

Code of Conduct - Recognizing Conflicts of Interest

Part of the Conrad Labs' culture is a spirit of open communication and cooperation for the good of the Company. When employees are open about potential conflicts, it is easier to find a way to minimize the problems.

What conflicts are and how to disclose them

A *conflict of interest* is a situation where an opportunity for personal gain is contrary to the Company's best interests.

- Avoid even the appearance of a potential conflict of interest. If you believe that you may have a potential conflict of interest, discuss it with your Team Lead right away. Your Team Lead can help you work out a way to manage the conflict. Remember, it is your responsibility to act appropriately until the situation has been addressed.

Working with family members

It is natural to want the best for your family, but when family members interact in the workplace it is easy for it to look like favoritism. Addressing these situations proactively can prevent problems.

- If two family members both work for Conrad Labs, one family member cannot report to another.
- If your family member owns or works for a company that does business with Conrad Labs, you must disclose this fact. Without pre-approval by the management, you may not manage the relationship with the other company.

- A *family member* is a parent, sibling, spouse, child, in-law, grandparent, grandchild, or another person, if they are regularly residing in your household.

Outside work

You are expected to devote your full professional energies to your work at Conrad Labs. All side jobs or personal business activities that are profit-related need to be disclosed to the Company. Conrad Labs encourages everyone to participate in nonprofit activities, consistent with our commitment to giving to our communities.

- For any **profit-related activities** that would take time away from job or create a potential conflict with the company, you need approval from your team lead and the management, even if you are not personally being compensated for the outside activity. If you have been asked to sit on the Board of Directors or an Advisory Board of a for-profit organization (even if you are not being compensated for it), you need approval from your team lead and the management.
- For any **nonprofit activities** that would conflict or could conflict with the company's business, you need approval from your team lead. If you have been asked to sit on the Board of Directors of a nonprofit organization, you also need to get approval from your team lead and the management.