

# SPACE SCIENCE SERVICES, LLC. SUPPLIER CODE OF CONDUCT

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## Overview

Space Science Services, LLC., (SSS) is committed to the highest standards of ethics and business conduct. As stated in our Code of Ethics, SSS Employees must comply with the law, honor their commitments, act in good faith, uphold SSS's values, seek to advance the interests of stakeholders, communicate openly and effectively, and hold themselves accountable.

This Code of Conduct (the "Code") sets forth our expectations for each of our product and service, and aligns with the expectations we maintain for our own managers, employees and representatives.

**General Disclaimer:** The expectations set forth in this Code are not intended to conflict with or modify the terms and conditions of customer contracts with SSS. If a contract requirement is more restrictive than this Code, SSS must comply with the more restrictive contract requirement. By way of example only, for contracts supporting U.S. Government contracts, the requirements of FAR 52.203-13, Contractor Code of Business Ethics and Conduct, also shall apply.

## Compliance with Laws

At a minimum, SSS must maintain full compliance with all laws and regulations applicable to the operation of business.

## Quality & Environmental Health and Safety

SSS's products and services must be designed, produced, and delivered with the paramount consideration being the safety and health of our employees and consumers. We will have in place quality assurance processes to detect and communicate to our customers and correct defects to ensure delivery of products and services that meet or exceed contractual quality and legal and regulatory requirements. All required inspection and testing operations must be completed properly by appropriately authorized and qualified individuals, and any required certifications must be completed accurately.

SSS will also assure safe and healthy work environments for our employees and business invitees.

## Competition on the Merits and Fair Play

SSS will compete strictly on the basis of the merits of our products and services.

SSS will not pay a bribe in any amount, to anyone, anywhere, for any reason whatsoever, whether on SSS's behalf, our customers behalf, or on behalf of others.

Accordingly, SSS will never offer, promise, authorize, or provide, directly or indirectly, anything of value (including business gifts or courtesies) with the intent or effect of inducing anyone (including a customer, employee, or higher tier or sub-tier supplier) to forego their duties and provide unfair business advantage to SSS, or others.

SSS will not engage in other deceptive or unfair market practices, whether on SSS's behalf, your behalf, or on behalf of others.

Accordingly, SSS will never make misrepresentations regarding SSS's services, your products or services, or the products or services of others.

## Conflict of Interest

SSS will avoid all conflicts of interest or situations giving the appearance of a conflict of interest in your dealings with SSS.

## International Trade Compliance

SSS will conduct business in strict compliance with all applicable laws and regulations governing (a) the export, re-export and retransfer of goods, technical data, software and services; (b) import of goods; (c) economic sanctions and embargoes; and (d) U.S. anti-boycott requirements.

## Government Procurement

SSS will take special care to comply with the unique and special rules that apply to contracting with the U.S. Government. If you support an SSS contract with the U.S. Government, SSS will at all times follow the U.S. Government's rules for competing fairly, honor restrictions applying to U.S. Government employees (e.g., receipt of gifts and employment), deliver products and services that conform to specifications, laws and regulations, adhere to government accounting and pricing requirements, claim only allowable costs, ensure the accuracy of data submitted and comply with all other applicable U.S. Government requirements.

## Information Protection

SSS will respect the legitimate proprietary rights and intellectual property rights of SSS and others. SSS will take proper care to protect sensitive information, including confidential, proprietary and personal information. You should not use such information for any purpose other than the business purpose for which it was provided, unless the owner of the information provided prior authorization.

## Non-Discrimination

SSS will treat your existing and prospective employees and business partners fairly, based only on merit and other factors related to your legitimate business interests, and without regard to race, religion, color, age, gender, gender identity or expression, sexual orientation, national origin, marital status, veteran status or disability.

## Child Labor

SSS will ensure that child labor is not used in the performance of your work, whether or not related to SSS business. The term "child" refers to any person under the minimum legal age for employment where the work is performed

## Human Trafficking

SSS will comply with laws and regulations prohibiting human trafficking. SSS will not engage in the use of forced labor, bonded labor, indentured labor, involuntary prison labor, slavery or trafficking in persons.

## Anonymous Reporting & Reporting Misconduct

SSS will provide our employees and our business partners with access to adequate reporting channels to raise legal or ethical issues or concerns, including, without limitation, reports of a violation of this Code by SSS or our business partners, without fear of retaliation, including opportunities for anonymous reporting.

In the event that you become aware of misconduct related to SSS business undertaken by any SSS employee, any of our employees, or any employees of our business partners, we expect you to promptly notify SSS's President or a Vice-President.

SSS must promptly investigate reports of legal or ethical issues or concerns.

## Your Business Partners

If our contract with our customers prohibits us from assigning, delegating, or subcontracting our obligations, we will strictly comply with this prohibition.

If our contract with our customers permits us to assign, delegate, or subcontract our obligations or procure products or services from others that will be incorporated in services acquired by SSS will carefully select our business partners, and perform due diligence, audit, and oversight to prevent and detect misconduct. SSS will flow down the principles set forth in this Code to these business partners and we will hold them responsible for ensuring compliance.

## Code Compliance

Suppliers will permit SSS and/or its representatives to assess your compliance with the expectations set forth in this Code in performing work for SSS including on-site inspection of facilities and review of associated books, records and other documentation. Suppliers will also provide SSS upon request with additional information and certifications evidencing compliance.

In the event of any wrongdoing, you will fully cooperate with any related investigation conducted by SSS and will ensure that our business partners also fully cooperate if such investigation involves their performance.