



# CODE OF CONDUCT



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Our Code is not considered an express or implied employment contract or a guarantee of employment for any specific time period.



## A MESSAGE FROM OUR CHAIRMAN, PRESIDENT & CEO

Harris' unwavering commitment to the highest ethics and integrity is a cornerstone of our values — and our continued success.

Our values are the foundation of interaction with our peers, customers, and other third parties, and our Code of Conduct provides guidance on critical policies and regulations that impact our business operations. We are all expected to abide by our Code and take responsibility for our actions.

If you are ever in doubt about the right course of action — or observe an action inconsistent with our values or Code — you are empowered to raise the issue with your supervisor or the many other [Harris Resources](#) available to you. You can do this with complete confidence because Harris does not tolerate retaliation against anyone for asking questions or raising concerns in good faith.

Acting with integrity is the way Harris does business. We will not compromise our values to achieve business objectives. This is what our customers, suppliers, communities, shareholders, and other stakeholders expect.

Thank you for your ongoing commitment to living our values every day.

Sincerely,

**BILL BROWN**

Chairman, President and Chief Executive Officer  
Harris



## A COMMITMENT TO OUR MISSION AND VALUES

Our culture is fueled by our commitment to Harris' mission and to our values which govern all of our business activities and relationships. Most importantly, we make business decisions with integrity, based upon our passion for doing what is right, which includes speaking up when we observe potential misconduct.

## MISSION AND VALUES

*Our mission and values are the driving forces behind all we do at Harris.*

### Our Mission

Harris will be the best-in-class global provider of mission-critical products, systems, and services to both government and commercial customers, combining advanced technology and application knowledge to offer a superior value proposition.

### Our Values

#### INTEGRITY

In our words and actions

#### EXCELLENCE

In everything we do

#### CUSTOMERS

Exceeding expectations

#### RESULTS

Focused on driving business growth, shareholder returns, and rewarding performance

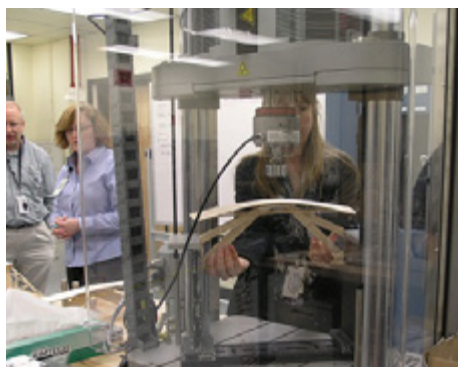
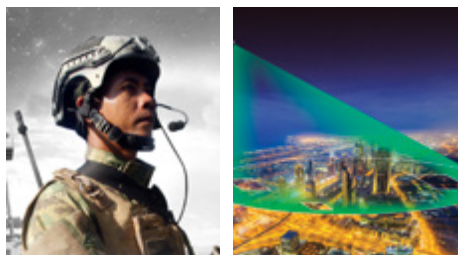
#### INNOVATION

Demonstrating initiative and creative thinking

#### INCLUSION

Embracing diverse ideas and talent





## RELATIONSHIP OF OUR CODE TO HARRIS POLICIES AND LAWS

***We understand adhering to our Code and the law is mandatory. We hold ourselves accountable to the highest ethical standards.***

The Harris Code of Conduct (“Code”) is intended to reinforce our commitment to our values and to help promote ethical conduct. It highlights the laws, regulations, and policies we need to know and follow while working for Harris, and directs us to the appropriate [Harris Resource](#) when we need more information.

### Compliance Is Required

We understand that we all have an obligation to comply with our Code, our policies, and the laws where we do business. Violations are taken seriously at Harris and may result in disciplinary action, up to and including termination of employment.

### Policy Updates

From time to time changes to our Code or underlying policies may be necessary. For the most current version of our Code and a complete listing of the corporate-wide policies that govern our business, visit the [Corporate Policy & Procedure Library](#).

### Requesting Waivers

Waivers to our Code including exceptions or exemptions, may be necessary in unique situations and can only be granted with prior written approval from the General Counsel. Waiver requests for Harris’ executive officers can only be granted by our Board of Directors and must be disclosed as required by law.

## OUR RESPONSIBILITIES

### ***We live our values and behave ethically.***

Our Code applies to every one of us, including Harris' Board of Directors, executives, employees, agents, and contractors. We also expect our suppliers, customers, and other business partners to act in an ethical manner consistent with our Code.

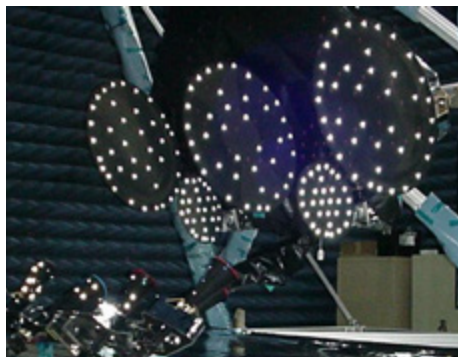
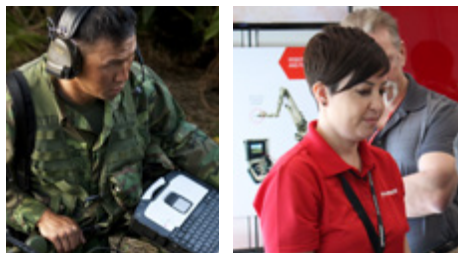
#### **We are all responsible for:**

- Conducting our business activities in line with our values
- Understanding and following our Code, policies, and procedures
- Seeking guidance, raising concerns, and reporting observed or suspected misconduct
- Completing all required training on time including periodic certification to compliance with our Code
- Cooperating with investigations

Harris leaders should also:

- **Set the tone** by promoting our values and Code, responding to employee concerns, and refraining from retaliatory behavior
- **Model ethical behavior** by demonstrating integrity, being inclusive, treating others with respect, and ensuring employees are not pressured to compromise Harris' policies or the law
- **Foster an ethical culture** where employees are encouraged to speak up, ask questions, and report behavior inconsistent with our values and Code, without fear of retaliation

 [Click here for related POLICIES & INFORMATION](#)



## OUR REPORTING RESPONSIBILITIES AND HARRIS RESOURCES

***We have a responsibility to report concerns or seek guidance when we are unsure about a situation or behavior.***

At Harris, we have an environment of open communication and trust. If an employee has a question or concern, they are encouraged to speak to a supervisor or other member of the management team. Any employee who suspects or becomes aware of any potential misconduct must report the issue to any one of the following [Harris Resources](#):

- A supervisor or other member of management
- A Subject Matter Expert (EHS, Employment Equity, Finance, Global Security, Government Compliance, Information Security, Trade Compliance)
- A Human Resources Business Partner
- A member of the Legal Department
- An Ethics Advisor or Director/Manager of Ethics & Compliance
- The Harris [AdviceLine](#)

### ! IMPORTANT

If we have specific concerns about matters pertaining to accounting, internal controls, auditing, financial reporting, disclosure, or possible violation of securities laws, in addition to the above avenues of reporting, we may also report our concerns directly to Internal Audit.

[Click here for related POLICIES & INFORMATION](#)

## THE HARRIS ADVICELINE

The [AdviceLine](#) is a resource for employees and other stakeholders to ask questions or report concerns confidentially or anonymously where allowed by local law. It is managed by an independent third party and is available 24 hours a day, 7 days a week, in multiple languages.

For concerns raised outside of the U.S., Harris complies with local reporting and privacy laws.

[Click here for related POLICIES & INFORMATION](#)

### THE HARRIS ADVICELINE CAN BE REACHED BY:



**1-855-477-4272  
IN THE U.S.**

access the website below for  
country-specific phone numbers



**ONLINE AT  
[WWW.HARRISADVICELINE.COM](http://WWW.HARRISADVICELINE.COM)**



## MAKING ETHICAL DECISIONS

Our Code cannot anticipate every scenario in which we might encounter an ethical dilemma or question. We should always use our best judgment. When faced with an ethical dilemma, follow Harris' Ethical Decision-Making Model – ACT – a simple three-step process to guide us in applying our values when making decisions.

### ASK WHAT THE ISSUES ARE.

Many serious ethics issues can be avoided by taking a moment to think about the situation before taking action

**CONSIDER OUR VALUES AND RESPONSIBILITIES IN THE SITUATION.** Good decisions are based on our values and applicable policies and laws, as well as common sense

**TAKE ACTION.** In a timely manner, ask for help, obtain more information, or report the matter to a [Harris Resource](#)



## RETALIATION IS STRICTLY PROHIBITED

***We have zero tolerance for retaliation against anyone who, in good faith, raises a concern, reports a suspected ethics or compliance violation, or participates in an investigation.***

An employee will not be discharged, demoted, suspended, threatened, harassed, or in any way subjected to adverse treatment in their employment because of any such good faith report, including reports made to government authorities. Individuals who engage in retaliatory behavior against others may be subjected to disciplinary action, up to and including termination.

[Click here for related POLICIES & INFORMATION](#)



### DEFINITION

Making a report “in good faith” means providing honest, complete, and accurate information even if it later proves to be unfounded.

## INVESTIGATIONS AND INQUIRIES

***We will fully investigate any suspected ethics or compliance violations.***

All questions, concerns, and reports of possible misconduct are taken seriously. Harris will conduct a thorough investigation and take appropriate action whenever violations of our Code, policy, or law have occurred. The content of all investigations will be treated confidentially, to the extent legally possible. This means that we are expected to:

- Cooperate with internal investigations and interviews
- Always tell the truth and never provide false statements

### ! IMPORTANT

**Government Interviews** – If contacted for interviews by government representatives or an agent conducting civil or criminal investigations related to Harris, we must immediately notify our supervisor and the Legal Department for further assistance. When we participate in government interviews, we always provide complete and accurate statements.

For questions, answers, and more information about our individual rights when involved in government interviews or investigations, click on the link below.

[Click here for related POLICIES & INFORMATION](#)

# A COMMITMENT TO EACH OTHER

**We are committed to cultivating a work environment that promotes our values.**

We demonstrate our values by adhering to high ethical standards, respecting the unique characteristics of each individual, and treating one another with dignity and respect.

We value teamwork and treat each other respectfully, free from discrimination, and with dignity because it's the right thing to do. We hold ourselves accountable to adhering to safety procedures, stopping work when necessary, and reporting unsafe conditions.

## RESPECT IN THE WORKPLACE

***We are committed to maintaining a respectful and inclusive work environment, free of discrimination and harassment.***

Our employees are our most valuable resource. We are individually accountable for creating a workplace that values our diversity and ensures the opportunity for everyone to contribute to Harris' success. This means that we:

- Treat each other in a respectful and professional manner
- Do not discriminate against groups or individuals based on race, ethnicity, color, national origin, religion, disability, age, gender, gender identity, gender expression, genetic information, sexual orientation, marital status, veteran status, citizenship status, or any other protected category
- Provide an inclusive work environment that is free from any form of harassment or other behavior that creates an intimidating, hostile, or offensive work environment
- Make all employment-related decisions based on merit
- Comply with all equal employment opportunity and related laws

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### DEFINITION

**Harassment** is not only sexual in nature; it includes any unwelcome conduct that creates an intimidating, offensive, or hostile work environment. It can take many forms, including physical actions, spoken or written remarks, videos, or pictures.

## A COMMITMENT TO EACH OTHER



ACCEPT ONLY **ZERO**



## HEALTH AND SAFETY

***We are committed to protecting our employee's health and safety.***

We are responsible for creating and maintaining a safe work environment and practicing safe work habits. Through our Accept Only Zero philosophy, we strive to prevent occupational illnesses and injuries at all of our locations, and to maintain a drug-free and violence-free workplace. This means that we:

- Comply with all applicable health, safety, and security policies, procedures, internal controls, and regulations
- Do not tolerate any acts of intimidation, aggressive behavior, or threats of physical violence
- Prohibit the possession of explosives, firearms, or weapons inside Harris facilities or at Harris-sponsored events, regardless of any license or permit
- Will not use, be under the influence of, possess or distribute illegal drugs, controlled substances or alcohol while on Harris premises or when conducting Harris business. The only exception is when alcohol is consumed in moderation during approved business events.

### **IMPORTANT**

We are required to immediately report any work-related injuries or actual or potential safety violations of our policies or applicable laws to a [Harris Resource](#).

[Click here for related POLICIES & INFORMATION](#)

## PRIVACY OF PERSONALLY IDENTIFIABLE INFORMATION

***We respect employee, customer, and third-party personal information.***

Many countries have strict laws governing data protection and privacy. For those who have access to personally identifiable information related to our employees or to others, we must always ensure that proper measures are taken to protect this information and exercise caution prior to disclosing it to others. This means that we:

- Only access, collect, use, or share personal information for authorized business reasons
- Take measures to safeguard personal information from loss, misuse, or unauthorized access
- Use special care when transferring personal information to an authorized third party and use nondisclosure agreements or similar measures to safeguard information
- Retain and store records in accordance with the law

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### DEFINITION

**Personally identifiable information** is any information that can be used to identify, contact, or locate an individual including, but not limited to, names, phone numbers, addresses, social security numbers, payroll, demographic, employment, and medical records.



## AVOIDING CONFLICTS OF INTEREST

***We must avoid situations where our individual interests might conflict or appear to conflict with the interests of Harris.***

As employees of Harris, we must act in the best interest of Harris and devote our full professional effort to our jobs. Any activity, situation, or relationship that conflicts or appears to conflict with the interests of Harris must be promptly and fully disclosed. While we cannot list every potential conflict of interest, some common examples are:

- Hiring or managing someone with whom we have a personal relationship, which includes any form of romantic relationship between supervisor and employee
- Conducting business with a supplier, contractor, or customer involving a financial or personal relationship
- Being employed by or having a business connection with a competitor, supplier, or customer
- Using Harris equipment or resources for non-Harris business purposes

### IMPORTANT

**Company Opportunities** – A conflict of interest can also arise when an individual uses their position with the company for personal gain. We may not take advantage of opportunities that belong to Harris. Additionally, we may not use company resources, information, or our position for personal gain or to compete with Harris in any way.

### DEFINITION

**Conflict of interest** – Occurs when our personal, financial, or family interests or relationships interfere, or appear to interfere, with our ability to be objective or act in the best interest of Harris.

**Personal relationship** – Refers to individuals that others may perceive to influence an employee's decision-making, including but not limited to spouses, domestic partners, romantic partners, friends, and relatives such as siblings, parents, children (natural, adopted, or step), grandparents, grandchildren, aunts, uncles, and in-laws.

# A COMMITMENT TO OUR CUSTOMERS

As part of our relentless pursuit of excellence and our dedication to our customers, we are committed to providing high-quality products and services, complying with customer requirements, and adhering to the laws that govern our business. We strive to exceed our customers' expectations every day by solving their toughest mission-critical challenges by providing solutions that connect, inform, and protect.

**DEFINITION**

A **kickback** is any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind that is provided, directly or indirectly, to obtain or reward favorable treatment in connection with a prime contract or a subcontract.

**WORKING WITH GOVERNMENTS**

***We comply with the laws, regulations, and rules that apply to government contracting.***

In all of our business dealings, we conduct ourselves in an honest and ethical manner and expect the same of everyone who works on our behalf, including, but not limited to, agents, business partners, subcontractors, and other third parties. The rules for providing products, services, and solutions to the government or other public sector entities are complex and considerably stricter than those that govern our work with commercial customers. Working with governments means that we:

- Maintain the highest levels of procurement integrity
- Avoid kickbacks, bribes, and illegal or unethical commissions
- Provide accurate submissions of time charging and other costs
- Do not hire former government employees without authorization
- Understand and avoid organizational conflicts of interest

## Procurement Integrity

Maintaining the highest levels of procurement integrity means that we:

- Follow the procedures our customers have in place for awarding contracts and never do anything to compromise the integrity of the bidding process
- Compete fairly and honor applicable laws and regulations that apply to government contracting
- Protect all confidential or proprietary information obtained or received throughout the procurement process
- Do not obtain or use any confidential or proprietary competitor proposal information, or pre-award government source selection information
- Avoid kickbacks to include soliciting, offering, or paying anything of value for the purpose of obtaining or rewarding favorable treatment in the procurement and contracting processes



## A COMMITMENT TO OUR CUSTOMERS

**Accurate Reporting**

Accurate reporting means that we ensure everything we provide to our government customers is current, truthful, complete, accurate, and submitted in a timely manner. This includes:

- Anything related to cost (e.g., labor hours, travel, material, and other costs)
- All correspondence (e.g., representations, certifications, statements, and communications)
- Bids and proposals
- Claims and disclosures

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**❗ IMPORTANT**

**Time Charging** – It is critical that we ensure we promptly and accurately report only the actual hours we work and that they are recorded to the appropriate account or program in accordance with contract requirements and internal policies and procedures.

**Former Government Employees**

Compliance with hiring former government employees means we:

- Understand and abide by the rules and regulations related to discussing a potential job opportunity with current or former government employees
- Ensure honest and fair dealings with potential job opportunities and avoid potential or apparent impropriety

**Organizational Conflicts of Interest (OCI)**

Compliance with regulations concerning OCI means we recognize and avoid situations where Harris is unable or potentially unable to give impartial advice or be objective, or has an unfair competitive advantage.

[➡ Click here for related POLICIES & INFORMATION](#)

## COMMITMENT TO QUALITY

***We are committed to exceeding customer expectations.***

We are passionate about our customers' success and believe that the best way to build successful, healthy, long-lasting customer relationships is to provide customers with superior products and services. We work to understand and meet our customers' needs, while always remaining true to our own ethical standards and to Harris' values. This means that we:

- Comply with all internal quality controls and applicable quality standards, contract requirements, and regulations that govern our products and services
- Deliver materials, products, and services in accordance with the quality control and testing promised under our contracts and guard against product substitution or use of counterfeit parts
- Continuously focus on improving our processes in order to drive flawless execution

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## PREVENTING BRIBERY AND CORRUPTION

***We do not offer, provide, or accept anything of value that could improperly influence our business decisions or those of our customers.***

We are committed to conducting business operations consistent with the U.S. Foreign Corrupt Practices Act (“FCPA”), the United Kingdom Bribery Act (“UKBA”), and the anti-corruption laws of the countries in which we operate. This means that we:

- Never engage in bribery which includes giving, offering, accepting, or promising anything of value that may be construed as illegal or improper
- Conduct due diligence when hiring or managing third-party intermediaries, as we can be held liable for their actions
- Accurately record all payments and transactions
- Prohibit facilitation payments unless someone’s safety or welfare is at stake or advance approval from Legal Department is obtained
- Do not engage in financial transactions that, directly or indirectly, promote or result from criminal activity, including false invoices, unauthorized payments to offshore banking locations, or unauthorized payments to third parties outside the territory in which the third party operates
- Do not become involved in financing, supporting, or assisting any terrorist person, activity, or organization

### DEFINITION

**Bribery** is not limited to cash payments, and may also include:

- Cash equivalents (gift cards, gift certificates, or money orders)
- Gifts, entertainment, hospitality, and travel that go beyond a valid business need
- Political or charitable contributions suggested or directed by a government official

**Facilitation payment or “grease payment”** is a payment of cash or the provision of a small gift to a low-level government official to speed or initiate the performance of expected government services to which Harris is entitled. Facilitation payments do not include payment of established fees for government services.

 [Click here for related POLICIES & INFORMATION](#)

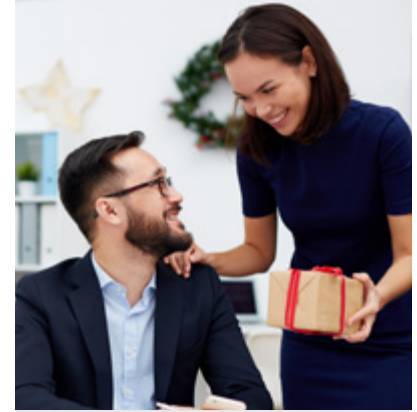
## BUSINESS COURTESIES

***We give or receive business courtesies in strict compliance with anti-corruption laws and Harris policy.***

The exchange of business courtesies can foster relationships and celebrate business successes, but it can also potentially improperly influence decision-making or give the appearance of impropriety.

When receiving business courtesies, we:

- May not request or accept business courtesies with an agreement to do anything in return, particularly when involved in contract solicitation or negotiations
- Only accept business courtesies consistent with reasonable marketplace customs and in compliance with Harris policy
- Never accept cash or cash equivalents, such as gift cards
- Will decline or return inappropriate business courtesies, or if they cannot be returned, we will turn them over to a [Harris Resource](#)



### DEFINITION

**Business courtesies** are anything of value, including gifts, entertainment, or hospitality, provided to or received from a third party for the purpose of fostering a business relationship. They can include meals, social events, sporting events, travel, lodging, favors, gratuities, discounts, and services.

## A COMMITMENT TO OUR CUSTOMERS

**DEFINITION**

**Government official** is a broad term that includes civil servants, officials of state-owned commercial enterprises, office seekers, political party officials, and the family members of such individuals.

When providing business courtesies to government officials or commercial customers, regardless of local law or custom, we:

- Do not offer or provide business courtesies of excessive value (extended trips, electronic equipment, designer brands, events, or outings)
- Provide business courtesies in connection with a bona fide and legitimate business purpose
- Utilize the [Business Courtesy Request System \(BCRS\)](#) to obtain advance approval for business courtesies when applicable
- Accurately record all related transactions (e.g., reflect in expense reports or petty cash vouchers)

[Click here for related POLICIES & INFORMATION](#)

## FAIR COMPETITION

***We are committed to competing fairly and conducting our business in compliance with all applicable competition and antitrust laws.***

We believe in fair and open markets, and must never engage in improper practices that may limit competition. We compete vigorously to be an industry leader through superior performance, price, and quality. This means we:

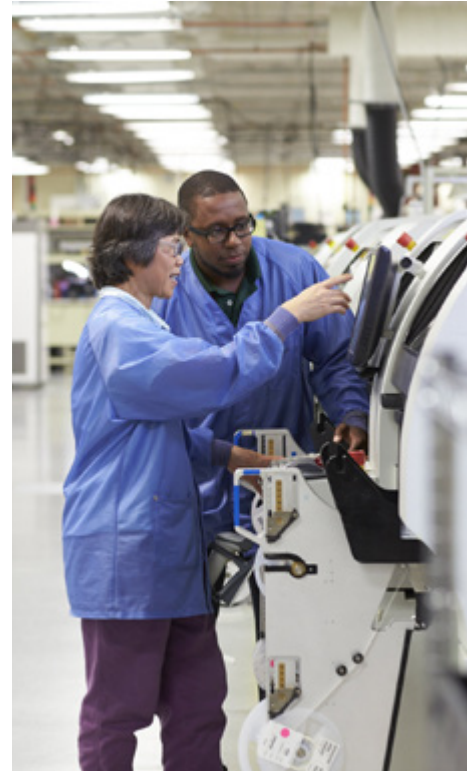
- Support and comply with competition laws in all markets and jurisdictions in which we do business
- Never attempt to monopolize a market or control prices with our competitors, customers, or suppliers, either through written or verbal agreement
- Never seek to obtain confidential or proprietary information of a competitor

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### **IMPORTANT**

**Ethical Sales Practices** – We must always speak truthfully about Harris and our products and services, and should not misrepresent their features or condition. We should also never make false statements about competitors.

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## EXPORTS, IMPORTS, AND TRADE COMPLIANCE

***We conduct our international business in compliance with all U.S. and international trade laws and regulations.***

As an international business, our transactions often involve moving products, technology, and services across national borders. Many countries in which Harris operates have complex restrictions on trade in military and dual-use goods, technology, and services. Additionally, trade with certain countries and individual governments is heavily regulated. This means we:

- Adhere to all export and import laws that regulate the transfer of certain military or commercial products, information, technology, and defense services, including all licensing and customs requirements
- Do not enter into any agreements or provide information that could be construed as furthering boycotts
- Understand that we cannot directly or indirectly conduct business with U.S.-sanctioned countries, including providing military products or services to countries under an arms embargo by the U.S. Government

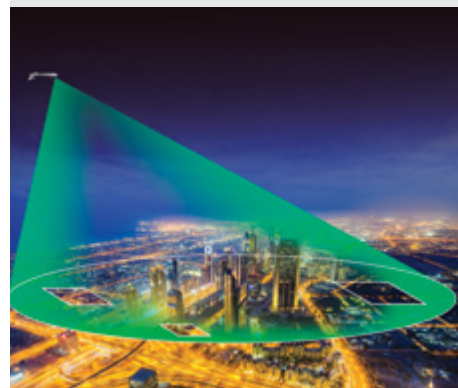
### **! IMPORTANT**

Before disclosing technical data to a foreign person or hosting a foreign person at a Harris facility, fully understand any applicable export requirements and limitations.

[Click here for related POLICIES & INFORMATION](#)

### **DEFINITION**

Under U.S. law, an export can occur whenever equipment or technical data is released or made available to a “foreign person,” whether within or outside the U.S. **A foreign person includes anyone who is not a U.S. citizen or permanent resident.** Exports of technical data can take place in a variety of ways, including document shipments, proposals to foreign customers, technical publications and presentations, email and other communications, demonstrations and promotional literature, trade and air shows, and plant tours.



## A COMMITMENT TO OUR STAKEHOLDERS

Our stakeholders rely on us to deliver strong Results. We do this by protecting Harris' physical and financial assets, confidential information, and intellectual property. We are careful in our communications not to use or disclose our, or others', confidential information or intellectual property in an inappropriate way.



## DEFINITION

**Confidential Information and Intellectual Property** includes any confidential, proprietary, or trade secret information, whether marked or not.

Examples include:

- Specific technical, design, or process data
- Pricing and proposal information
- Financial, marketing, and strategic plans
- Customer or supplier lists
- Computer programs or databases
- Patents, trademarks, and copyrights

## CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

***We protect confidential information, classified information, export-controlled information, and intellectual property.***

We are required to use confidential information and intellectual property, whether written, electronic, or in any other form, solely for legitimate business purposes. This means we:

- Prevent unauthorized use, disclosure, or access to confidential information that belongs to Harris or third parties
- Ensure an approved nondisclosure or confidentiality agreement is in place before any exchange of Harris' confidential information or receipt of a third party's confidential information
- May NOT take or use Harris' confidential information upon terminating from Harris without explicit approval
- Always protect Harris' Intellectual Property and respect the Intellectual Property rights of third parties

[Click here for related POLICIES & INFORMATION](#)

## MATERIAL NON-PUBLIC INFORMATION AND INSIDER TRADING

***We only use material non-public information for legitimate business purposes and do not trade securities based on material non-public information.***

During the course of our work, we may have access to material non-public information about Harris, our business partners, or others. We are all responsible for protecting this information and avoid using it for personal gain. This means we:

- Protect material non-public information, as it is confidential, from disclosure or unauthorized use
- Are prohibited from buying or selling securities, including stock, bonds, options, and other derivatives, when we are aware of material non-public information, including “tipping” or recommending trades to family members, friends, or others
- Permit employees at Director level and above, or employees with access to financial results, to trade Harris stock only during “open window” periods following the public release of Harris’ quarterly earnings in compliance with our policies

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### DEFINITION

**Material non-public information** is any information that a reasonable investor would likely consider important in making a decision to buy, hold, or sell securities, and that has not been disclosed broadly to the marketplace with sufficient time to be fully absorbed. Examples include changes in senior management, mergers, acquisitions, award or cancellation of major contracts or major sales of assets, and financial information (including sales, orders, or income results).

## COMMUNICATING HARRIS INFORMATION

***We are committed to accurate, honest, and timely communications to the public, the media, our shareholders, and government officials and agencies.***

As a publicly-traded company, we are subject to regulations that govern what and how we must disclose information to the public. To protect our reputation and maintain integrity with our external stakeholders, only those authorized may speak on behalf of Harris. This means we:

- Do not make unauthorized public statements that include financial or other confidential information about Harris or about those with whom we do business
- Refer all requests received from members of the media and financial analysts to the Communications Department

 [Click here for related POLICIES & INFORMATION](#)

## SOCIAL MEDIA

***We encourage employees to use social media responsibly.***

While the Internet provides us with the potential to share valuable information using a wide variety of social media tools such as LinkedIn, Twitter, or personal websites or blogs, we are all responsible for exercising care and using good judgement on social media sites. This means we:

- Never post material that is obscene, threatening, or abusive
- Never disclose Harris, customer, or third-party proprietary or confidential information
- Ensure that the opinions expressed are stated as our own and not those of Harris

 [Click here for related POLICIES & INFORMATION](#)

## BUSINESS RECORDS AND RECORD MANAGEMENT

***Our business records and disclosures must be accurate, complete, and timely.***

Our shareholders, business partners, customers, government officials, and the public rely on the accuracy and completeness of our business records and disclosures. We are responsible for honesty and transparency in the preparation and maintenance of our business records, including our time cards, expense reports, cost or pricing data, billing, quality, safety, and procurement records. Employees with a role in financial or operational recording or reporting have a special responsibility in this area, but we are all responsible for helping to ensure the information we record is accurate, complete, and maintained in a manner that is consistent with our policies, internal controls, and the law. This means we:

- Maintain accurate records in accordance with all legal and business requirements
- Accurately reflect all transactions in our financial records and ensure that they do not contain false or misleading statements or entries

- Retain or dispose of records according to our record retention policy
- Properly document business expenses in compliance with established policies and procedures
- Preserve records that are subject to a legal hold

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### IMPORTANT

In some situations involving litigation or investigations, Harris may issue a **legal hold** in which we may be required to retain records beyond the normal period prescribed by our policies. It is never permissible to alter, falsify, conceal, or misrepresent Harris' records, especially those subject to a legal hold.

 [Click here for related POLICIES & INFORMATION](#)

## PROTECTING HARRIS ASSETS

***We are responsible for the appropriate use of Harris property, equipment, and other assets.***

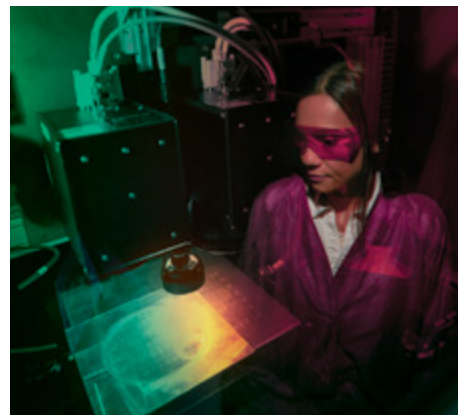
We are personally responsible for protecting Harris assets, and those provided to us by our customers, against unauthorized access, fraud, theft, loss, or abuse. Such assets should only be used for business purposes. This means we:

- Follow all policies and procedures intended to protect Harris assets
- Immediately report any suspicions of cyber-attack (e.g., phishing emails), fraud, theft, loss, or misuse of Harris assets
- Do not share passwords and only access data that we are authorized to view
- Only download, install, or run authorized or licensed software
- Use and manage property provided by a government customer or other third party according to the terms of the agreement or contract
- Return Harris property, including files or data, when we leave Harris employment

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### **! IMPORTANT**

Harris reserves the right to monitor the information on all of our electronic systems, as permitted by law, to work with third parties to ensure our assets are protected, and to block access to inappropriate websites.



### **DEFINITION**

**Harris assets** include time, material, equipment, facilities, information, computers, and Information Technology systems (including email) and the data or information sent or received on any Harris electronic communications systems.



## A COMMITMENT TO OUR GLOBAL COMMUNITY

Our culture of creative thinking allows us to demonstrate *Innovation* with our actions in our global communities. We take the initiative to meet—or exceed—regulatory standards, and to demonstrate sustainability and corporate social responsibility. We strive to be a valued partner to our neighbors, our nation, and our allied countries by preserving the environment, preventing human trafficking, and volunteering in the communities in which we live and operate.

## POLITICAL ACTIVITIES AND LOBBYING

***We do not engage in unauthorized lobbying or other political activity.***

Many laws regulate lobbying and the use of Harris funds or assets for contributions to candidates for political office. This means that, without prior approval from the Government Relations Department, we:

- Do not make direct or indirect political contributions on behalf of Harris
- Do not lobby government officials on behalf of Harris
- Do not actively advocate, endorse, or otherwise promote a political or social position on behalf of Harris

While we are all encouraged to participate as individuals in the political process, we must conduct these activities on our own time and using our own personal resources. Additionally, Harris imposes additional restrictions on the personal political activities of “covered persons,” specifically that covered persons and their family members must obtain prior approval from the Government Relations Department to make a political contribution or engage in any fundraising activities.

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### DEFINITION

**Lobbying** includes attempts to influence elected or appointed government officials with respect to legislation, regulations, programs, policies, nominations, and other types of similar actions. We must obtain approval before attempting to influence the actions of any elected or appointed government official or their employees, or hiring an outside lobbyist to work on behalf of Harris.

**Covered Persons** are any member of Harris' Board of Directors, officer, director-level and above employee, and any employee in a sales, business development, contracts or subcontracts position involving or potentially involving state and local government contracts.



## HUMAN RIGHTS

***We are committed to protecting human rights and preventing human trafficking.***

Harris is committed to promoting and complying with all human rights laws and standards in all of our locations. This means we:

- Do not engage in any human trafficking-related activities (e.g., procuring commercial sex acts and using child and forced labor)
- Avoid misleading or fraudulent recruiting and employment practices (e.g., charging recruiting fees, denying access to an employee's identity or immigration documents, failing to disclose key terms and conditions of employment, and failing to provide return transportation)
- Recognize the right to collective bargaining and comply with all applicable wage and hour laws

 [Click here for related POLICIES & INFORMATION](#)

## CORPORATE RESPONSIBILITY

***We are committed to good corporate citizenship and preserving the environment.***

We are dedicated to being good corporate citizens by respecting our workforce, protecting the environment, and strengthening the communities where we work and live. This means we:

- Support environmental sustainability through pollution prevention, waste management, energy and water conservation, and recycling
- Comply with all applicable environmental, health, and safety laws and regulations that apply to our facilities and products
- Are encouraged to volunteer in our communities

 [Click here for related POLICIES & INFORMATION](#)



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