

# How to Stay Compliant

*(..and Out of Jail)*



**Conduct business strictly on the merits**, from getting new business to obtaining approvals or permits to do our work.



Make all of our dealings, particularly with government and government officials, **transparent, ethical and lawful**.



**Obtain prior approval** from Legal before giving a government or government official (or anyone connected with them) anything of value. And don't wait to the last minute!



**Work only with reputable vendors** who share our values.



**Keep accurate and complete records** of all payments, expenses and transactions.

If you suspect something inappropriate, please let us know right away by contacting the Hotline.

# Vendor/Supplier Scenarios That Should Raise Alarm



**They're a friend or family member of you or a co-worker.**



**They will represent us with government officials or agencies.**



**They've offered a gift or suggested we make a charitable contribution.**



**They will transport goods across borders.**



**They will subcontract with an unvetted vendor.**



**They will make payments on our behalf.**



**They have not agreed to follow to our code of conduct.**



**They are owned or partially owned by their government.**



**You are using non-standard payment terms with them.**



**They will handle personal info of employees, customers or other suppliers.**



**They asked us to pose a boycott against a country friendly to the USA.**

**If you suspect something inappropriate, please let us know right away by contacting the Hotline.**