

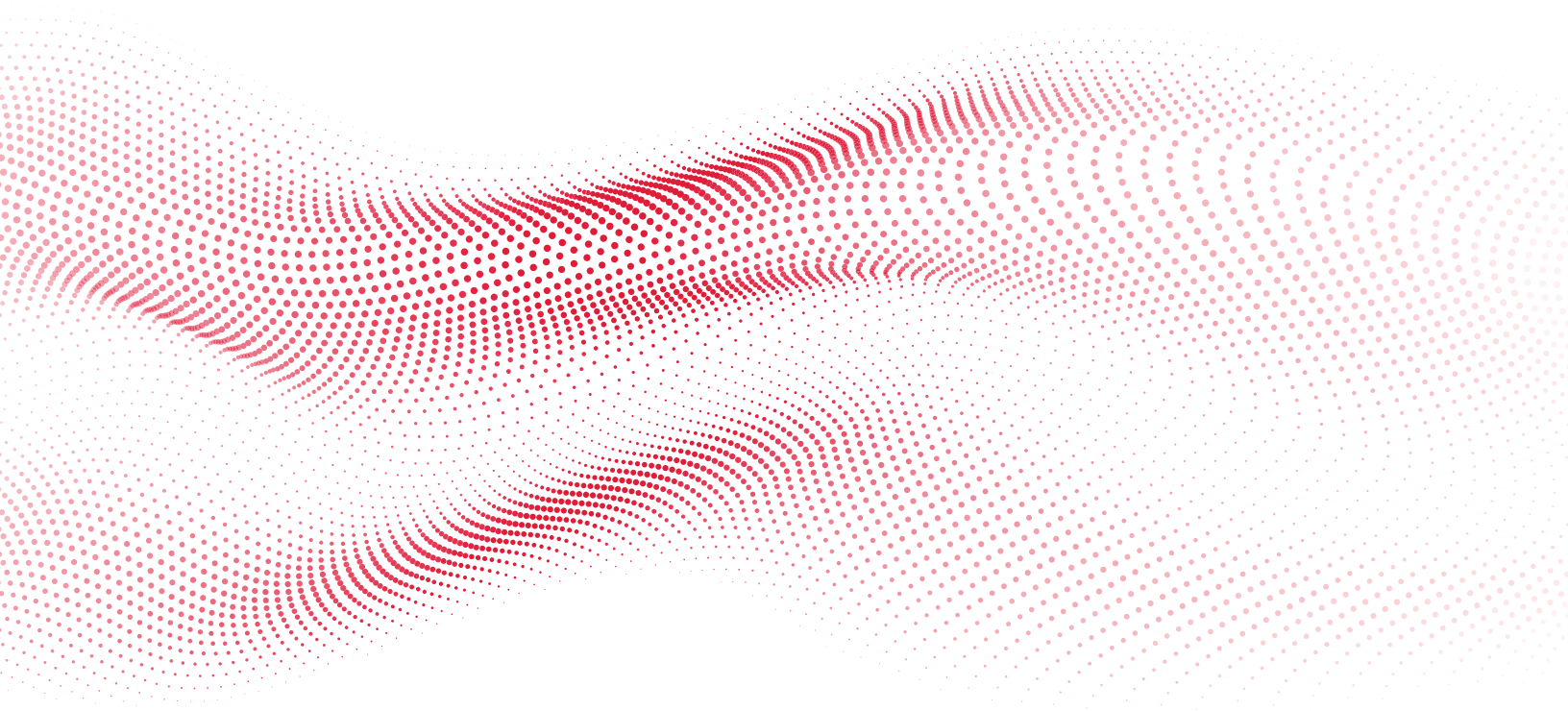
PLASKOLITE

CODE OF CONDUCT

A practical guide to ethical conduct, workplace expectations, and values in action.

PURPOSE

This guide summarizes key conduct expectations reflected in the Corporate Employee Handbook and organizes them into a concise, employee-facing reference. It is intended to complement, not replace, the full handbook and applicable policies.



OUR CORE VALUES

Our **vision** defines who we are as a company, reminds us of the bigger picture, unifies us, and inspires and motivates us toward a common goal: to be the catalyst for thermoplastic innovation that accelerates transformation.

PLASKOLITE is guided by two core values: Integrity and improvement. These values shape how we manufacture and how we partner with customers worldwide.

INTEGRITY

Challenges us to always do the right thing for our people, our products, and our place.

» PEOPLE

- We treat everyone with respect, fairness, and honesty, fostering trust and open communication.

» PRODUCT

- We ensure every product meets our high standards through responsible manufacturing and rigorous quality control.

» PLACE

- We maintain safe, transparent, and compliant work environments where doing what's right comes first.

IMPROVEMENT

Invites us to always strive to improve and deliver the best in everything we do for our people, our products, and our place.

» PEOPLE

- We invest in personal development and encourage continuous learning and feedback.

» PRODUCT

- We continuously refine materials, processes, and technologies to enhance quality and performance.

» PLACE

- We shape our facilities and the communities they reside in to be more efficient, sustainable, and globally connected.

VALUES IN ACTION

Speak up when something does not seem right. Treat others with respect. Follow safety procedures. Protect company property, information, and resources. Make ethical decisions, even when no one is watching.

GUIDE AT A GLANCE

1

OUR CONDUCT COMMITMENT

What the code is and how it should be used

2

ETHICAL BUSINESS PRACTICES

Integrity, anti-fraud, anti-corruption, conflicts of interest

3

RESPECTFUL WORKPLACE

Equal opportunity, non-harassment, inclusion, retaliation prevention

4

SAFETY AND RESPONSIBLE OPERATIONS

Safety, PPE, substance-free workplace, emergencies

5

COMPANY ASSETS AND INFORMATION

Confidentiality, technology, data protection, records

6

SPEAKING UP

Reporting concerns, open door, non-retaliation

7

DECISION GUIDE AND ACKNOWLEDGEMENT

Decision checklist and employee sign-off

1 OUR CONDUCT COMMITMENT

The Code of Conduct sets expectations for ethical decision-making, professional behavior, compliance, safety, and respect. It applies to employees, leaders, contractors, and company representatives when performing work for or on behalf of PLASKOLITE.

- » Use sound judgement and seek guidance when unsure.
- » Follow the Employee Handbook, applicable policies and legal requirements.
- » Represent the Company professionally and honestly.
- » Understand that violations may result in corrective action, up to and including termination.

LEADERSHIP EXPECTATION

Leaders should model the Code, create an environment where employees can raise concerns, address issues promptly, and reinforce policy expectations through coaching and accountability.

2 ETHICAL BUSINESS PRACTICES

Ethical conduct protects Plaskolite's reputation, assets, relationships, and long-term success. Employees are expected to conduct business honestly and to avoid conduct that could undermine trust.

- » **DO NOT** commit or conceal fraud, theft, bribery, corruption, embezzlement, forgery, expense fraud, or financial misrepresentation.
- » **DO NOT** offer, promise, or provide anything of value to a government official, customer, or business partner to improperly influence a decision, and do not accept gifts, entertainment, or favors that could influence, or appear to influence, a business decision.
- » **DO NOT** discuss or agree with competitors on pricing, terms, output, or customer or territory allocation, and use caution when participating in trade associations or benchmarking activities that could raise antitrust concerns.
- » **DO NOT** knowingly misrepresent the Company or speak on behalf of the Company unless authorized.
- » Use the most conservative course of action when a business expense or situation is not clearly addressed by policy.
- » Maintain accurate business records, including timekeeping, expense reporting, safety records, and employment-related documentation.
- » Support fair labor practices in our operations and supply chain, including prohibitions on forced labor, child labor, and human trafficking.

3 RESPECTFUL WORKPLACE

PLASKOLITE is committed to a workplace where employees can contribute in an environment free from harassment, discrimination, retaliation, abuse, and violence.

- » Treat employees, customers, suppliers, visitors, and business partners with dignity and professionalism.
 - » **DO NOT** engage in harassment, discrimination, bullying, intimidation, threats, retaliation, or abusive conduct.
 - » Support equal employment opportunity and fair treatment, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or other status protected by law, in recruiting, hiring, placement, promotion, training, compensation, and other employment practices.
 - » Support a diverse, equitable, and inclusive workplace where employees feel respected and valued.
 - » Follow the Employee Handbook, applicable policies and legal requirements.
 - » Report concerns promptly to Human Resources, a supervisor, management, or an approved reporting channel.
 - » Employees who need a reasonable accommodation for a disability or a sincerely held religious belief should contact Human Resources.
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4 SAFETY AND RESPONSIBLE OPERATIONS

Safety is a shared responsibility. Employees are expected to make safe choices every day and to raise concerns when they see unsafe conditions or behaviors.

- » Follow all safety rules, procedures, signs, and training requirements.
- » Wear required PPE and immediately report unsafe conditions, hazards, incidents, injuries, and near misses.
- » Never work under the influence of drugs or alcohol or possess, distribute, sell, or use illegal substances at work or while conducting Company business. Specific requirements may vary by state and worksite; consult your site policy or Human Resources with questions.
- » **DO NOT** possess or bring weapons onto Company property or while conducting Company business, except as expressly authorized by law and Company policy.
- » Follow emergency, business closure, facility, and visitor protocols.
- » Protect the environment by supporting responsible manufacturing, waste reduction, energy efficiency, and sustainable practices.

5 PROTECTION OF COMPANY ASSETS AND INFORMATION

Employees are entrusted with company property, technology, confidential information, and business systems. These resources must be used responsibly and protected from misuse or unauthorized disclosure.

- » Protect company property, equipment, products, records, credit cards, keys, keycards, software, and systems.
- » Safeguard trade secrets, confidential business information, customer lists, financial information, sales records, marketing plans, product development information, patents, trademarks, and similar commercially sensitive information.
- » Use company technology and software for authorized business purposes and comply with licensing requirements.
- » Use only Company-approved AI tools for business purposes, and do not input confidential, proprietary, or personal information into public or unapproved AI tools.
- » Use secure communication and data handling practices when working with sensitive information. Comply with applicable data privacy laws when handling employee, customer, or supplier personal information, and follow applicable trade compliance, export control, and sanctions requirements when conducting business internationally.
- » **DO NOT** share company information with media, outside parties, or unauthorized individuals. Refer inquiries to appropriate leadership or designated departments.

6 SPEAKING UP AND REPORTING CONCERNS

Employees are encouraged to raise good-faith concerns. Prompt reporting helps the Company address issues, protect employees, and maintain ethical operations.

- » Report suspected violations of the Code, Employee Handbook, law, safety expectations, fraud policy, anti-corruption policy, human rights commitments, or information security requirements.
- » Use the open door/conflict resolution process by bringing concerns to a supervisor, Human Resources, or upper-level management.
- » Reach the Ethics Hotline at:
<https://www.clearviewconnects.com/#/reporter/submit-report?org=plaskolite12&lang=en&vanity=true>
to report a concern, including anonymously. Concerns may also be sent directly to Human Resources.
- » Cooperate honestly and respectfully in investigations.
- » Retaliation against anyone who raises a good-faith concern or participates in an investigation is prohibited.
- » If you are unsure what to do, ask for guidance before acting.

Nothing in this Code restricts your right to report suspected violations of law directly to a government agency, such as the EEOC or OSHA, and you are protected from retaliation for doing so.

7 ETHICAL DECISION GUIDE

When a situation is unclear, employees should pause and ask the following questions before acting:

QUESTION	RECOMMENDED RESPONSE
Is it legal and consistent with Company policy?	If not, stop and seek guidance.
Does it reflect integrity, respect, safety, and accountability?	If not, choose a better course of action.
Could it harm employees, customers, suppliers, the Company, or the community?	If yes, escalate the concern.
Would I be comfortable if this decision were reviewed by leadership?	If not, seek guidance first.
Have I disclosed any potential conflict of interest?	If not, disclose before proceeding.

IF IN DOUBT, SPEAK UP

No guide can address every situation. When unsure, employees should contact a supervisor, Human Resources, upper-level management, or another approved reporting channel before acting.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the PLASKOLITE Code of Conduct. I understand my responsibility to comply with the standards outlined in this document and to seek guidance whenever I have questions regarding ethical or professional conduct.

This Code of Conduct is intended as a summary of expectations. It does not create an employment contract, alter the at-will nature of employment where applicable, guarantee employment for any specific duration, or create rights enforceable by any third party, and it does not replace or modify the Employee Handbook or other applicable Company policies.

EMPLOYEE NAME	
SIGNATURE	
DATE	
LOCATION / DEPT.	

Source note: This draft guide is based on content from EMPLOYEE_HANDBOOK_Corporate 12.2024, including sections on ethics, fair labor and human rights, EEO/non-harassment, safety, standards of conduct, conflicts of interest, fraud, anti-corruption, information security, communications, technology use, and reporting processes.

