

ETHICS AND COMPLIANCE

WE NEED YOUR HELP to ensure Hytek Finishes strives to achieve the highest standards of trade compliance and business conduct and ethics. All employees must share the responsibility to uphold those standards in our daily work. A system of commitment and adherence to our core values and ethics in our business conduct, business relationships, and services is all of our responsibilities.

HIGH ETHICAL STANDARDS are essential to Hytek's growth and success. We need your intellect, your energy, and most of all, your integrity. We encourage you to report any concern or questionable activity to your supervisor, manager, or local ethics advisor.

YOUR ETHICS ADVISORS ARE:

Jack Louie (253-796-4540 jack.louie@hytekfinishes.com) and Allison Urbas (253-796-4505 allison.urbas@hytekfinishes.com)

IT IS ESPECIALLY IMPORTANT that you promptly report any problems or violations in the following areas:

- Accounting or internal accounting controls
- The Arms Export Control Act (AECA) or the International Traffic in Arms Regulations (ITAR)
- Environmental, health and safety (EHS)
- Quality and processing practices
- Banking and finance
- Bribery or other corruption
- Financial control standards
- Misuse or theft of company property
- Auditing matters and reporting
- Insider trading
- Intellectual property
- Trade compliance
- Code of Business Conduct and Ethics

...or anything that makes you feel uncomfortable or raises an ethical question for you; do not worry about finding the right category.

In addition to your other Ethics Resources, we have established an ethics and compliance helpline that you may use at any time in resolving significant or unusual problems, reporting concerns, or simply asking an ethics and compliance question. When employing any of the Ethics Resources, you will be asked to provide the specifics of the problem (i.e., who, what, when, where) so your situation can be investigated. All reports will be considered and appropriately investigated and where the law allows, you will have the choice of remaining anonymous, if you prefer.

The Ethics Helpline is 800-461-9330