

# EPCO, INC.

## CODE OF CONDUCT

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# **CODE OF CONDUCT**

## **I. Introduction & Purpose**

Pursuant to an amended and restated administrative services agreement, EPCO, Inc. employees provide all of the management, administrative and operating functions for certain related entities. This Code of Conduct (the “Code”) describes the general business principles that govern the employees of EPCO, Inc. that engage in the business activities of any of EPCO, Inc., Enterprise Products Partners L.P., TEPPCO Partners, L.P., Enterprise GP Holdings L.P., Duncan Energy Partners L.P. or their respective divisions (including, without limitation, Enterprise Transportation Company, a division of EPCO, Inc.), affiliates and subsidiaries (collectively or individually as the context may require, referred to as “EPCO” or the “Company”), as well as each of their respective officers and directors. It also represents the code of ethics for senior financial officers and the principal executive officer of each of the entities comprising the Company required by the Sarbanes-Oxley Act of 2002. Some sections may be more relevant to certain functions or departments than to others. However, every EPCO employee, officer and director should recognize that their business actions affect the reputation and integrity of EPCO in the aggregate and individually. It is essential that each understand and comply with this Code and develop a working knowledge of its provisions. While this Code does not apply to an EPCO Contractor’s dealings with its other clients, it is applicable to the extent the contractor is performing services for EPCO.

The EPCO entities conduct widespread activities, and each has wide freedom of action. However, we shall all conduct ourselves in the proper manner and have in common a goal to promote the reputation of each of the EPCO entities. We are judged by how we act. Our reputation will be upheld if we act with honesty and integrity in all our dealings and do what we believe is right at all times within the legitimate role of business.

The Company and its employees have, as their core values, honesty, integrity and respect for people. We also firmly believe in the fundamental importance of the promotion of trust, openness, teamwork and professionalism and pride in what we do. Our underlying corporate values determine our principles. These principles apply to all transactions, large or small, and describe the behavior expected of every EPCO representative. In turn, the application of these principles is underpinned by procedures within each EPCO entity which are designed to make sure that each representative understands these principles and that they act in accordance with them. We recognize that it is vital that our behavior matches our intentions.

We recognize that maintaining the trust and confidence of unitholders, employees, customers and other people with whom we do business, as well as the communities in which we work, is crucial to the continued growth and success of EPCO. We intend to merit this trust by conducting ourselves according to the standards set out in our principles. These principles have served the EPCO companies well for many years. It is the responsibility of management to ensure that all Company representatives are aware of these principles and behave in accordance with the spirit as well as the letter of this statement.

## **II. General Business Principles**

### **1. Objectives**

The objectives of the Company are to engage efficiently, responsibly, safely and profitably in the energy business, including natural gas gathering, pipelines and services, natural gas liquids and petrochemical pipelines and services, crude oil and refined products pipelines and services, and other selected businesses. We seek a high standard of performance and aim to maintain a long-term position in the respective competitive environments.

## 2. Responsibilities

The Company recognizes five areas of responsibility:

a. *To unitholders*

To protect unitholders' investment and provide an acceptable return on their investment.

b. *To customers*

To win and maintain customers by developing and providing products and services that offer value in terms of price, quality, safety and environmental impact, which are supported by the requisite technological, environmental and commercial expertise.

c. *To employees*

To respect the human rights of our employees, to provide Company representatives with good and safe conditions to work, and good and competitive terms and conditions of service, to promote the development and best use of human talent and equal opportunity employment, and to encourage the involvement of employees in the planning and direction of their work and in the application of these principles within their business operations. It is recognized that commercial success depends on the full commitment of all employees.

d. *To those with whom they do business*

To seek mutually beneficial relationships with contractors, suppliers and in joint ventures and to promote the application of these principles in so doing. The ability to promote these principles effectively will be an important factor in the decision to enter into or remain in such relationships.

e. *To society*

To conduct business as responsible corporate members of society, to observe laws of the countries in which we operate, to express support for fundamental human rights in line with the legitimate role of business and to give proper regard to health, safety and the environment.

These five areas are seen as inseparable. Therefore, it is the duty of management to continuously assess these priorities and discharge its responsibilities hereunder as best it can.

## 3. Economic Principles

Profitability is essential to discharging the responsibilities outlined above and staying in business. It is a measure both of efficiency and of the value that customers place on Company products and

services. It is essential to the allocation of the necessary company resources and to support the continuing investment required to develop each Company's businesses and meet customer needs. Without profits and a strong financial foundation, it would not be possible to fulfill these responsibilities.

The Company works in a wide variety of changing social, political and economic environments, but in general we believe that the interests of the community can be served most efficiently by a market economy. Criteria for investment decisions are not exclusively economic in nature but also take into account social and environmental considerations and an appraisal of the security of the investment.

#### 4. Business Integrity

The Company insists on honesty, integrity and fairness in all aspects of its business and expects the same in its relationships with all those with whom it does business. The direct or indirect offer, payment, solicitation or acceptance of bribes in any form are unacceptable practices. Company representatives must avoid conflicts of interest between their private financial activities and their part in the conduct of Company business. All business transactions on behalf of each Company must be reflected accurately and fairly in the books and accounts of that Company in accordance with established procedures and be subject to audit.

#### 5. Political Activities

##### a. *Of the Company*

The Company acts in a socially responsible manner within the laws of the countries in which we operate in pursuit of our legitimate commercial objectives. The Company does not make payments to political parties, organizations or their representatives or take any part in party politics. However, when dealing with governments, the Company has the right and responsibility to make its position known on any matter that affects itself, its employees, its customers or its unitholders. It also has the right to make its position known on matters affecting the community, where there is a contribution to make.

##### b. *Of Employees*

Where individuals wish to engage in activities in the community, including standing for election to public office, they will be given the opportunity to do so where this is appropriate in light of local circumstances and it is not expected to interfere with their duties to EPCO.

#### 6. Health, Safety and the Environment

Consistent with our commitment to contribute to sustainable development, the Company has a systematic approach to health, safety and environmental management. To this end, we manage these matters in the same manner and with the same level of priority as any other critical business activity.

#### 7. The Community

The most important contribution that the company can make to the social and material progress of the countries in which it operates is in performing its basic activities as effectively as possible. In addition, the Company takes a constructive interest in societal matters which may not be directly related to its business. Opportunities for involvement – for example, through community, educational or donations programs – will vary depending on the size of the Company concerned, the nature of the local society and the scope for useful private initiatives.

#### 8. Competition

The Company supports free enterprise. It seeks to compete fairly and ethically and within the framework of applicable competition laws.

#### 9. Communications

Each Company recognizes that, in view of the importance of the activities in which it is engaged and its impact on the economies of communities and individuals, open communications are essential. To this end, each Company provides relevant information about that Company's activities to legitimately interested parties, subject to any overriding considerations of business confidentiality and cost.

### **III. Legal and Ethical Obligations**

EPCO's legal and ethical obligations are simply stated:

- Comply fully with all applicable laws;
- Foster an affirmative attitude concerning compliance with the law among those reporting to you and among your colleagues;
- Demand and exhibit conduct consistent with the expectations of the communities in which we operate and necessary to maintain the good reputation of the Company for fair, honest and ethical conduct; and
- Report any violation of our Code or any threat to human health, safety, and the environment or Company assets that you have a good faith reason to believe has occurred or exist as discussed under "Reporting Compliance Violations," below.

### **IV. Company Compliance Policies**

Most of the EPCO compliance policies covering the matters discussed below are recorded in written documents and generally may be obtained from the Company's Human Resources Department. Others are adapted specifically to certain work areas or to EPCO representatives dealing in the areas covered by the policy. It is the responsibility of every Company representative to conduct his or her job in strict compliance with such policies. Questions concerning all policies may be addressed to your immediate supervisor or your Human Resources representative (in the case of an employee), the Vice President, Senior Vice President or Executive Vice President of the business unit for which services are being performed (in the case of an EPCO Contractor) or the Company's Legal Department (in the case of any EPCO representative). The Company also conducts ongoing educational programs and training on certain compliance issues for employees. Because written policies and training programs cannot

anticipate every possible factual situation, each EPCO representative has an obligation to seek clarification and advice whenever a question concerning compliance with our Code arises.

### 1. Antitrust Laws

The Company's *Antitrust Compliance Policy and Antitrust Compliance Guide* set forth the intention to conduct operations in strict compliance with all applicable antitrust laws. The antitrust laws generally prohibit business activities that constitute unreasonable restraints of trade. This policy discusses the Sherman Act's prohibition against horizontal conduct between competitors, such as price fixing agreements. Also discussed in the policy statement are the severe criminal and civil penalties, both corporate and individual, for violations of the antitrust laws. Recommendations for avoiding inadvertent violations, including guidelines for discussions of business activities, are also included.

### 2. Boycott Laws

Federal law prohibits persons from taking or agreeing to take certain actions in connection with any unsanctioned foreign boycott directed against any country friendly to the United States. The Company's *Compliance with the Foreign Boycotts Title of the Export Administration Act* details compliance issues and reporting requirements.

### 3. Conflicts of Interest

Each EPCO employee has a duty to avoid situations that might be adverse to Company interests or result in conflicting loyalties or interests. This includes prohibited involvement with suppliers, contractors, competitors or customers, prohibited gifts and entertainment and use of Company information.

While it is not possible to describe, or even anticipate, all the circumstances and situations that might involve a conflict of interest, they may arise where an employee, officer or director, or member of his or her family has any of the following with respect to any of the business units for which an EPCO employee provides services:

- Has a financial interest in EPCO's competitors, customers, suppliers or others dealing with EPCO (excluding interests that are less than 1% of the outstanding securities of a corporation or equivalent percentage of ownership interests if an unincorporated business).
- Solicits or accepts, directly or indirectly, from customers, suppliers or others dealing with EPCO any kind of gift or other personal, unearned benefits as a result of his or her position at EPCO (other than non-monetary items of nominal intrinsic value).
- Has a consulting, managerial or employment relationship in any capacity with another organization that diverts work time and interferes with his or her ability to act in the best interests of EPCO, requires the disclosure of confidential information about EPCO, or creates the appearance of impropriety.
- Receives a loan or other extension of credit or credit support (such as a guaranty) from an EPCO entity. Certain EPCO entities are prohibited by law from extending or arranging for the extension of personal loans to executive officers.

- Acquires, directly or indirectly, real property, leaseholds, patents or other property or rights in which EPCO has, or the employee, officer or directors knows or has reason to believe at the time of acquisition that EPCO is likely to have, an interest.
- Jobs and affiliations of close relatives: The work activities of close relatives can create conflicts of interest, too. If you learn that a "close relative" works or performs services for any competitor, customer, business partner, or supplier, promptly notify your supervisor.

Employees are expected to devote their full time and attention to EPCO's work during regular business hours and for whatever additional time may be required (or, in the case of part-time employees, whatever hours they have been employed to work). Outside business activities can easily create conflicts of interest or diminish productivity and effectiveness. For these reasons, employees should avoid outside business activities that divert their time and talents from EPCO's business. Though EPCO encourages professional activities and community involvement, if compensation is received for such efforts, special care must be taken not to compromise duties owed to EPCO. Employees are expected to and shall disclose to senior management the nature of any such gainful activity.

No employee may use his/her EPCO position or title, or any EPCO equipment, supplies or facilities, in connection with outside activities, nor may any employee do anything that might infer sponsorship or support by EPCO of such activity, unless such use has been approved in writing by the Legal Department.

In all instances where the appearance of a conflict exists, the matter shall be communicated to your supervisor and then referred to Senior Vice President of Human Resources and the Legal Department for interpretation and resolution.

#### 4. Drug and Alcohol Abuse

EPCO strives to provide employees with a workplace free from substance abuse (i.e., the illegal or illicit use of drugs and the abuse of alcohol) and a workplace where all individuals are able to perform their assigned responsibilities in a safe and productive manner. Company policies on *Illegal and Unauthorized Items at Operational Facilities and in Operational Vehicles* and *Illegal and Unauthorized Items at Home Office and Lodge Facilities and in Company Passenger Vehicles* are part of an extensive program that includes education, substance abuse identification and testing.

#### 5. Environment

Proper regard for the environment, consistent with our commitment to sustainable development, must be an essential element of all Company business transactions. Each EPCO representative has a responsibility towards ensuring sound environmental performance. The Company's *Policy on Environmental Performance* sets out provisions for full compliance with all environmental laws and regulations, including the assessment of environmental consequences before entering new ventures, activities or acquisitions, as well as fostering environmental awareness and responsibility. Corporate and individual criminal and civil liability exists for many violations of environmental laws.

#### 6. Equal Opportunity

EPCO is fully committed to a workplace that is founded on diversity and equal opportunity and is free from discriminatory action. In support of this commitment, the Company's ***Equal Opportunity Policy*** clearly prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, physical or mental handicap, status as a special disabled veteran or veteran of the Vietnam era or citizenship of individuals legally authorized to work in the United States. This policy also prohibits any form of harassment for any of these reasons.

#### 7. Export Control

All exports of commodities and technical data are regulated under federal law. Violations of export control regulations can result in serious criminal penalties to the Company and individuals. A summary of the export control laws and regulations is available through the Company's Legal Department.

#### 8. Insider Trading

Federal securities laws prohibit individuals from trading in publicly held securities while in the possession of material confidential (non-public) information which is learned in the course of employment or the performance of services. Failure to comply with these requirements may be a criminal offence in many instances. More detailed information is contained in each Company's ***Insider Trading*** policy and may be obtained from the Company's Legal Department.

#### 9. Political Contributions and Foreign Corrupt Practices Act

EPCO has adopted a policy setting forth the standard of conduct to be observed and procedures to be followed in all matters pertaining to political contributions, illegal or questionable payments and related accounting procedures. The use of company funds or assets for any unlawful or improper purpose, including payments to governmental employees or any other person as a commercial bribe, influence payment or kickback, is prohibited. Specifically covered are matters dealing with entertainment of or gifts to government officials and employees. As a policy, the Company does not make payments with company funds to political parties or candidates for public office. This does not mean, however, that we will not participate in public debate. The Company has the right and responsibility, in pursuit of its legitimate commercial objectives, to make its position known on matters affecting the community if we have expertise and can make a significant contribution to EPCO and society.

EPCO will support Political Action Committees (PACs) in accordance with applicable law, and Company representatives are encouraged to make personal political contributions to PACs, candidates and organizations of their choice. However, any representative who elects to make a personal political contribution must bear the entire financial burden of such a contribution.

If any employee wishes to engage in political activity, including standing for election to public office, he or she will be given the opportunity to do so where this is appropriate in light of local circumstances and is not expected to interfere with such employee's duties to EPCO.

#### 10. Protection of Assets

The EPCO companies have a large variety of assets, including extremely valuable proprietary information and physical assets. Proprietary information includes intellectual property and the confidential business data entrusted to employees in connection with their jobs. Protection of Company assets and third party confidential information properly in EPCO's possession is the

personal responsibility of each employee and contractor. Further details concerning these obligations can be obtained by contacting the Company's Legal Department.

#### 11. Safe Workplace Environment

EPCO is fully dedicated to maintaining a workplace free of recognized health and safety hazards. In this regard, the Company has ongoing and comprehensive programs and policies designed to achieve this policy objective and ensure full compliance with all applicable laws and regulations. See the Company's *Policy on Occupational Safety and Health*.

#### 12. Public Company Accountability

All employees and, in particular, the chief financial officer, controller or principal accounting officer, and principal executive officer of the Company, have a responsibility to implement controls to protect against false or intentionally misleading entries in EPCO's accounting records. EPCO employees must not manipulate financial accounts, records or reports, maintain off-the-book accounts to facilitate questionable or illegal payments, or take any action or cause anyone else to take any action to influence, coerce, manipulate or mislead auditors for the purpose of rendering financial statements misleading, and in particular:

- All Company accounting records, as well as reports produced from those records, must be kept and presented in accordance with the laws of each applicable jurisdiction;
- All records must fairly and accurately reflect the transactions or occurrences to which they relate;
- All records must fairly and accurately reflect in reasonable detail EPCO's assets, liabilities, revenues and expenses;
- EPCO's accounting records must not contain any intentionally false or misleading entries;
- Transactions must not be misclassified as to accounts, departments or accounting periods;
- All transactions must be supported by accurate documentation in reasonable detail and recorded in the proper account and in the proper accounting period;
- All Company accounting records must comply with generally accepted accounting principles; and
- EPCO's system of internal accounting controls, including compensation controls, must be followed at all times.

It is critical to the reputation of EPCO, and to employees personally, that information provided to a business unit's management and the public is accurate, fair, complete, objective, understandable, timely and relevant. This applies to both financial and non-financial data, and includes information in public communications, as well as in documents filed with regulators. Misstating financial results carries serious criminal and civil fines and penalties for EPCO and personal criminal liability for employees.

EPCO applies the highest ethical standards in its financial and non-financial reporting and follows all applicable Securities and Exchange Commission, New York Stock Exchange and other standards and rules regarding financial reporting.

Employees should immediately contact the Chief Financial Officer, the Chief Legal Officer or the Chairman of the Audit, Conflicts and Governance Committee of the respective Board of Directors (or call the Employee Hotline) if they believe financial statements have been misstated or manipulated or if they are subject to pressure or threats to:

- Use questionable accounting techniques.
- Manipulate earnings.
- Manipulate results to meet financial or performance targets.

### 13. Harassment in the Workplace

EPCO is committed to maintaining a positive work environment where all employees are treated with dignity and respect. Harassment of any kind in the workplace is not tolerated. We must demonstrate inclusion and teamwork by valuing the dignity of every person, honoring differences, and speaking up when we witness harassment.

Harassment generally means offensive conduct that is severe and pervasive and singles out an employee to the detriment or objection of that employee because of race, gender, sexual orientation, religion, national origin, age, disability, etc. Harassment covers a wide range of conduct, from direct requests of a sexual nature to situations where offensive behavior (e.g., insults, offensive jokes or slurs, offensive material posted in the workplace, etc.) results in a hostile work environment.

### 14. Gifts and Entertainment

Relationships with suppliers must be based entirely on sound business decisions and fair dealing. Business gifts and entertainment can build goodwill, but they can also make it harder to be objective about the person providing them. In short, gifts and entertainment can create their own "conflicts of interest."

Gifts and entertainment include anything of value, including discounts, loans, cash, favorable terms on any product or service, services, prizes, transportation, use of another company's vehicles or vacation facilities, stocks or other securities, participation in stock offerings, home improvements, tickets, and gift certificates. The potential list is endless--these are just examples.

Some types of gifts and entertainment are never permissible, and no one can approve these. You may **never**:

- Accept any gift or entertainment that would be illegal or result in any violation of law.
- Accept any gift of cash or cash equivalent (such as gift certificates, loans, stock, stock options).

- Accept or request anything as a "quid pro quo"--in other words, as part of an agreement to do anything in return for the gift or entertainment.
- Participate in any activity that you know would cause the person giving the gift or entertainment to violate his or her own employer's standards.

Before offering or accepting gifts or entertainment greater than \$250, or if the event involves recreational travel and/or an overnight stay you must obtain approval from senior management. Forms for obtaining approval are found on the Company's portal.

## **V. Procedures for Obtaining Guidance**

The Company policies summarized above, related training programs and operating procedures exist for the various jobs at the EPCO companies. Each Company representative is charged with the obligation to understand applicable policies, procedures and training made available to him or her. Seek clarification from your supervisors when necessary. Supervisors, managers and above have additional duties to monitor the continuing adequacy of policies, procedures and training within their areas of responsibility and monitor compliance with our Code by persons reporting to or retained by them.

When you have a concern or are called upon to evaluate the legal or ethical correctness of a course of action as a result of your employment:

- Seek out the appropriate policy statement and training manuals and ask your supervisor for clarification when needed.
- Don't debate alone; seek the advice of legal, environmental, human resources and other administrative organizations that can be of assistance.
- As a guide in making your decision, consider whether if all the facts surrounding your decision were published in the local newspaper, you would have any regrets or concerns.
- Understand that EPCO's best interests can never be served by illegal or unethical conduct and the Company will never condone it.

Any questions concerning legal compliance that cannot be answered promptly and clearly should be referred to the Company's Legal Department. Legal and other appropriate administrative organizations, working together, will seek to explain in a practical and readily understandable manner what is required of EPCO representatives in order to comply with the law and with our ethical requirements.

Our compliance policies and training and our Code are all aimed at avoiding violations of law and unethical conduct. Our long-term success in this area will depend on each Company representative recognizing EPCO's sincere commitment to these goals, seeking advice before engaging in conduct that presents legal or ethical questions and obtaining correct and unambiguous advice.

## **VI. Reporting Compliance Violations**

If an EPCO representative has a good faith reason to believe that any violation of our Code or misconduct including fraud has occurred, he or she is required to report such violation through available communication channels. Additionally, any good faith reason to believe that a threat to human health, safety, and the environment or Company assets has arisen or exists in or as the result of conduct in the workplace must be promptly reported.

Two avenues are available for EPCO representatives reporting compliance violations.

- 1) Reporting to the Vice President, Senior Vice President, Executive Vice President in charge of the business unit for which you are working, or in the case of an employee, to that employee's Human Resources representative. These parties then have the responsibility to see that the Senior Vice President of Human Resources and Director of Internal Audit are notified. When compliance with law issues are raised, the appropriate representatives of the Company's Legal Department shall also be notified.
- 2) Reporting to the Company's anonymous reporting Hotline at 1-877-888-0002 also discharges this obligation. The Hotline is the preferred method for reporting Code violations including fraud since it's operated by an independent third party. All reports are directly communicated by the Hotline provider to the proper representatives of senior management and the appropriate Audit, Conflicts and Governance Committee chairperson.

The Hotline provides a method of reporting without revealing the name of the person who made the call. Any attempt at retaliation or intimidation against anyone reporting in good faith an actual or suspected violation of our Code, fraud, any law or any condition thought to constitute a threat to human health, safety, the environment or Company assets is a serious violation of our Code. Those retaliating are subject to disciplinary action.

All fraud involves the intent to deceive and any instance is therefore a reportable violation and must be communicated to senior management and the appropriate Audit, Conflicts and Governance Committee. The concept of fraud encompasses acts such as:

- Misappropriation of Company assets (theft)
- Improper manipulation of accounting and financial reporting data
- Charging personal items to the Company
- Fabricating and falsifying actual work hours performed
- Diverting or utilizing Company assets for personal gain

## **VII. Discipline & Consequences for Actions**

The EPCO companies will consistently and appropriately enforce compliance with the Code and Company policies. Discipline for non-compliance will be determined by the appropriate senior management and/or Company board members. This may result in discipline up to and including termination of employment (in the case of employees) or termination of services (in the case of contractors). In certain cases or when required by law, law enforcement officials will be informed of facts discovered by any investigation concerning non-compliance with the law. Such actions can lead to criminal prosecution, monetary fines and civil penalties.

## **VIII. Individual Responsibility & Duty**

All employees have a responsibility and duty to comply with the Code and speak up and report any violations. Those with supervisory and review roles at any level have additional deterrence and detection duties such as:

- Stay aware of what can go wrong in your area of authority;
- Implement and maintain effective review, monitoring and internal control procedures that will promptly detect or prevent wrongdoings and misconduct. It is the responsibility of the approver of any contract, expense statement, journal entry or other document to thoroughly review the details and support of such transaction or document before approving; and
- Within your area, promote the EPCO reputation by periodically discussing the Code with employees and by taking opportunities to communicate key provisions to contractors and customers.

### **IX. Waivers of the Code**

Questions regarding this Code should be referred to your supervisor, Human Resources and/or the Legal departments. Waivers of this Code may be made only by the appropriate board of directors of the EPCO companies or a duly authorized committee of its board, and will be disclosed as and to the extent required by applicable law and regulation.

This Code is a statement of the fundamental principles and policies that govern EPCO companies' operations. This Code is not intended to and does not constitute or imply a contract between or among these companies and their employees or an assurance of continued employment. This Code creates no rights in any employee, director, supplier, customer, competitor, security holder or other person or entity. The Company may amend this Code at any time and for any reason without notice, and such amendment will be disclosed as and to the extent required by applicable law or regulation.

### **X. Employee Certification**

As the Code makes clear, adherence to the law and the highest standards of integrity is critical. Compliance does not just happen but requires a commitment by every one of us. That is why the Company will periodically require directors, officers, contractors, and employees to certify to this pledge either in writing or electronically. It signals your **individual commitment** to act responsibly on behalf of the Company. Attached is a sample compliance statement.

# EPCO, Inc.

## CODE OF CONDUCT

### EMPLOYEE CERTIFICATION & COMPLIANCE STATEMENT

I have read and understand the Code. I agree to comply with it and help ensure compliance with these standards. I understand that violation of the Code may result in disciplinary action up to and including termination of employment, and potential prosecution by law enforcement and imposed monetary fines and penalties.

|                  |
|------------------|
| Name (Print):    |
| Company:         |
| Department Name: |
| Signature:       |
| Date:            |

Note: Return completed forms to the Human Resources Department