

## **TITLE I: CODE OF BUSINESS CONDUCT AND ETHICS**

### **ARTICLE III**

#### **PROTECTION AND USE OF ASSETS**

**Sec. 1** - Employees must protect SAPCO's assets and ensure their efficient use for legitimate business purposes only. Theft, carelessness and waste have a direct impact on the company's profitability. Any use of the funds or assets of the company for any unlawful or improper purpose is strictly prohibited.

**Sec. 2** - To ensure the protection and proper use of SAPCO's assets, each employee must:

- (i) Exercise reasonable care to prevent theft, damage or misuse of the company's assets.
- (ii) Promptly report any actual or suspected theft, damage or misuse of the company's assets.
- (iii) Safeguard all electronic programs, data, communications and written materials from unauthorized access.
- (iv) Use SAPCO's assets only for legitimate business purposes.