



STANDARD OPERATING PROCEDURE

TITLE: CODE OF ETHICS

Plascore requires that all officers and employees abide by the fundamental principles of ethical behavior listed here in performing their duties.

1. **Obedying the law** – We respect and obey the laws, rules and regulations applying to our business.
2. **Integrity of recording and reporting our financial results** – We properly maintain accurate and complete financial and other business records and communicate full, fair, accurate, timely and understandable financial results and other material information. We have developed a system of internal controls designed to preserve the integrity of our records and information.
3. **Respecting human rights** – We respect human rights and require our suppliers to do the same.
4. **Delivering quality** – We are committed to producing quality products and providing quality services.
5. **Competing ethically** – We gain competitive advantage through superior performance. We do not engage in unethical or illegal trade practices.
6. **Respecting diversity and fair employment practices** – We are committed to respecting a culturally diverse workforce through practices that provide equal access and fair treatment to all employees on the basis of merit. We do not tolerate harassment or discrimination in the workplace.
7. **Avoiding conflicts of interest** – We avoid relationships or conduct that might compromise judgment or create actual or apparent conflicts between our personal interests and our loyalty to Plascore. We do not use our position with Plascore to obtain improper benefits for others or ourselves. We do not engage in activities or enter into relationships that compete with Plascore.
8. **Protecting assets and information** – We use Plascore property, information and opportunities for Plascore business purposes and not for unauthorized use. We properly maintain the confidentiality of information and employee data entrusted to us by Plascore or others.
9. **Acting with integrity** – We do not offer or accept bribes, kickbacks or inappropriate gifts or entertainment. We engage in business practices that are consistent with our ethics and values.
10. **Selling to governments** – We comply with the special laws, rules and regulations that relate to government contracts and relationships with government personnel.
11. **Political contributions** – We do not make contributions on behalf of Plascore to political candidates or parties, even where lawful.
12. **Environment, health and safety** – We are committed to being a global leader in safeguarding the health and safety of our employees and protecting the environment.

Reporting – Subject to local law, any person may openly or anonymously report any ethical concern or potential or actual legal violation, including any accounting, financial, tax or anti-bribery matter, to the Ethics and Compliance representative. Confidentiality will be maintained to the fullest extent possible while permitting an appropriate investigation.

These reports may be made by postal mail, e-mail or telephone as indicated below:

Postal Mail -

Ethics and Compliance Representative
Plascore, Inc.
P.O. Box 170
Zeeland, MI 49464

E-mail –

Send email to sara.esser@plascore.com or kate.tejeda@plascore.com

Telephone –

Contact the Ethics and Compliance Representative at 888-910-2320 this is a confidential hotline used for grievances, ethics and safety issues.

Personal responsibility

Every employee has the personal responsibility to read, know and comply with the principles contained in this Code of Ethics. Subject to local law, compliance with these principles is a condition of employment, and failure to comply may result in discipline, up to and including termination.

Plascore shall determine or designate appropriate management personnel to determine, the actions to be taken in the event of violations of the Code of Ethics. These actions will be reasonably designed to deter wrongdoing and to promote accountability for adherence to the Code of Ethics.

Subject to local law every employee has the duty to bring to the attention of Plascore any activity that in his or her judgment would violate these principles. Reports may be made to a supervisor or another member of management or the Ethics and Compliance Representative as noted above. Potential violations may also be reported to the President.

Introduction

The purpose of this Ethics Guide is to help all Plascore employees to know and comply with the Code of Ethics in performing their daily work. It is not intended to cover every ethical issue but rather to give you general guidance in making ethical business decisions and to direct you to sources for further assistance. All policies and procedures are available in the human resource department or on the Plascore intranet.

Who Must Comply with the Code of Ethics?

All employees of Plascore have the personal responsibility to read, know and comply with the principles contained in the Code of Ethics.

Where relevant, Plascore Code of Ethics applies equally to individuals or parties who are engaged to assist or render services for or on behalf of Plascore. This includes all contingent workers, such as independent contractors, business consultants, service providers and agency workers. We require of suppliers to abide by the Plascore Code of Ethics. We do not allow third parties to do something on our behalf that we are prohibited from doing ourselves.

Obeying the Law

As a Plascore employee you are required to comply with all applicable laws and governmental regulations wherever we do business. Perceived pressures from your supervisor or demands due to business conditions will not excuse you from complying with the law. You are responsible for raising any questions or doubts you have about a proposed course of action with your supervisor or the Ethics and Compliance Representative.

Plascore complies with applicable U.S. and other national laws, regulations and restrictions when importing and exporting products, services, information or technology. Failure to comply with these regulations may constitute a crime, and the penalties for noncompliance can include fines for Plascore and fines and imprisonment for any responsible employee. You are responsible for knowing the laws that pertain to you and your daily work activity.

Plascore is a U.S. corporation; it is subject to U.S. laws. Plascore is also subject to the laws of other countries where we do business. The local laws of one country may affect how we do business in another country. As you conduct Plascore business, it is important that you understand not only the local laws that apply to you in the U.S. but also how you might be affected by the laws of other countries. If

you encounter a conflict among these laws, or if you find that local customs and business or social practices conflict with these laws, get help.

Integrity of recording and reporting our financial results

We properly maintain accurate and complete financial and other business records, and communicate full, fair, accurate, timely and understandable financial results and other material information. We have internal controls designed to preserve the integrity of our records and information.

Employees must ensure that financial books, records and accounts for which they are responsible accurately reflect transactions and conform to required accounting principles and to Plascore system of internal controls. Employees must never falsify any document or misrepresent the true nature of any transaction. Employees must follow Plascore record-retention policies.

Respecting human rights

We respect human rights and require our suppliers to do the same.

We recognize that many independent organizations and commissions have proposed core international human rights instruments such as the United Nations Global Compact, the Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights and the International Covenant on Economic, Social and Cultural Rights. These instruments generally follow the principles that businesses should respect and support identified human rights and should not participate in human rights abuses. At Plascore these important principles are integrated into our core values and govern the way we conduct ourselves every day, as well as what we require of our suppliers.

We do not employ child labor. We define a child as anyone under the age of 16. If local law is more restrictive than our policy, we will comply with local law. However, even where the local law permits us to employ people younger than 16, we will not.

We prohibit the use of any indentured or forced labor, slavery or servitude.

We provide fair pay and benefits.

We are committed to practices that result in the inclusion of all employees and that advance equal employment for qualified individuals. We strive to maintain an environment where each of us, regardless of cultural background, gender, race, color, religion, ethnicity, age, national origin, sexual orientation, gender identity, disability, level or position, can reach our full potential and make a difference every day.

We express our belief in excellence through people, based on the fundamental belief that all employees want to contribute their best and to what is right. We base our policies, practices and decisions on these fundamental philosophy statements:

- We are committed to the well-being of all employees
- We strive to be the best in the performance of our jobs
- We value individual differences
- We communicate openly and honestly
- We provide competitive pay and benefits
- We continuously learn, grow and change
- We value new ideas
- We are involved in our work and committed to Plascore's future
- We strive to improve the environment and our communities

We believe that all employees should treat each other and everyone they deal with in the course of their work with dignity and respect.

We are committed to maintaining a work environment free from the influences of unauthorized controlled substances, illegal drugs, tobacco and alcohol.

We provide employees with a work environment based on trust, where they are free to ask questions, provide feedback, report concerns and be actively engaged in decision-making.

We support the communities in which we live and work. As good corporate citizens, we seek to improve the quality of life by support of education, health and human services, community development and other locally relevant initiatives where we do business and by supporting the voluntary involvement of our employees in such initiatives.

I. Delivering quality

We are committed to producing quality products and providing quality services. Quality is the cornerstone of our commitment to our customers and is essential to our ability to compete. Our commitment to quality means that:

- We make quality a high priority in our daily work and focus on continual improvement
- We design, source and manufacture our products to meet or exceed our commitments to our customers
- We deliver our services with a focus on innovation and customer needs.
- We ensure that all required inspections and tests are performed, and that the related records are complete, accurate and truthful.
- We design our products to meet all applicable government standards and regulations and conduct tests regularly to ensure ongoing compliance.
- We commit to the ultimate goal of zero defects and zero errors.
- We are individually responsible for complying with the quality policies, practices and procedures that apply to our work.

Competing ethically

We gain competitive advantage through superior performance. We do not engage in unethical or illegal trade practices.

Employees working in marketing, sales, purchasing or acquisitions need to be especially aware of antitrust and other trade laws and regulations. This also applies to those who participate in trade associations, benchmarking or industry standards-setting groups.

Ethical treatment of competitors

Employees must avoid:

- Discussing with a competitor prices, costs, production, capacity, products, services, bidding practices, sales territories, distribution channels, suppliers, customers and other nonpublic business matters;
- Using tactics that eliminate competition in markets where the company is a leader, including selling below marginal cost and other predatory practices where the effect is to eliminate competition;

Using, or asking another party to use, improper means to obtain a competitor's trade secrets, including stealing, taking reproducing or using deception to obtain them;
Knowingly using a competitor's trade secrets; and
Negative selling, disparaging competitors and spreading unfounded rumors.

Without consultation with the President of Plascore, employees must not:

Benchmark involving competitors;
Participate with competitors in industry standards-setting or trade association activities; or
Exchange information with competitors.

Ethical treatment of customers

Unless approved in advance, employees must not:

Require a customer to resell or lease a Plascore product or service at or above a certain price;
Discriminate between competing customers as to the prices or allowances offered on like goods.

Ethical treatment of suppliers

Unless approved in advance, employees must not:

Tie the purchase of a product or service to the reciprocal sale of a product or service;
Enter into an exclusive arrangement with a supplier; or
Form any type of buying group or collective.

Respecting diversity and fair employment practices

We are committed to respecting a culturally diverse workforce through practices that provide equal access and fair treatment to all employees on the basis of merit. We do not tolerate harassment or discrimination in the workplace.

We foster an inclusive environment that respects individual differences and values the unique perspectives that lead to innovative ideas and better decisions.

We believe that all employees should treat each other and everyone they deal with in the course of their work with dignity and respect.

We are committed to practices that advance equal employment for qualified individuals.

We strive to maintain an environment where each of us, regardless of cultural background, gender, race, color, religion, ethnicity, age, national origin, sexual orientation, gender identity, disability, level or position, can reach our full potential and make a difference every day.

Avoiding conflicts of interest

We avoid relationships or conduct that might compromise judgment or create actual or apparent conflicts between our personal interests and our loyalty to Plascore. We do not use our position with Plascore to obtain improper benefits for others or ourselves. We do not engage in activities or enter into relationships that compete with Plascore.

A conflict of interest arises when your personal interest or conduct compromises or appears to compromise your ability to act in Plascore's best interests. Even if such a decision is fair, people will be unlikely to believe it. It is very important that you avoid situations in which your loyalty may become divided. Conflicts of interest are not always clear-cut, and individual situations vary. Here are some common types of conflicts.

Outside employment or other work while it may not create a conflict of interest, any outside work you perform for another company or through your own business must be strictly separate from your Plascore employment and not affect your job performance. For most supervisory or professional positions at Plascore, it is understood that our employees will spend their full working time on Plascore matters and may not "moonlight" for some other employer. Before you consider a second job, obtain the approval of your supervisor.

Working for a supplier or customer It is a conflict of interest to work for a supplier or customer of Plascore, whether as an employee, consultant or in any other capacity.

Competing against Plascore you may not personally engage in a business or activity that competes with any Plascore business or activity, whether as an employee, consultant or in any other capacity.

Ownership in other businesses Employees may not own, directly or indirectly, a financial interest in any Plascore customer, supplier or competitor since that interest would cause or appear to cause a conflict of interest with Plascore. For these purposes, financial interest is defined as ownership of more than one percent of the outstanding securities/capital value of another business entity. If you have doubt about how an investment might be perceived, discuss it with your supervisor.

Family and Friends A conflict of interest may arise if you, your spouse, a relative or a close personal friend works for, or has a financial interest in, a supplier or potential supplier to Plascore, a Plascore customer, a potential customer or a competitor. Even the appearance of a conflict of interest must be avoided. If you have a relative or friend working for a supplier, potential supplier, customer, potential customer or competitor, tell your supervisor, so potential problems can be discussed and avoided.

Gifts to or from Plascore customers or suppliers Inappropriate or excessive gifts or entertainment to or from Plascore customers or suppliers can create a conflict of interest. Please refer to Plascores travel and entertainment policy for specific guidance and reporting obligations.

REMEMBER: Actual conflicts of interest need not be present for a problem to arise. The mere appearance of a conflict must be avoided. If you are unsure about what you can or cannot do in this area, ask for help.

Protecting assets and information

We use Plascore property, information and opportunities for Plascore business purposes and not for unauthorized use. We properly maintain the confidentiality of information and employee data entrusted to us by Plascore or others.

Physical assets

You are responsible for helping safeguard and preserve Plascore property, protecting it from loss, theft and misuse. Among Plascore assets are physical property such as facilities, equipment, hand tools, office supplies and computers.

You safeguard Plascore physical assets by:

- Using them appropriately at work and protecting them when not in use, such as storing hand tools in a safe place at work;
- Using electronic access cards only as authorized
- Notifying HR if lost or stolen; and
- Notifying HR or Facilities of any known or suspected criminal activity or threats against Plascore, its employees or assets.

Computers or other information systems

Plascore encourages the use of electronic communications to share information, communicate effectively and exchange ideas. Examples of electronic communications include: electronic mail (internet and intranet), telephone, cell phone, voice mail, electronic bulletin boards, blogs, instant messages, video conferences, faxes and postings on social media websites.

Electronic communications at Plascore are intended for business activities. Incidental personal use is permitted so long as it does not interfere with the employee's or any other person's work performance, unduly affect Plascore's electronic communications systems or otherwise violate its Information Systems Policy.

Employees must not share User IDs nor allow unauthorized access to Plascore computers, networks, data or systems by anyone not employed by Plascore.

Here are some examples of violations of Plascore Information Systems Policy:

- Communicating in a harassing, offensive, obscene or threatening manner;
- Promoting goods or services unrelated to Plascore business;
- Solicitation of any kind;
- Creating or forwarding chain e-mails;
- Forgery;
- Using electronic communications for illegal purposes;
- Communicating company confidential information such as new product drawings or price lists to unauthorized parties;
- Sharing or storing company confidential information on unauthorized assets or websites;
- Downloading or storing pornography on Plascore assets;
- Installing unlicensed or unapproved software programs or unlicensed digital media (audio or video files) on Plascore assets;
- Connecting unauthorized hardware or devices to Plascore's network or e-mail system.

As social media and other communication tools continue to evolve, employees are encouraged to consult with our IT Manager or our Information Systems Policies from time to time for guidance on what is appropriate.

Data privacy and protection of employee information

Plascore is committed to respecting the privacy of its employees. It is the company's policy that personal information and data that is transmitted, stored or processed be protected from unauthorized or unintended disclosure, used solely for legitimate business purposes and handled in accordance with law. Plascore has security measures and access control procedures in place to ensure that personal data are accessible only to those with direct responsibility in a relevant job function and who have a need to know.

Employee privacy

Employees have a basic right to privacy regarding their physical work space, such as lockers, cubicles, desks, offices, file cabinets and toolboxes, and personal information that may be stored on their company-owned electronic devices, such as telephones and computers. However, Plascore expressly reserves the right to inspect an employee's personal belongings on or upon entering company property and to search all company property, in compliance with internal policies and standards and local laws.

Proprietary information

Proprietary information must be treated carefully. This includes Plascore's intellectual property, such as:

- Processes and formulas;
- Trademarks;
- Trade secrets and know-how;
- Copyrightable material;
- Business, marketing and service plans;
- Engineering and manufacturing ideas;
- Designs and drawings;
- Internal databases;
- Personnel records;
- Salary information; and
- Unpublished financial data and reports.

Unauthorized use or disclosure of Plascore proprietary information is prohibited and may be illegal or governed by various privacy laws or regulations.

Store and protect sensitive information and only make it available on a need-to-know basis, preventing unauthorized access, use or removal.

Treat the proprietary information of third parties (such as patents, trademarks, trade secrets and copyrights) with the same degree of care, to avoid accusations that Plascore misappropriated, infringed or misused the information.

Act with integrity

We do not offer or accept bribes, kickbacks or inappropriate gifts or entertainment. We engage in business practices that are consistent with our ethics and values.

Anti-corruption laws

Plascore is committed to complying with anti-corruption laws that prohibit bribes, kickbacks or other corrupt actions to obtain or retain business or obtain any improper advantage. Anti-corruption laws make it a crime to pay, offer or give anything of value to a government official, political party or official, candidate for government office and in some cases, to a private company or person, for the corrupt purpose of influencing their acts or decisions. Violations of laws may subject Plascore and Plascore employees to criminal or civil liability or both, including imprisonment and substantial fines and penalties.

Bribes, kickbacks or other corrupt payments are prohibited

Plascore employees are prohibited from directly or indirectly offering, giving, soliciting or receiving any form of a bribe, kickback or other corrupt payment, or anything of value, to or from any person or organization, including government agencies, individual government officials, private companies or employees of those private companies under any circumstances.

This applies with no exception and without regard to perceived customs, local practices or competitive conditions. It also applies equally to any sales agents, representatives, consultants, distributors and other business partners acting on Plascore's behalf. All business partners, including representatives, consultants, brokers, contractors, suppliers, joint ventures or affiliates or any other intermediary or agent acting on behalf of Plascore, are expected to comply with applicable anti-corruption laws while conducting business on behalf of Plascore.

Gifts and entertainment

Business gifts and entertainment on a modest scale are commonly used to build goodwill and strengthen working relationships with suppliers, customers and other business partners. Recognizing this, Plascore has established a travel and entertainment policy for employees to follow when offering or accepting gifts, entertainment or travel. It is especially important for employees to follow this policy when conducting business or engaging in business discussions with government officials and employees of government-owned entities.

Offering or accepting gifts

As a general rule, Plascore employees may offer or accept gifts as long as the gift is lawful and:

- Does not create the appearance or obligation that the gift giver is entitled to preferential treatment;
- Is of minimal value;
- Would not embarrass Plascore or the business partner if disclosed publicly;
- Is approved and disclosed, as required by the travel and entertainment policy.

Entertainment

Employees who are in positions of offering or accepting entertainment must familiarize themselves with Plascore's travel and entertainment policy and applicable laws. Entertainment involving Plascore employees must:

- Be infrequent and comply with the travel and entertainment policy
- Be in good taste and occur at a business-appropriate venue;
- Be reasonable and appropriate in the context of the business occasion;
- Not be a bribe, payoff or kickback or otherwise illegal;
- Not create the appearance that Plascore or the business partner is entitled to preferential treatment; and
- Be approved and disclosed as required by the travel and entertainment policy.

Gift disclosure and reporting tool

To provide transparency regarding gift and entertainment practices across Plascore, certain gifts, entertainment and travel must be disclosed to your supervisor.

Selling to governments

We comply with the special laws, rules and regulations that relate to government contracts and relationships with government personnel.

Employees involved in marketing, selling, contracting with and working on projects where a government is involved must:

- Ensure that documents are kept in accordance with special government requirements;
- Abide by accounting processes including (but not limited to) processes that ensure that cost and pricing data, where required, are current, accurate, complete, properly disclosed, documented and retained in appropriate files;
- Require subcontractors, consultants, sales representatives, distributors and independent contractors to comply with laws and regulations;
- Know and follow the Plascore policies relating to government contracts and dealing with government personnel; and
- Avoid making substitutions for contracted goods and services or deviating from contract requirements without written approval from the authorizing government official.

Violations of government contracting requirements can result in very serious consequences for Plascore and the employees involved. These consequences can include civil and/or criminal sanctions, and prohibiting Plascore from further work on government contracts.

Government contracts

Many federal, state and local governments throughout the world have specific procurement laws and regulations. Employees must comply with applicable laws and regulations for all government contracting.

A government may apply special rules of behavior that may be different from and more stringent than acceptable commercial practices. The following areas require special attention: Marketing; accounting; record-keeping; reporting and/or certifying; supply chain; and quality.

When Plascore uses suppliers or subcontractors to fulfill its commitments under government contracts, the Plascore employees involved are responsible for communicating all special governmental requirements to these suppliers or subcontractors. Additionally, Plascore is committed to selecting only those suppliers or subcontractors who act in a manner consistent with the guidelines identified here.

Plascore employees and any person or company acting on Plascores behalf anywhere Plascore does business should keep in mind that, in addition to complying with the laws of their own country, they also must comply with certain U.S. laws that have "extraterritorial effect." These laws include the U.S. Foreign Corrupt Practices Act, laws relating to U.S. classified information, and laws relating to U.S. export controls.

Political contributions

We do not make contributions on behalf of Plascore to political candidates or parties, even where lawful.

Plascore does not make contributions of its funds, property or services to political candidates, even where such contributions are lawful. This does not prohibit visits by elected officials to company facilities. This also does not prohibit Plascore support of ballot issues (such as school levies) where they are of interest to our operations and employees.

Individual employees are encouraged to be involved in the political process and to make personal contributions as they see fit. Employees may not pressure other employees to make political contributions or to support a political party or candidate.

Employees who take positions on public issues (government, legislation and other public interest matters) must not act, or give the appearance of acting on Plascore's behalf, unless authorized to do so by Plascore's President.

Environment, health and safety

We are committed to being a leader in safeguarding the health and safety of our employees and protecting the environment.

Employee safety

We believe that the safety and health of our employees is of the highest importance. We seek to prevent accidents, injuries and occupational illnesses and promote healthy and safe lifestyles for our employees and their families.

Compliance

We have an environment, health and safety (EHS) governance structure of people, policies and processes, designed to ensure compliance, responsible EHS practices and proactive incident reporting and response. This structure applies to both our operations and to the products we make. We strive to meet or exceed regulatory requirements, consistent with Plascore commitment to respect and obey the laws, rules and regulations applying to our business. We work to create a "zero incident" culture and to continuously improve our EHS performance through implementation of Plascore's EHS policy which establishes a single set of EHS performance standards for all facilities.

Environmental stewardship

Our commitment to the environment goes beyond legal compliance and extends to several actions intended to reduce our environmental foot print through our operations, products and supply chain. In our operations this commitment is reflected in our efforts to prevent pollution, reduce gas emissions and conserve natural resources.

Customers, suppliers and contractors

We partner with our customers, suppliers and contractors to ensure compliance, promote safety, reduce our collective environmental footprint and develop sustainable solutions to the world's environmental and power management challenges.

YOUR RESPONSIBILITIES

As a Plascore employee, you are expected to:

- Read, know and comply with the Code of Ethics;
- Ask for help when you are not sure if a decision or action you are considering is ethical or lawful;
- Participate in ethics and compliance education and training;
- Understand that you may have an obligation to promptly report any activity that in your judgment would violate the Code of Ethics;
- Cooperate with Plascore representatives conducting internal investigations; and

SOP No. HR-10-023	Orig.Effec.Date 4/13/13	Rev.Date: 8/2013	Approved By: 	Date: 8/5/13
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Affirm your responsibility to comply with the Code of Ethics when asked to do so.

In addition, if you are a Plascore supervisor/manager, you are expected to:

- Lead by example, in both words and actions;
- Promote open and honest two-way communications with your employees, encouraging them to raise their questions and concerns about ethical issues and letting them know when an issue has been resolved;
- Acknowledge and support any employee who comes forward to discuss an issue or report a potential violation and ensure that there is no retaliation for doing so;
- Ensure that action plans to address compliance risks are promptly implemented;
- Promote Plascore policies and procedures designed to prevent and detect unethical and illegal conduct;
- Ensure that employees are trained and informed about the policies, procedures and ethics and compliance risks that apply to their positions; and
- Certify annually that your direct reports have completed ethics training.

Consequences for violating the Code of Ethics

Employees who fail to comply with the Code of Ethics may be subject to discipline, up to and including termination. Conduct prohibited by the Code may result in personal civil or criminal liability.

Violations may include:

- Actions that violate the Code;
- Asking others to violate the Code;
- Failing to cooperate in investigations conducted by Plascore representatives;
- Retailing against an employee for good-faith reporting of a violation or suspected violation, or for assisting with an ethics investigation; and
- Concealing or failing to report any activity that in your judgment violates the Code of Ethics.

Pressure from supervisors/managers or demands due to business conditions do not excuse anyone from complying with the Code of Ethics.

In today's market it is often difficult to keep up with new challenges our organization faces or to know how to deal with all complex situations. Nobody has all the answers. But we do know that the best answers will evolve in an organization committed to upholding its ethics and values and to creating an environment that supports ethically sound behavior. Never hesitate to ask a question, raise a concern or report questionable conduct or business practices.

Good ethical decisions are not always clear. The answers are not always obvious or easy. What if you are faced with a difficult choice? To help you make your decision, we suggest that you review the Code of Ethics and this guide and then ask yourself these three questions:

- Would I be comfortable explaining my actions to my supervisor?
- Would I feel proud telling my family and friends about my actions?
- Would I be comfortable if my actions were reported in the news media?

If you are still in doubt, discuss the matter with your supervisor. Often he or she is your best resource and is most familiar with your day-to-day responsibilities. If you are not comfortable raising the matter with your supervisor, or if you raise a concern and the issue is not resolved, here are some other resources available to you:

Another manager
Human Resources
The Ethics and Compliance Representative

Plascore will not permit retaliation against or discipline of an employee who in good faith raises a concern, makes a report or assists with the investigation of a report. Any employee who retaliates against another for making a report or assisting with the investigation may be subject to discipline, up to and including termination. If you feel that you have been retaliated against for making a report or assisting with an ethics investigation, contact your supervisor, Human Resources or the Ethics and Compliance Representative. Any employee who maliciously reports false information may be subject to discipline, up to and including termination.

Training

At a minimum, training will be conducted:

- Upon hire
- When this plan changes
- When employee duties change