees to bring concerns to our attention immediately upon their occurrence. Do not delay or wonder if the actions are “enough” to warrant a report. We can only protect the working environment if we work together to do so. No one who brings a report to our attention will suffer any retaliation of any kind for doing so or for participating in any investigation.

Safety and Environmental Concerns

Epsilyte is committed to maintaining a safe work environment by eliminating recognized hazards in the workplace and to conducting business in an environmentally sound manner based on scientific understanding, employee and customer needs, and local requirements. Employees are required to comply with all applicable health, safety, and environmental laws and regulations, and all related corporate policies.

Fundamental Expectations of Employees under Epsilyte’s Life Critical Safety Rules:

- Report all Environmental, Health & Safety and Security incidents to the area supervisor.
- Follow all procedures and only deviate with prior approval and appropriate risk mitigations following the deviation process.
- Follow the Management of Change process and complete a Pre-Startup Safety Review prior to placing change in service.
- Safety interlocks will only be bypassed with approval following the procedure.

- Safety systems will be active, or a mitigation will be implemented and communicated.
- Live process valves open to atmosphere shall be attended unless otherwise specified.
- Operate the process and equipment within safety and compliance limits.
- Know and use correct Personal Protective Equipment for your work or task.
- Complete our permitting and safe work practices with precision.

Any employee who violates applicable environmental, health and safety policies, laws or regulations will be subject to disciplinary action, up to and including dismissal.

Confidential Information

Employees have access to a variety of confidential information while employed at Epsilyte. Confidential information includes all non-public information that might be of use to competitors, or, if disclosed, harmful to Epsilyte or its customers. Employees have a duty to safeguard all confidential information of Epsilyte or third parties with which Epsilyte conducts business, except when disclosure is authorized. An employee's obligation to protect confidential information continues after the employee leaves Epsilyte. Unauthorized disclosure of confidential information could cause competitive harm to Epsilyte or its customers and could result in legal liability to you and Epsilyte.

Any questions or concerns regarding whether disclosure of Company information legally is mandated should be referred to the General Counsel of Epsilyte.

Privacy and Data Protection

Epsilyte is committed to compliance with all applicable privacy and data protection laws. This commitment reflects the importance we place on earning and keeping the trust of our employees, customers, suppliers, consumers and other individuals when we are in the possession of their personal data. Employees are encouraged to use non-company devices for personal information.

The definition of personal data includes information or a combination of data that identifies a unique individual, such as name, personnel number, address, date of birth or other identifiers. Personal data must be safeguarded from loss or theft and inappropriate use or collection. If you manage personal data as a part of your role for the company, make sure you take steps to appropriately secure it and limit access to such information only to those who have a legitimate business need.

If you suspect that personal data has been used, altered or disclosed inappropriately, or that a breach of personal data may have occurred, you must report your concern to one of the many options available to you.

Books and Records

It is essential to the successful operation of Epsilyte as a business that the integrity of our books and records be resolutely maintained. The responsibility for this does not rest exclusively with accounting or other financial personnel – it is shared by us all.

Accordingly,

- No Epsilyte fund, asset, or liability that is not fully and properly recorded on the Company's books and records shall be created or permitted to exist;
- No transaction shall be effected and no payment shall be made on behalf of Epsilyte with the intention or understanding that the transaction or payment is other than as described in the documentation evidencing the transaction or supporting the payment;
- All employees shall comply with Epsilyte accounting principles, procedures, and controls, and no false, artificial, or misleading entries in any books or records of the Company shall be made for any reason whatsoever;
- No employee will issue or authorize anyone else to issue any Company document that is false or misleading;
- No employee will accept and treat as accurate any false or misleading document prepared by a person not employed by Epsilyte; and
- No employee will make any false or misleading statements to our external or internal auditors. Indeed, when questioned by any auditor, all employees should be fully forthcoming.

Business Relationships and Activities

Epsilyte is entitled to our undivided business loyalty, our single-minded professional attention, and our undistracted focus on our businesses and our customers. Employees must not use Epsilyte assets, talents, information, technology, name, or influence for their personal benefit or gain. All of the intellectual fruits of our labors as employees belong to Epsilyte.

We recognize that Epsilyte cannot succeed if our customers do not succeed. It is our obligation to deliver our products and services in as timely a manner as possible, and with the highest possible levels of quality. Business dealings should be open and honest, and transactions should be in the best interests of both Epsilyte and the customer.

To ensure this, Epsilyte employees should not directly or indirectly offer or provide to customers, prospective customers, or any company, individual, or institution that furnishes or seeks to furnish news, information, material, equipment, supplies, or services to Epsilyte any gift, entertainment, or reimbursement of expenses of more than nominal value or that exceeds customary courtesies for that time and place. A reasonably priced meal or sporting event is an example of an acceptable entertainment expense. Nor should employees offer or provide, directly or indirectly, any material, equipment, or services to any individual in a position to make or influence any business or governmental decision affecting Epsilyte.

Epsilyte employees should not solicit or accept, directly or indirectly, any:

- payment,
- loan,
- service,
- equipment,
- thing of value,
- gift,
- entertainment, or
- reimbursement of expenses

in each case, of more than nominal value or that exceeds customary courtesies for that time and place from:

- suppliers,
- customers,
- any company, individual, or institution that furnishes or seeks to furnish information, material, equipment, supplies, or services to Epsilyte, or
- anyone else with an actual or prospective business relationship with Epsilyte.

Epsilyte employees must remain scrupulously free from obligation to suppliers and vendors. Accordingly, employees should not requisition, order, approve, or otherwise participate in the purchasing of goods or services on behalf of Epsilyte from any supplier or vendor in which the employee or any member of his or her extended family or household has a substantial financial interest, unless there is a compelling business interest and it is pre-approved by the Chief Executive Officer of Epsilyte.

Epsilyte employees may not serve as directors, officers, advisors, investors, consultants, or partners of any other company or venture devoted to profit-making, with the following exceptions:

- Where the employee is appointed to represent Epsilyte;
- In the case of an investor who owns less than five percent of a private or publicly traded company; or
- Otherwise as approved by the Chief Executive Officer of Epsilyte, provided that if the employee wishes to accept a second job or perform “gig work” outside of Epsilyte, approval of such job or work can be obtained from the employee’s direct supervisor.

The unauthorized duplication of computer software developed internally or obtained from outside suppliers is prohibited, regardless of whether such unauthorized duplication is for business or personal use. Additionally, all Epsilyte employees must adhere to the Company’s standards and policies regarding the use of its technology and computer equipment.

Compliance with Laws, Rules, and Regulations

All employees of Epsilyte must obey all applicable laws. The applicable laws as to a given employee will usually be the laws of the place where the employee is based and also the laws of the locations where that employee does business. Employees must also respect the local culture and values of such locations. In addition, as a result of Epsilyte operating across many jurisdictions, certain legal obligations of some countries can also be applicable to all Epsilyte employees even if some of the employees are not located or do not carry out business in such countries. In particular, certain laws of the United States (the country of Epsilyte's headquarters) including, for example, the U.S. Foreign Corrupt Practices Act, which generally makes it illegal to offer or give a bribe or improper payment or gift to an official (or candidate for office) outside the U.S., whether directly or through third parties such as consultants or agents, apply to all Epsilyte employees worldwide. For more information on anti-bribery and anti-corruption rules, contact the Epsilyte legal department.

Securities Transactions

Epsilyte has always had a strict policy on securities transactions by employees who have access to non-public information, including information concerning Epsilyte itself. All Epsilyte employees are expected to conduct themselves at all times in a manner that leaves no grounds for belief, or even suspicion, and should never directly or indirectly trade in securities of any type (including without limitation the securities of Epsilyte and its affiliates, customers, suppliers, or others sharing non-public information with Epsilyte) based on confidential information obtained in the course of their employment with Epsilyte.

Political and Civic Activities

Many companies, for a variety of reasons, participate in the partisan political process at various levels of government. As a company, Epsilyte has a different tradition. Epsilyte does not contribute, directly or indirectly, to political campaigns or to political parties or groups seeking to raise money for political campaigns or parties, and Epsilyte does not and will not reimburse any employee for any political contribution made by an employee.

On the other hand, it is not the intention of Epsilyte or of this Code to dissuade employees from activities taken on personal time and using personal resources, including actively participating in or making financial contributions to civic, charitable, religious, public, political, social, or residential organizations, or other causes.

Epsilyte may participate in industry or trade groups that take positions regarding laws, rules and regulations that may affect Epsilyte from time to time. Epsilyte may also provide its opinions to such groups, or provide its opinions directly to federal, state or local elected or appointed officials with oversight or input into laws, rules and regulations affecting Epsilyte. Any such providing of opinions or other direct contact on behalf of Epsilyte with governmental representatives or administrators should be discussed with and approved, in advance and in writing, by the Chief Executive Officer of Epsilyte.

Compliance with this Code

Reporting Prohibited Conduct

If you feel that you have experienced or witnessed any conduct that is inconsistent with this Code of Conduct or any other Epsilyte policy, you should immediately notify your supervisor or Human Resources. Any manager or Supervisor who is aware of conduct inconsistent with this policy or who receives a report of such conduct is immediately to report such conduct to Human Resources.

Employees are not required to confront the individual they believe is violating the Code of Conduct or otherwise acting unethically or in violation of a company policy. As discussed further below, Epsilyte has a confidential, anonymous toll-free hotline and website where individuals can report potential violations of this Code, other policies or ethical standards.

Epsilyte's Response

All complaints will be investigated promptly. Epsilyte may put reasonable interim measures in place while the investigation proceeds. Epsilyte will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. Epsilyte also might conclude, depending on the circumstances, that no violation occurred.

If an investigation reveals that a violation of this Code of Conduct, a company policy or other inappropriate conduct has occurred, Epsilyte then will take corrective action, including disciplinary action, up to and including dismissal, as is appropriate, regardless of the job positions of the parties involved. Epsilyte may discipline an employee for any inappropriate conduct discovered in investigating reports made under this Code, regardless of whether the conduct amounts to a violation of law or even a violation of this Code. If Epsilyte does not employ the person who engaged in harassment, then Epsilyte will take whatever corrective action is reasonable and appropriate under the circumstances.

Epsilyte takes this Code of Conduct very seriously. All employees of Epsilyte, at all levels of the organization, are responsible for compliance with all aspects of this Code. All new employees shall be required to read this Code at the outset of their employment and to attest that they have done so. In addition, all Epsilyte employees shall be required each year to provide an attestation that they have read and abided by this Code during the previous calendar year.

The matters addressed by this Code are sufficiently important that any lapse in judgment within the areas covered here may be considered serious enough to warrant discipline up to and including dismissal.

Any employee who has a question about this Code or has any concerns regarding perceived deviations from the Code, should promptly contact his or her supervisor, the Epsilyte human resources or legal department. In addition, a dedicated toll-free EthicsPoint telephone number and an EthicsPoint web site are available for all employees of Epsilyte to report complaints. The number, available 24 hours a day, 365 days a year, is 1 (844) 716-1737, and the web site can be found at Epsilyte.EthicsPoint.com. An employee can make an anonymous report through EthicsPoint.

No Retaliation Policy

Any retaliation, retribution or harassment against an employee who makes a report or raises a question or concern about ethical behavior, a possible violation of the Code, or a violation of any other policy or practice of the Company will not be permitted or tolerated. Indeed, the most important wisdom about dealing with these questions is: When in doubt, Stop, Think and Ask.