

We will not permit conflicts of interest on your part. Accordingly, you must not knowingly become involved in a conflict to continue. Moreover, there will be situations which, while perhaps justifiable, involve the appearance of a conflict of interest and they who should be carefully reviewed.

Generally speaking, any direct or indirect interest in, connection with or benefit from any outside activities (especially commercial activities), which might in any way adversely affect the company, involves a possible conflict of interest.

It is important that you report immediately to your supervisor any facts which might involve the slightest possibility or appearance of a conflict of interest and seek approval to proceed.

Any violation of company policy may involve termination of your employment, a requirement that you pay over to the company any profit you may have realised, or reimburse the company for any damage the company may have suffered. Examples of actual, or possible conflicts or interest include, but are not limited to the following:

- Your involvement with suppliers, contractors or customers of ours.
- Misuse of our information, facilities or assets.
- Acquiring or trading in petroleum production, manufacturing, transportation or marketing properties.
- Ownership of property affected by our actions or acquired as a result of information you accessed from us.
- Appropriation or diversion or corporate opportunity. Direct or indirect interest in or position with a competitor of ours.
- Membership on an outside Board of Directors.
- Relatives employed by customers, suppliers or competitors of ours.
- Membership on community council's and boards.
- Loans made by you to business entities or individuals with which we do business.
- Requesting or accepting gifts, gratuities or benefits having more than a nominal token value from parties that we do business with.

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