

THIS SIEMENS CODE OF CONDUCT FOR NON-EMPLOYEES APPLIES TO WORKERS WHO ARE NOT W-2 EMPLOYEES OF A SIEMENS COMPANY (“NON-EMPLOYEE WORKERS”). IF YOU ARE RECEIVING THE SIEMENS NON-EMPLOYEE CODE OF CONDUCT, THEN YOU ARE A NON-EMPLOYEE WORKER RESPONSIBLE FOR KNOWLEDGE OF THE CONTENTS OF THIS POLICY. USE OF THE TERM “EMPLOYEE” IN THIS CODE OF CONDUCT OR ANY OF THE REFERENCED POLICIES DOES NOT CREATE ANY EMPLOYMENT RELATIONSHIP BETWEEN YOU AND ANY SIEMENS COMPANY. AS USED HEREIN, “SIEMENS” SHALL MEAN SIEMENS CORPORATION AND ALL OF ITS SUBSIDIARIES AND AFFILIATES IN WHICH SIEMENS CORPORATION HAS A DIRECT OR INDIRECT MAJORITY OWNERSHIP (“SIEMENS” OR “COMPANY”). NOTHING IN THIS POLICY SHOULD BE CONSTRUED TO SUGGEST THAT NON-EMPLOYEE WORKERS ARE EMPLOYEES OF ANY SIEMENS COMPANY.

CODE OF CONDUCT FOR NON-EMPLOYEES ASSIGNED TO THE *FLEX*-FORCE PROGRAM AT SIEMENS

(Referenced policies are subject to change)

**CODE OF CONDUCT FOR NON-EMPLOYEES ASSIGNED TO THE *FLEX-FORCE* PROGRAM
AT SIEMENS**

TABLE OF CONTENTS

Introduction to Siemens Compliance System	3
Your Obligations and Need to Acknowledge	4
How to Manage a Concern or Report a Violation	4
<u>Policies and Guidelines</u>	5
Business Conduct	5
Accounting and Invoicing	5
Anti-Corruption	
Antitrust	5
Conflict of Interest	5/6
Copyright Infringement	6
Corporate Communications	6
Social Media	6/7
Electronic Communication	7/8
Information Assets & Confidential Information	9
Records Management & Retention	9
Siemens Property	9
Workplace Ethics	9/10
Harassment, Discrimination & Retaliation Prevention	10
Drugs, Alcohol, Firearms and Weapons	11
Workplace Violence	11
Workplace	11/12
Belonging	11
Environmental	11
Health & Safety	12
California Meal and Rest Breaks	12
Help Lines	13

INTRODUCTION TO SIEMENS COMPLIANCE SYSTEM

Siemens Business Conduct Guidelines --

Integrity guides our conduct toward our business partners, colleagues, shareholders, contingent workforce, and the general public.

To a substantial degree, Siemens' public image is determined by our actions and by the way each and every one of us presents and conducts ourselves. Everyone shares the responsibility for having Siemens' meet its corporate social responsibility worldwide.

You are a worker who has been assigned by your employer, a vendor providing contingent staffing ("Staffing Company") through the contingent workforce management program of TAPFIN ("MSP"), to perform services for Siemens ("Siemens" or "Customer") on a temporary, or contingent, basis ("Temporary Worker"). Even though you are an employee of Staffing Company, and not an employee of Siemens, you are required to abide by all applicable Siemens policies and procedures while performing services for that Customer.

The purpose of this Code of Conduct for Non-Employees Assigned to the *Flex-Force* Program ("Non-Employee Code of Conduct") is to:

- Provide information about Siemens' general philosophy
- Summarize important aspects of Siemens' corporate policies relating to ethical expectations and obligations, and
- Provide references to critical Siemens Policies that apply to you.

The Non-Employee Code of Conduct applies to all who do work for or represent Siemens. The Non-Employee Code of Conduct reflects Siemens' uncompromising commitment to do what is legal and ethical in all aspects of its dealings. Your full understanding and commitment to Siemens' policies, principles, and compliance system are critical. Failure to abide by these policies could result in your release from Siemens assignments.

As used herein, the term "Siemens" refers to Siemens and all its subsidiaries and affiliates. Nothing herein should be construed to suggest that you are an employee of Siemens or any of its subsidiaries or affiliates. **Further, the terms and provisions of your assignment with Siemens do not (i) create a contract of employment or other employment relationship with Siemens, or (ii) render you eligible for any employee benefits or programs sponsored by Siemens.**

YOUR OBLIGATIONS AND NEED TO ACKNOWLEDGE

As a Temporary Worker assigned to Siemens, you must behave according to the highest ethical and legal standards. It is part of your responsibility to comply with all applicable laws, rules, standards, and principles, contained or referenced in this Non-Employee Code of Conduct.

You are charged with knowledge of all sections of this Non-Employee Code of Conduct. Separate entities or groups within Siemens may adopt additional or revised policies and compliance programs in the future. These policies, procedures, or programs will provide additional guidance.

Siemens is committed to reviewing its policies continually and making appropriate changes, if necessary. Because the provisions of the Non-Employee Code of Conduct are subject to change at any time. Subject to periodic updates, this Siemens Non-Employee Code of Conduct replaces all other codes, policies, or verbal representations where inconsistencies exist.

You may not assist others – either at Siemens or third parties –in breaking the law. You must conduct yourself in accordance with this Non-Employee Code of Conduct and help to make sure that others conduct themselves accordingly. Consultants and agents shall not be retained to do anything illegal or improper. What Siemens cannot legally do directly or indirectly, it will not do through another party. All suppliers, contractors, and consultants must behave in a manner consistent with this Non-Employee Code of Conduct when on assignment to Siemens.

As a condition to assignment at Siemens, **you are required to acknowledge that you have read and understand** this Non-Employee Code of Conduct, that you agree to abide by both the letter and the spirit of its provisions now and in the future, and that you have no actual or potential conflicts of interests.

If you have any reason to believe you have an actual or potential conflict of interests, you must immediately notify your Staffing Company employer or an MSP Solutions Representative.

HOW TO MANAGE A CONCERN OR REPORT A VIOLATION

During your temporary assignment with Siemens, it is your responsibility to comply with legal and Siemens company requirements. In addition, you should be alert to violations of the compliance system anywhere in Siemens. If you have a good faith belief that an illegal action or a violation of this Non-Employee Code of Conduct, a Siemens Policy or other work practice has occurred, you should report such violations promptly **to your Staffing Company employer or an MSP Representative.**

You can also report a compliance concern to the compliance help desk “Tell Us” “At any time of the day or night, anywhere in the world, in a safe, confidential and if desired, anonymous manner. The “Tell Us” Telephone number is: 1-855-303-9798.

If you have a concern involving an employee of Siemens, including employee conduct or conflict, harassment of any kind, including discrimination, policy violations or safety concerns you can also contact “Share with AskHR” by calling 1-866-SIEMENS (1-866-743-6367)

Workers who have been assaulted or subjected to threats of any kind in the workplace or who have knowledge of violence or threats against others in the workplace must immediately report the situation to their immediate Staffing Company supervisor, their work location Safety Representative, Staffing Representative or MSP Representative. If such violence is occurring or you believe imminent danger exists, do not place yourself in harm's way; immediately call law enforcement at 911 and, as soon as possible thereafter, report the matter to your immediate Staffing Company supervisor, their work location Safety Representative, Staffing Representative or MSP Representative.

If you have doubts or concerns about proper reporting procedure or about your compliance obligations, ask your Staffing Company employer or an MSP Representative for more specific instructions. You should define your concern as clearly and concisely as possible by answering the following questions:

- Who or what is the concern?
- When did the concern first come up?
- Where did the situation occur?

POLICIES & GUIDELINES

BUSINESS CONDUCT

ACCOUNTING AND INVOICING

Siemens is required to keep books, records, and accounts in reasonable detail that accurately and fairly reflect all transactions.

You must ensure that you do not make or assist in making any false, inaccurate, or incomplete entry in any expense account, invoice, account or accounting books or records of a Siemens Company. You must not establish or maintain any undisclosed or secret account, fund, or asset on behalf of any Siemens Company in any country. You must not make or assist in making any false or misleading statement to, or conceal any information from, the accounting and controls staff of any Siemens Company or any independent accounting firm retained by any Siemens Company.

ANTI-CORRUPTION

Siemens competes fairly for orders with the quality and price of our innovative products and services, not by offering improper benefits to others. Accordingly, you must not, directly, or indirectly, offer, promise, grant or authorize the giving of money or anything else of value to a government official, or private commercial counterparty in a business transaction, to influence official action or to obtain an improper advantage.

You are not permitted to use your position as a Temporary Worker to solicit, to demand, accept, obtain, or be promised advantages. This does not apply to the acceptance of occasional gifts of purely symbolic value or meals or entertainment reasonable in value that are consistent with local customs and practices and Siemens policies. Any other gifts, meals or entertainment must be refused.

ANTITRUST

We support and fully comply with antitrust and fair-trade practices laws. Violations of these laws may occur if a Company representative engages in unfair pricing practices, unfair marketing practices, or misrepresentation of the products and services of Siemens or its competitors.

CONFLICT OF INTEREST

Siemens respects your privacy in your personal activities and financial affairs, but you are obligated to act in the best interests of Siemens and to fulfill your duties and obligations to Siemens. You must not engage in activities that create a conflict between your interests or those of others on the one hand, and your obligation to act in the best interest of Siemens on the other hand.

This may include:

- Other employment or service that could interfere with your ability to perform work for Siemens, or your ability to devote your best efforts to the Company or its business objectives.
- You, or your immediate family, having a significant financial interest in an organization that competes with or has a business relationship with Siemens.
- Diverting a business opportunity from any Siemens company.
- Using your position as a Temporary Worker to give a third party an improper benefit or access to Company information.
- Your dealing, in the course of your normal job responsibilities, with your spouse or an immediate family member who acts on behalf of an organization that competes with or has a business relationship with Siemens.

You may not directly or indirectly, seek or accept from any individual, corporation or other entity that is doing or seeking to do business with any Siemens Company, any monetary gifts, or payments (regardless of amount) or any non-monetary gifts of more than \$50.00. This includes any services, trips, or loans on terms more favorable than those offered to the public.

You have a duty to timely disclose all actual or potential conflicts of interest, as well as situations that could be perceived as a conflict of interest, to your Staffing Company employer or an MSP Solutions Representative, so that a determination can be made of whether a conflict of interest exists.

COPYRIGHT INFRINGEMENT

Copyright laws prohibit the unauthorized use, duplication, or distribution of copyrighted works, which may include computer software, as well as written and electronic materials. Information or property that is subject to copyright protection may not be reproduced for personal or Siemens use without appropriate approval of the copyright owner. Unauthorized duplication, use or distribution of such materials, including through e-mail communications, could result in legal liability for copyright infringement.

CORPORATE COMMUNICATIONS

All media inquiries must be directed to the Corporate Communications department. Specific Company personnel are trained and designated to manage media inquiries and to serve as Company spokespersons. Release of Company information, statement of Company position, or requests for interviews must be coordinated in advance with Corporate Communications.

SOCIAL MEDIA

"Social media" is the term given to websites, online tools and interactive communication technologies that allow users to interact with one another to share information, opinions, knowledge, photos, and interests. Examples of social media include such web platforms as blogs, message boards, wikis, social and professional networking websites, and content sharing sites. There is often no clear distinction in social media between public and private or between business and personal; therefore, if it is known that a Third-Party worker is working on assignment for Siemens, his or her communications could influence how shareholders, customers or the general public perceive Siemens and how the Company, managers and colleagues perceive the worker. For this reason, in accordance with applicable laws, Third Party worker should:

- a. keep Siemens' values and standards in mind when posting.
- b. know your Social Media activity—even when posting from private accounts—may violate the Siemens Business Conduct Guidelines, other company policies, and the law.
- c. refrain from posting or using social media in any manner that would violate local, regional, or foreign laws.

- d. only authorized spokespersons may speak on Siemens' behalf
- e. refrain from using language that could be considered vulgar, obscene, threatening, intimidating, harassing, libelous, defamatory, or discriminatory on any legally recognized basis.
- f. do not disparage Siemens products or services or the products or services of its customers, vendors, partners, or competitors.
- g. be aware of what your posts can do to Siemens' reputation, as well as the potential for conflicts of interest or other potential violations of Siemens policies.
- h. refrain from any posting or activity that would or may violate the intellectual property rights of any person or entity.
- i. not disguise your identity when posting endorsements of Siemens products or services.
- j. social media activity potentially reflects upon Siemens, clarify that you are speaking on our own behalf and are expressing our own personal views, not Siemens' views. and
- k. do not harvest information about other users via the site or violate or threaten to violate any user privacy rights in any jurisdiction.

ELECTRONIC COMMUNICATION

As a Temporary Worker, you may be given access to Siemens communication and information system tools, including, but not limited to, computers, e-mail, voicemail, internet and intranet access, telephones, voice over IP, and mobile devices. The Company also uses mobile device applications, sensors, and other equipment to collect, transmit, upload/download, store, send and receive data including location tracking, speed, usage, idle time, and other information on Company equipment such as computers, mobile devices, applications, identification cards, cars, trucks, forklifts, and other motorized and non-motorized equipment. There should be no expectation of privacy on Siemens premises or when using Siemens provided computers, mobile device applications, tools, equipment, technology, networks, systems, or other property, except as required by law. All communication tools must be used in a highly professional and ethical manner.

Business Use

Computers, computer files, the e-mail system, and software furnished to Temporary Workers are Siemens property intended for business use. You should not use a password, access a file, or retrieve any stored communication without authorization. Users are responsible for protecting their own passwords.

Incidental and occasional brief use of the communication systems is permitted, whether during, before or after normal business hours, so long as such use does not distract from corporate objectives and is otherwise in compliance with all applicable Siemens policies and federal, state, and local laws. Personal use of the communication systems which burdens or compromises the effectiveness of the communication systems is strictly prohibited.

Monitoring

The equipment, services, and technology provided to access the Internet are always the property of Siemens. As such, Siemens reserves the right to monitor internet traffic and computer usage, and retrieve and read any data composed, sent, or received through our online connections and stored on our computer systems, including e-mail and voice mail messages, whether of a business or personal nature, or any other information captured by Siemens' systems, including a person's personal password-protected email account and/or any encrypted documents, in accordance with applicable law. All internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Company and, as such, may be disclosed to law enforcement or other third parties as required by law. You should always ensure that the business information contained in internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. The Company also reserves the right to collect, transmit, upload/download, store, analyze, send and receive

data to monitor and to evaluate location tracking of employees and company issued resources, including but not limited to speed, usage, idle time, energy efficiency, and other information on Company provided mobile devices and other applications, identification cards, and equipment such as cars, trucks, forklifts, and other motorized and non-motorized equipment in accordance with applicable law.

Recording: Privacy Protections and Limitations

Siemens will not record or monitor audio or video telephone conversations without advising the participants as required by law, unless a court has explicitly approved such monitoring or recording. Participants shall be informed when a call is being monitored or recorded for the purpose of evaluating customer service, assessing workload, or other business purpose permitted by law.

Temporary workers are prohibited from recording any conversations, net-meetings, or other communications without the knowledge and consent of all participating parties whether via tape recorders, cell phone, computer, smart pen, or other device.

Siemens processes and transfers personnel information to conduct its activities and/or as required by law. Protecting personal information is very important to Siemens, customers and employees. However, securing and protecting personal data is a shared responsibility between Siemens and its Temporary Workers, who play a key role protecting personal information.

Prohibition against Harassing, Discriminatory and Defamatory Use

The Company strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees and Temporary Workers. Therefore, consistent with its EEO/AA and Harassment Free Workplace Policy, the Company prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person.

Other Prohibited Uses of Communication Systems

- Unauthorized use of another's communication system or equipment, tools, or vehicles provided to perform job duties.
- Sending or forwarding a communication which masks or misrepresents the identity of the sender.
- Sending communications for personal gain.
- Sending confidential or trade secret materials to unauthorized personnel or to third parties.
- Sending chain letters or mass distributions of non-business information.
- Communications systems are not to be used for non-work-related solicitations.
- Publishing, transmitting, downloading, or posting defamatory information or remarks.
- Publishing, transmitting, downloading, or posting the Company or third-party information or intellectual property in violation of the Company's or a third party's intellectual property right.
- Using images, text, or any page content in violation of a copyright notice.
- Entering into unauthorized electronic agreements on behalf of the Company.
- Usage for any illegal or criminal purpose.
- Allowing unauthorized use of the Company's communication systems.

- Automatic forwarding of emails and other communications between business and personal communication systems.
- Use of electronic communications for gambling.
- Use of electronic communications for political lobbying unless authorized to do so by Siemens.

This list is not all-inclusive and is intended to be representative of the types of activities that may result in your release from Siemens assignments.

INFORMATION ASSETS & CONFIDENTIAL INFORMATION

Information is a Siemens asset that is essential to building competitive advantage, to developing new products and services, or to compiling and reporting accurate data. To the extent you are entrusted with or obtain knowledge of Siemens information, you are obligated to prevent its misuse, theft, fraud, or improper disclosure. You should take every care in handling, discussing, or transmitting sensitive or confidential information that could impact Siemens employees, Siemens' customers, the business community, or the general public. Disclosure of financial information could influence business agreements or relationships, technical developments, litigation, major management changes or other material developments as well as possibly violate securities laws. Only designated Siemens spokespersons are authorized to release information of this nature. Additionally, other information may be protected from disclosure by Siemens affiliated companies to Siemens non-regulated subsidiaries or to any other persons. The affiliate rules for each appropriate jurisdiction should be consulted prior to the release of information to a non-regulated affiliate or to any other person.

"Insider trading" means using confidential information about Siemens, or another company, such as a customer or supplier, to achieve unfair advantage in the buying or selling of shares or other securities. It includes "tipping," in which the insider provides information to someone else who trades on it. This includes any information that may influence the decision of an investor to buy, sell, or hold the securities of a company, or which alters the overall mix of information publicly available about a company. Insider trading is both illegal and unethical, and you should not engage in it or aid others in doing so.

In addition, confidential and/or proprietary information about Siemens' customers cannot be published or otherwise released to third parties including to unregulated affiliates, without Siemens' and its customer's consent or as authorized by applicable laws and regulations. An individual, such as a Temporary Worker, will be immune from liability for the confidential disclosure of trade secrets (i) to a governmental agency to report a suspected violation of law or (ii) to a court, if the individual complies with the Defend Trade Secrets Act, 18 U.S.C. Section 1833(b).

RECORDS MANAGEMENT & RETENTION

Accurate, reliable information is critical to the financial health of the Company and is necessary to fairly reflect the Company's transactions. You must manage and protect Company records and other essential data in accordance with the Company's records management and retention policy.

SIEMENS PROPERTY

You are responsible for protecting any Siemens property being used by you from theft, fraud, unauthorized personal use, and negligent misuse. Siemens property includes, but is not limited to, tools, materials, supplies, equipment, software, trade secrets, electronic storage devices, and services provided by you as a Temporary Worker. Also included are trademarks or inventions made using Siemens facilities or resources, and copyrighted works created as an assigned duty or by using Siemens facilities or resources. The misuse or theft of Siemens property or disclosure of trade secrets or other confidential and proprietary Siemens information impacts the corporation's profitability and will not be tolerated.

WORKPLACE ETHICS

HARASSMENT, DISCRIMINATION & RETALIATION PREVENTION

Siemens is committed to providing a work environment that fosters mutual respect and that is free from discrimination, harassment or intimidation based on race, color, creed, religion, national origin, citizenship status, ancestry, sex, age, physical or mental disability, marital status, family responsibilities, pregnancy, genetic information, sexual orientation, gender expression, gender identity, transgender, sex stereotyping, and protected veteran or military status or other characteristics protected by federal, state, or local law.

Siemens will not permit or condone discrimination, intimidation, harassment by its employees or others in the workplace. Further, Siemens will not tolerate sexual or other forms of harassment of its employees or others from employees, vendors, contractors, or any other non-Siemens personnel and will take appropriate action.

The most blatant form of sexual harassment occurs when someone in a position of influence or authority uses her position to request or demand sexual favors in exchange for work related advantages.

Other forms of sexual harassment can be committed by anyone present in the work environment, including coworkers, customers, vendors, Temporary Workers, or contractors on Siemens' premises or customer sites.

Unwelcome verbal comments or physical actions of a sexual nature may constitute sexual harassment if they create a hostile, intimidating, or offensive work environment. Examples include unwanted sexual advances, overt displays of affection, familiarity, unwelcome comments about a person's clothing, body or personal life, use of offensive nicknames or terms of endearment, offensive jokes and sexual innuendo, or the display of sexually explicit or suggestive material. These kinds of behaviors are completely unacceptable in the workplace.

Other forms of prohibited harassment include derogatory or vulgar comments, whether verbal or written, regarding a person's race, ethnicity, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, or veteran status. Other examples can be vulgar language, jokes, innuendoes, photos, pictures, printed material, or e-mail comments that may be considered offensive or degrading, as well as threatening comments, intimidation, or insults.

Retaliating or discriminating against an individual for complaining about or reporting an incident or for cooperating in an investigation of discrimination or harassment is prohibited. No individual will be penalized for making a report of such conduct or cooperating in good faith in the investigation of a report of discrimination or harassment. Retaliation is a serious violation of this policy and should also be reported immediately. Any person found to have retaliated against someone for reporting or cooperating in the investigation of a report of discrimination or harassment will be subject to the same sanctions set forth below.

Persons found to have committed or encouraged discrimination or harassment will be subject to disciplinary action, up to and including termination.

If you believe you have witnessed or experienced a violation of this or another policy, you must immediately report the incident(s) to your Staffing Company employer.

DRUGS, ALCOHOL, TOBACCO, FIREARMS & WEAPONS

Siemens is committed to providing a safe, secure, healthy, and productive work environment. The manufacture, use, distribution, sale, or possession of controlled substances, illegal drugs, or drug paraphernalia is not allowed on Siemens premises or while engaged in Siemens business. The use of alcohol is not permitted on Siemens property.

All contingent workers are required to be fit for duty. Siemens may request that a drug/alcohol screening be performed through your Staffing Company employer, for reasonable suspicion or for post-accident investigations as permitted by law. The legal use or possession of prescribed or over-the-counter drugs at a Siemens work site is

permitted only if such use or possession does not impair a worker's ability to perform essential functions of job duties safely. Siemens recognizes that local laws may require different practices and will adjust to accommodate legal differences as required by State and Local laws

In order to provide a healthy work environment for all workers, smoking is not permitted within any Siemens restricted areas.

Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from Siemens premises, including buildings, parking lots and vehicles, to the extent permitted by applicable law. Siemens reserves the right to take appropriate measures intended to ensure its premises are free from such items, including searching briefcases, purses, backpacks and vehicles. Temporary workers must cooperate in these matters. Failure to do so will result in termination from your assignment.

WORKPLACE VIOLENCE

Siemens is committed to fully providing a safe work environment reasonably possible. Violent or threatening behavior in the workplace is not permissible and will be addressed promptly and appropriately. Workplace violence is defined as any direct or implied threat, an intentional act or other unreasonable conduct that would create fear, hostility, intimidation, or other concern of harm in another person. Threats, threatening behavior, or acts of violence executed on or off Siemens a premise while conducting official Siemens business or related in any way to one's work with Siemens, is a violation of this policy. Offsite threats include, but are not limited to, threats made by telephone, fax, electronic or conventional mail, or any other communication medium. Such behavior on your part may result in removal from and barred access to Siemens premises, possible arrest and prosecution, or any other action deemed appropriate.

Workers who have been assaulted or subjected to threats of any kind in the workplace or who have knowledge of violence or threats against other workers must immediately report the situation to their immediate supervisor, work location Safety Representative, Staffing Representative or MSP Representative. If such violence is occurring or you believe imminent danger exists, do not place yourself in harm's way; immediately call law enforcement at 911 and, as soon as possible thereafter, report the matter to your immediate supervisor, work location Safety Representative, Staffing Representative or MSP Representative.

WORKPLACE

BELONGING

At Siemens, we foster a workplace that values different perspectives and experiences — because this drives innovation, growth, and better outcomes for our customers. We're committed to building diverse teams, creating a strong sense of belonging, and ensuring an inclusive environment where everyone can thrive, and succeed.

Siemens USA strives to ensure that every person we do business with feels free to be their authentic selves every day, in every transaction. That is because belonging enables the creation of technology with purpose. A company can be truly successful when they encompass and involve everyone. #BelongingTransform

ENVIRONMENTAL

We expect Temporary Workers, such as yourself, to perform your job in an environmentally conscientious manner. Environmental laws, regulations, and orders affect many areas of Siemens' business, including hazardous and toxic materials, air and water emissions, and waste disposal. Siemens is committed to compliance with environmental regulations and expects you to be personally conscientious in following proper environmental procedures in your daily work and to report any potential environmental compliance issues to your Staffing Company employer or an MSP representative.

HEALTH & SAFETY

Excellent health and safety management is a core business value. We believe that all occupational accidents are preventable. You are expected to maintain safe and healthful working conditions, to comply with the safety practices of your assignment and to report any unsafe acts, hazardous conditions, or potential violations of the law to your Staffing Company employer so that they can notify the appropriate Siemens management personnel. Siemens also prohibits retaliation or discrimination against individuals for reporting safety and/or health concerns.

Temporary workers are required to wear Company-issued security badges in plain view while at Siemens facilities. Wearing or producing badges upon request is a condition of temporary assignment at Siemens.

If your temporary position requires that you drive for Company business, you are expected to drive safely and to comply with relevant state laws regarding the use of cell phones and similar devices

Accordingly, Temporary Workers are permitted to use cellular phones while driving only when using a hands-free accessory unless such usage is prohibited by applicable law, or when

the vehicle is safely parked out of the lane of traffic. Use of any handheld communication device, including cell phones, visual devices, personal digital assistants (PDAs), pagers, and other visual-based wireless devices inconsistent with Siemens policy is strictly forbidden. Drivers are required at all times to know and observe all federal, state, and local motor vehicle laws and regulations with respect to the operation of Company vehicles, rental vehicles or personal vehicles while on Company business.

CALIFORNIA MEAL AND REST BREAKS

If performing work for Siemens onsite at a Siemens location in California, Siemens will provide non-exempt Temporary Workers with 10-minute paid rest breaks as required by California law. The number of breaks received is as follows:

- Non-exempt Temporary Workers who work between 3½ and 6 hours are entitled to one rest break.
- Non-exempt Temporary Workers who work more than 6 and up to 10 hours are entitled to two rest breaks.
- Non-exempt Temporary Workers who work more than 10 and up to 14 hours are entitled to three rest breaks.

If performing work for Siemens onsite at a Siemens location in California, Siemens will also provide Temporary Workers in non-exempt positions with a mandatory unpaid, uninterrupted 30-minute meal break in accordance with California law.

- Non-exempt Temporary Workers who work between zero and 5 hours are not entitled to a meal break.
- Non-exempt Temporary Workers who work more than 5 and up to 10 hours are entitled to one meal break, but the worker who works up to 6 hours or less during a shift can choose to waive the meal period by submitting a signed written waiver to their Staffing Company employer.
- Non-exempt Temporary Workers who work more than 10 hours are entitled to 2 meal breaks, but the worker who works up to 12 hours or less during a shift can waive the second meal period by submitting a signed written waiver to their Staffing Company employer, as long as the first meal period was taken.

Otherwise, your Staffing Company Employer will be responsible for scheduling and providing meal periods and rest breaks as required by law.

Any non-exempt Temporary Worker who is not permitted to take or has a missed, short or interrupted rest or meal break should complete a California Missed Rest Break and/or Meal Period Request Form and submit it to the

immediate supervisor at the Staffing Company Employer by the end of the pay period. If a Temporary Worker fails to submit a Request Form, it is presumed meal periods/rest breaks have been provided as required by law.

HELP LINES

Siemens *Flex-Force* Help Desk Number: 1-877-219-4039, Siemens *Flex-Force* Email Service:

Siemens@TAPFIN.com

Siemens Compliance Helpdesk “Tell Us”: 1-855-303-9798 Share with AskHR: 1-866-743-6367