



### Article: The Code & The Road

Like a good roadmap, our company's Code of Ethical Business Conduct can help you get your bearings in a tough situation. Our Code is a navigation tool specifically designed to guide your daily decisions in the right direction. But just like the map in the glove box, the Code won't help if it's sitting on the shelf in your office. To reap its benefits, you must understand its contents, and access it when needed.

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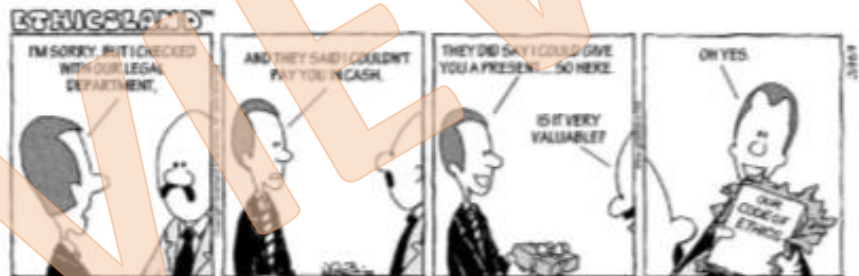


### Ethics in Story: The Accidental Email

"The Accidental Email" is a fictional story that illustrates ethical choices related to reporting possible ethics violations. It reminds us how important each employee's ethical choices can be in maintaining a company's reputation for fair, honest business practices.

At the end of a long, chaotic week, Francine decided to check her emails before heading home. The upcoming week's stockpile of messages would be massive enough without being added to what had accumulated while she'd been cooling her heels in a lengthy Friday afternoon staff meeting.

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