



**MATERION**

# Materion Code of Conduct | 2023



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# GREETINGS FROM JUGAL VIJAYVARGIYA, PRESIDENT AND CHIEF EXECUTIVE OFFICER

Dear Colleagues,

Welcome to the **Materion Code of Conduct**. This document reflects the issues that could potentially arise as a result of our growing global presence and includes a current list of Ethics & Compliance team members should you need to reach out. Like our earlier versions, this edition describes the fundamental principles that allow us to compete and succeed in the global marketplace. Below are some important guiding principles of how this Code influences and impacts our success as a business:

**The standards in this Code apply equally to global employees, officers and directors.**

No employee, company officer or board member can view the Code of Conduct as an optional set of guidelines. Our universal commitment to the principles expressed here is the foundation for our customer focus, our growth and our success as a company.

**Success cannot come at the price of our principles.**

Although Materion competes vigorously to achieve business success, it is important to remember that our company is just as concerned with how our results are achieved. With each of us following these directives, we believe Materion is capable of prospering in any global business environment.

**We can only solve compliance problems once they have been reported.**

As you go about your work, it is very important to understand that we can only solve compliance problems once they have been reported. Your input can identify and address areas of concern, making Materion a stronger company and a better workplace. Remember, if you see something, say something.

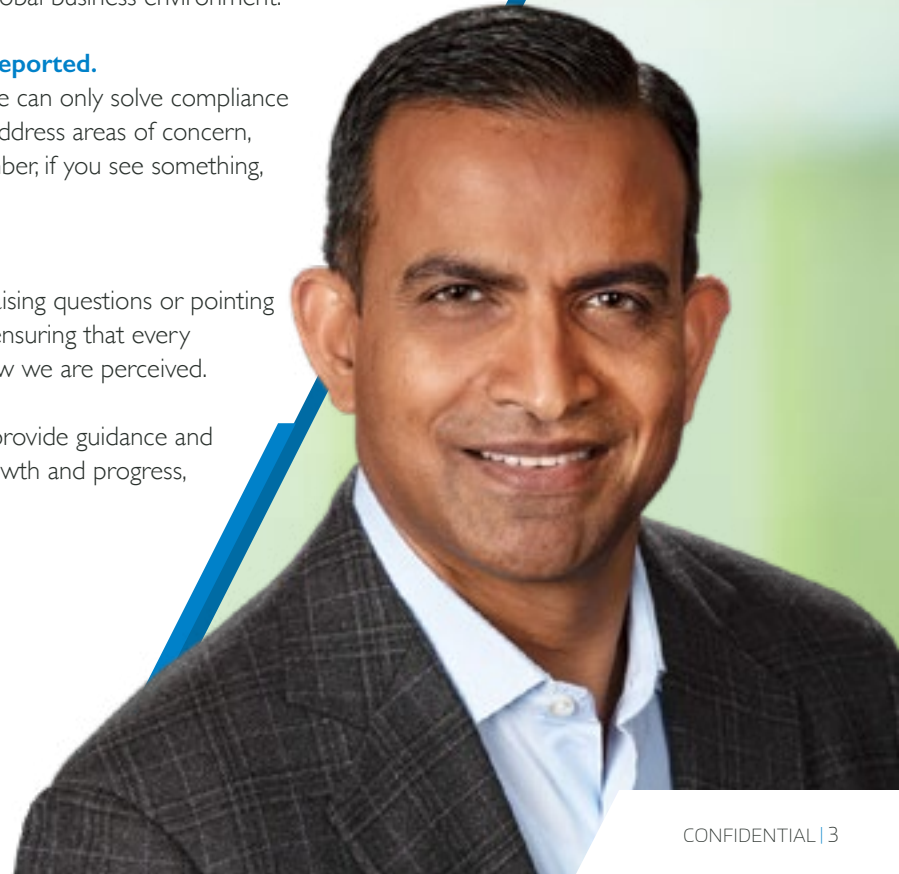
**You will never face retaliation at Materion.**

You should know that you will never face retaliation at Materion for raising questions or pointing out problems in good faith. The key to being a principled company is ensuring that every employee knows they can make a difference in our reputation and how we are perceived.

Please read this Code with care and remember that it is designed to provide guidance and be a resource for each of us. Thank you for your role in Materion's growth and progress, and your support for our vision and values.

Sincerely,

**Jugal Vijayvargiya,**  
President and Chief Executive Officer





# OUR VISION, MISSION AND VALUES

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## Vision

We will be a global leader in innovative advanced material solutions and services that enable our customers to excel in their markets.

## Mission...in support of our vision:

- We manufacture materials and provide optical coating solutions that enable technologies to provide a safer and more sustainable future
- We provide exceptional value to our customers globally through innovative technology and service, and continuous supply chain improvement
- We are passionately focused on being our customers' first choice
- We commit to building a strong financial future for our employees and shareholders, striving to consistently grow revenues and earnings
- We design, manufacture and distribute our products in a safe, environmentally responsible manner

## Values...we embrace a set of individual and team values, where:

- Working safely is everyone's first priority
- We collaborate with each other, our customers and our suppliers to create higher value for our customers
- We conduct all business affairs with the highest standard of ethics and integrity
- We leverage disciplined processes and data-driven methods to continuously improve
- We empower individuals and teams to achieve our goals
- We embrace change and entrepreneurship
- We commit to attracting and developing diverse, global talent, and to creating a culture where all employees can do their best work
- We partner in the betterment of our communities



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INTRODUCTION:

# OUR COMMITMENT TO THE HIGHEST STANDARDS OF ETHICS

## The Purpose of Our Code

By working at Materion, we each make a commitment to observe the highest standards of ethics and integrity. Those standards are reflected in our Code of Conduct (our “Code”) which explains what is expected of us at Materion. Ultimately, our Code helps us maintain the trust we have built with our stakeholders, and therefore ensures our business success.

While no Code can address every possible situation we may encounter, this Code can guide your decision making and help you locate the people and policies that can provide further aid. Many of the statements included here are supported by policies and procedures that are available and can be reviewed in their entirety on [Materion Matters](#).

## The Code Applies to All of Us

This Code applies to all of us. This includes global employees, executive officers and directors of Materion and its subsidiaries (referred to together as “Materion” or our “Company”). We also expect that our suppliers, agents, contractors, business partners, consultants and licensees will follow similar principles.

The Code of Conduct is supplemented by internal guidelines and regulations as well as contractual employment agreements. In addition, we naturally comply with national and international legal regulations.

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### The Principles and Laws We Must Know and Follow

The core of our Company's business ethic is "doing the right thing." In addition to following our Code, Company policies, and the laws and regulations that apply to our work, we must always be sure to use good judgment in each of our business decisions. **If you are not sure how to proceed in a given situation, ask yourself the following questions:**

- Is my action legal and does it comply with company policy?
- Would I feel comfortable if my action were reported in the news, social media or were reported to a person whose principles I respect?
- Will my action protect the Company's reputation as an ethical company?
- Am I being truthful and honest?

**If the answer to any of these questions is not a resounding, "yes," then do not take that action.**

Our Code is important to our business no matter where we work. Global laws and regulations are complex, ever-changing and often vary from country to country. We must take care to familiarize ourselves with the policies, procedures and laws that apply to our particular location and job functions. If you have any doubts about whether an action is lawful and appropriate, or are unsure of the right thing to do, seek the advice of any of the Company Resources referenced in this Code.

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### The Importance of Reporting

You should never hesitate to ask a question or report a concern. Your reports help Materion become aware of issues, solve problems and make our company a better place to work. If you become aware of a situation in which you believe Materion's ethical or legal guidelines have been violated, we expect that you communicate what you know through the appropriate channels, as described in the section "Who to Talk to and How to Contact Them" on [page 9](#).

The importance and benefits of employee reporting cannot be over-emphasized. This may be the only way that our company learns of, and is therefore able to correct, a problem. You are an important part of the solution, and Materion is grateful for your good faith reports.

Materion takes violations of our Code very seriously and will take disciplinary action against those who have violated our Code, up to and including termination of employment. Depending on the severity of the violation, the individuals involved, and our Company might be subject to civil or criminal penalties and fines.

#### QUESTION

Culturally, it's not common to report a concern about someone that is in a leadership position. **What should I do?**

#### ANSWER

**It's important to speak up and say something about your concerns.** Materion respects its diverse workforce and considers various cultural norms when looking into concerns. In addition, Materion takes all appropriate actions to protect the identity of the person who is sharing the information, as well as the information that's being shared.



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### What to Expect When You Make a Report

Our Company handles reports very carefully. If you make a report, you can expect the following:

- Your report will be handled promptly and discreetly
- Discussions will be kept confidential to the extent allowed by law
- You may receive certain follow-up information about how your report was handled

If you make a report using the Ethics & Integrity Hotline, your identity will be kept anonymous, where local law allows, and the information will be relayed to Materion in accordance with applicable data protection laws for further investigation. Keep in mind, however, that remaining anonymous may make it difficult for our Company to investigate, so, wherever possible, you are encouraged to share your identity.

Remember, you will never face retaliation for reporting in good faith suspected misconduct. Our Company policy expressly prohibits retaliation against any employee acting in good faith who makes a report, raises a concern or provides information in response to an investigation.

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### Who to Talk to and How to Contact Them – Your Company Resources

There are a number of company resources available to you when you need help. You may want to consider first addressing the issue with your manager or supervisor or another manager with whom you feel comfortable.

**The following resources are also available to all of us any time we sense something is wrong or have a question about how to proceed:**

- Human Resources
- The highest ranking individual at your facility
- The Director of Ethics & Compliance ([See Compliance Personnel on Integrity Matters](#))
- Any member of the Law Department ([See Compliance Personnel on Integrity Matters](#))
- A Materion International Compliance Manager for locations outside the U.S. ([See Compliance Personnel on Integrity Matters](#))
- The Ethics & Integrity Hotline
- The Ethics and Integrity website: [www.materion.ethicspoint.com](http://www.materion.ethicspoint.com)

Our Ethics & Integrity Hotline is handled externally by an independent company that operates 24 hours, 7 days a week and supports locations worldwide. The hotline is not equipped with caller identification, so the number from which you are calling cannot be traced. All applicable data protection laws will be observed.

### Materion's Commitment to Non-Retaliation

None of us will ever face retaliation for making a good faith report of suspected misconduct. "Good faith" means that you provide information that is true and complete to the best of your knowledge. If the conduct you report doesn't turn out to be a violation, your report will not count against you.

Anyone found to have engaged in retaliatory acts will be subject to disciplinary action, which may include termination of employment. If you believe you have been a victim of retaliation, you should immediately report your concern to one of the Company Resources referenced above.



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## OUR COMMITMENT TO EACH OTHER

# THE IMPORTANCE OF SAFETY

Materion's greatest assets are its people, so safety is an integral part of our business strategy. Materion is committed to the highest standards of health, safety and security. We comply with all applicable health and safety regulations, as well as all posted safety procedures around the workplace.

No activity is so important that we cannot take the time to do it safely. We design our procedures with the well-being of our fellow employees, our neighbors and the environment in mind, making sure that every task can be performed safely. Each of us is responsible for being aware of safe work practices and preventing unsafe conditions.

Unfortunately, accidents can happen. When accidents and safety violations occur, we must promptly, accurately and fully report the incident to our manager or supervisor, or any of the Company Resources listed on [page 9](#). If you have a concern about workplace health, safety or security, please contact your local supervisor.

### QUESTION

**Am I required to report a minor work-related injury that may ruin my facility's long safety record?**

### ANSWER

**Yes.** Our EHS performance should be based on truthful reporting. Please remember that prompt medical attention should be sought where appropriate. Remember, you will not face retaliation for reporting safety incidents.



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## OUR COMMITMENT TO EACH OTHER

# THE IMPORTANCE OF SAFETY

### Violence

As part of our pledge to health and safety, we strive to stop or prevent any acts or threats of violence in our workplace. Violent behavior can include bullying, threats, and intimidation, which are never allowed. These behaviors can be a cause for disciplinary action, up to and including termination of employment, as well as possible criminal prosecution. You should immediately report all threats and acts of violence to your manager or supervisor, or any of the Company Resources listed on [page 9](#).

### Substance Abuse

We need to have clear minds and quick reflexes at all times in order to do our jobs correctly. Substance abuse limits our ability to work safely, and therefore puts us all in jeopardy. We may never work while under the influence of alcohol, illegal drugs or misused medications.

In addition, we may never possess, transfer or sell illegal drugs or alcohol, or transfer or sell any prescribed medications during working hours or while on company premises. Exceptions to this rule may include possessing alcohol that is transferred in a sealed container as an authorized gift or consumed in moderation at an authorized Company event.



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## OUR COMMITMENT TO EACH OTHER

# TREATING EACH OTHER WITH RESPECT

In order for us to work as a team to meet our collective goals, it is important for everyone to be comfortable in the workplace. Each of us should feel safe and able to always do our best work—so we should always treat each other with respect.

## Preventing Harassment

Keeping our workplace free from disrespectful conduct makes Materion a more pleasant and more productive environment for all of us. To that end, our Company does not tolerate any type of harassment, physical or verbal, sexual or non-sexual.

Generally speaking, “harassment” is any form of behavior toward another person that is unwelcome, offensive, degrading or shows hostility based on a personal characteristic. Because harassment such as unwanted sexual conduct, racial epithets or other offensive comments and actions can create an intimidating, hostile or offensive work environment, Materion takes reports of harassment very seriously.

### QUESTION

My manager often loses his temper and yells at all the people on the team when we miss a deadline. **Is that harassment?**

### ANSWER

**It depends, but regardless, the situation creates a negative work environment.** This behavior is something that the company will address because it violates the commitment we’ve made to a respectful workplace. Share your concerns with HR, Materion compliance personnel, the Law Department or the Ethics and Integrity Hotline.



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## TREATING EACH OTHER WITH RESPECT

### Promoting Diversity and Inclusion

Materion fosters a work environment that reflects the diversity of the communities where we operate. We represent a wide range of backgrounds, experiences and ideas, and our differences help to make Materion a stronger company. We also promote an inclusive environment in which all employees are respected, valued and able to fully contribute.

Showing respect for our coworkers means that we never make employment-related decisions on the basis of personal characteristics such as race, gender, religion, national origin or any other legally prohibited basis. We should also keep in mind that these and other characteristics are protected by law in many countries. In cases of disability, our Company is committed to making reasonable allowances for employees or qualified candidates.

If you know or suspect that illegal discrimination or harassment has occurred, you should immediately report the situation to your manager or supervisor, or any of the Company Resources listed on [page 9](#). All reports will be investigated, and disciplinary action will be taken when necessary, consistent with applicable law. Remember, you will not experience retaliation for making a good faith report to our company.



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## TREATING EACH OTHER WITH RESPECT

### Protecting Personal Data

During the course of our employment, we each provide sensitive personal, medical and financial information to our Company. Materion is committed to protecting this information. “Personal data” is any information relating to an identified or identifiable natural person.

**A few common examples of personal data include:**

- Employee identification number
- Human Resource and medical records
- Benefits information
- Compensation information
- Contact information, such as home addresses, emails and telephone numbers

We should only collect, access, use or disclose personal data for appropriate business purposes. We must not share personal data with anyone, either inside or outside of our company, who does not have a business need to know it. None of us may access our co-workers’ personal data without specific authorization and a business need for the data. If you do come into contact with this information because of the nature of your job, you must take special care to safeguard it at all times and to use it only to the extent necessary to do your work in accordance with the law.

If your job includes handling personal data, you must ensure that data is not lost or stolen. When any personal and confidential data needs to be sent to an outside source, you should password protect and encrypt the data. We comply with all applicable data protection laws and we expect that you, in the performance of your duties will do the same. For additional information, please refer to the [Materion Personal Data Protection Policy](#). If you have additional questions, contact any member of the Materion Personal Data Protection Team.

### QUESTION

I mistakenly sent a file that contained employee personal data to an outside vendor instead of to my HR representative because both have the same last name. **What should I do?**

### ANSWER

**Incidents that result in the loss, or the potential loss, of personal data are called “data breaches”.**

Even though this was an inadvertent breach of personal data, it must still be reported. You should immediately contact the Materion IT Service Desk to report the incident. It is important that we respond to and address these incidents as soon as possible.





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## TREATING EACH OTHER WITH RESPECT

### Respecting Human Rights Laws

At Materion, we respect and protect basic human rights wherever we operate. In support of this commitment, we adhere to applicable laws relating to working hours, wages and other workplace standards as well as child labor, involuntary servitude and human trafficking.

If you have reason to believe that our company or one of our business partners is failing to uphold any laws or regulations designed to protect human rights, you should report the situation immediately to your manager or supervisor, or any of the Company Resources listed on [page 9](#).

We do not use child or forced labor in any of our global operations or facilities. None of us should tolerate any form of unacceptable treatment of workers in our operations or facilities, including exploitation of children; physical, verbal or emotional abuse; involuntary servitude or human trafficking. We fully respect all applicable laws establishing a minimum age for employment, in order to support the effective abolition of child labor worldwide.

For additional information, please refer to the [Materion Human Rights Policy](#).



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## OUR COMMITMENT TO EACH OTHER

# LEADING WITH INTEGRITY

While we are all expected to understand and uphold the values in our Code, our managers and supervisors have special responsibilities. **If you have a leadership role, here are a few guidelines:**

- Act as a role model and lead by example
- Cultivate an open-door atmosphere so that employees feel comfortable coming forward with questions and concerns
- Communicate the importance of our Code, policies and applicable laws
- Ensure that employees are complying with the Code, Company policies and applicable law
- Clearly communicate Materion's commitment to non-retaliation and you should escalate all reports and issues as appropriate. Report any actual or potential retaliation that you see
- Consider compliance efforts when evaluating employees
- Always remember the importance of the right "tone from the top"

"Tone from the top" describes the effect that an organization's leaders have on the workplace atmosphere. When leaders set a positive example and emphasize the importance of doing business ethically, other employees are more likely to follow suit.



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## OUR COMMITMENT TO OUR COMPANY

# PROTECTING CORPORATE ASSETS

### Equipment and Property

Our company's physical assets have been acquired through the hard work of everyone at Materion. These assets include facilities, equipment, materials and property, and we must take great care to protect them from damage, theft or waste. While certain personal tasks are reasonable—calling home to check on a child or making an occasional copy for personal use—we should avoid excessive and expensive use of Company assets for personal, charitable or community use.

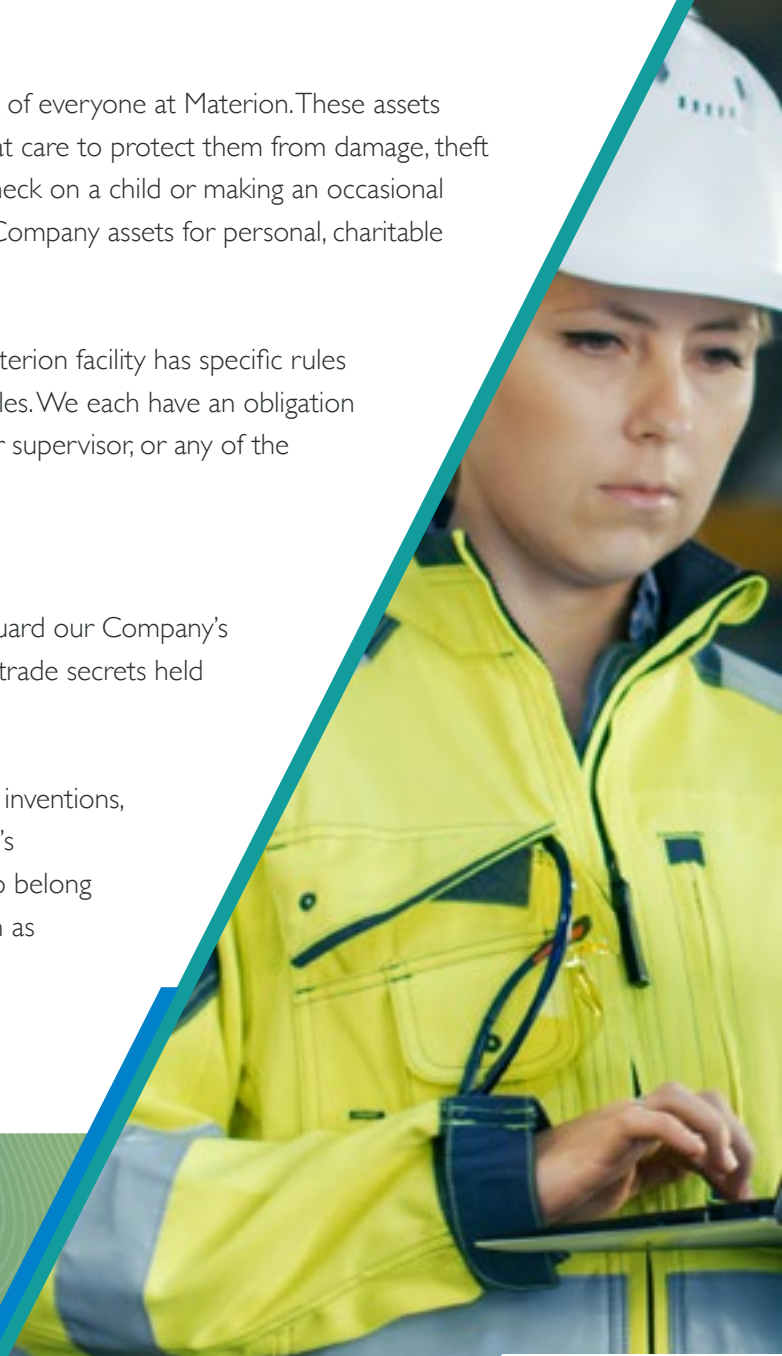
We have a shared responsibility to safeguard Company property. Each Materion facility has specific rules pertaining to internal security and we should all know and follow these rules. We each have an obligation to report the loss or misuse of any Company property to our manager or supervisor, or any of the Company Resources listed on [page 9](#).

### Intellectual Property

Just as we must protect Materion funds or equipment, we must also safeguard our Company's intellectual property. This includes the patents, copyrights, trademarks and trade secrets held by Materion.

In our work for Materion, some of us may develop or create new designs, inventions, systems or processes. Because these innovations are made using Materion's resources, our work and any related documentation or improvements also belong to Materion. If the work is considered for any kind of legal protection such as a patent, copyright or trademark, remember that the patent, copyright or trademark would also belong to our Company, subject to local intellectual property laws.

**Just as we must protect Materion funds or equipment, we must also safeguard our Company's intellectual property.**





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## OUR COMMITMENT TO OUR COMPANY PROTECTING CORPORATE ASSETS

### Confidential Information

Similarly, we must also protect Materion's confidential and proprietary information, which generally includes any information not available to the public. We may share confidential information only with people who are authorized to have it for legitimate business purposes. **Confidential information can include:**

- Product or equipment specifications
- Technical information
- Intellectual property, such as trade secrets
- Software
- Business plans
- Pricing practices, manufacturing costs or budgets
- Information related to litigation
- Customer lists and profiles
- Employee information
- Similar information entrusted to Materion by third parties

We may only share confidential information with people who are authorized to have it for legitimate business purposes.

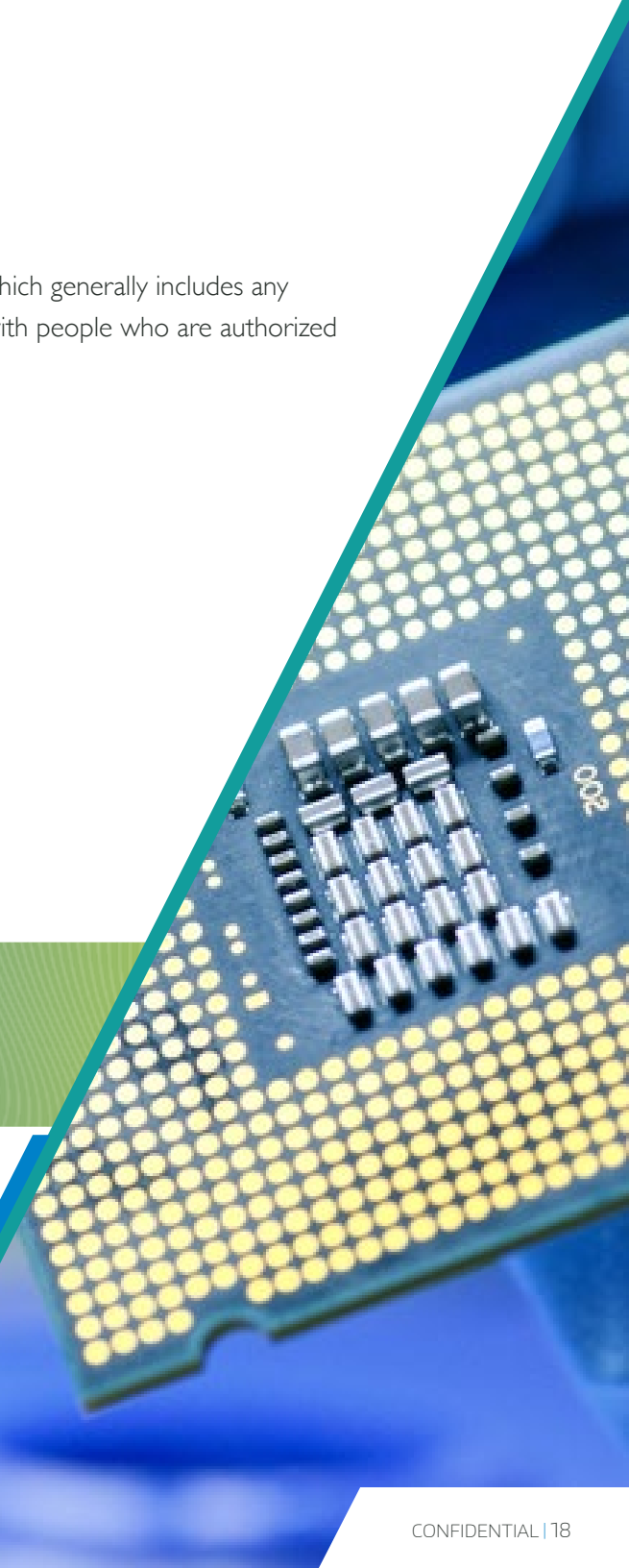


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## OUR COMMITMENT TO OUR COMPANY PROTECTING CORPORATE ASSETS

In order to ensure the protection of our Company's confidential information, we should follow these guidelines:

- While traveling, keep your laptop, briefcase and all other Company property with you at all times. Even on Materion's premises, be sure to keep sensitive information and email accounts under password protection when you are not using them
- Do not discuss Company-related information in public settings such as airports, trains and restaurants. Assume a third party is listening. Remember, this applies to both phone calls and in-person conversations
- Take extreme care when copying, faxing or discarding sensitive papers, portable media devices, disks, or other Company property, and do not discard them in any place or format where the information could be intercepted

If you have any questions about what confidential information is or what to do with it, please contact your manager or supervisor, or any of the Company Resources listed on [page 9](#). Remember, we still have a duty to protect Materion's information even after our employment with Materion ends.

### Third-Party Information

We are also responsible for protecting any confidential and proprietary information that our suppliers, customers and other business partners entrust to us. Take care that this information is not disclosed to anyone who isn't authorized to have it. As a rule, we should handle others' confidential and proprietary information just as carefully as our own. In addition, we must comply with all software licenses, copyrights and other laws governing intellectual property belonging to others.



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## OUR COMMITMENT TO OUR COMPANY PROTECTING CORPORATE ASSETS

### Information Systems

To make sure that our Company's information technologies are secure and business focused, Materion reserves the right to monitor any business related messages transmitted or stored in its system, including deleted information. Communications and other business-related data created on Company systems—like any other form of business correspondence—are not private communications.

Of course, any monitoring activities will comply with local laws, in particular applicable data protection laws. If you receive any inappropriate communications on Materion's systems, you should immediately notify your manager or supervisor, or any of the Company Resources listed on [page 9](#). For more information on the appropriate use of company systems, please refer to the "Communicating Responsibly" section of this Code.

**Communications and other business-related data created on Company systems—like any other form of business correspondence—are not private communications.**



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## OUR COMMITMENT TO OUR COMPANY

# AVOIDING CONFLICTS OF INTEREST

A conflict of interest arises when the personal interests or activities of an employee may—or even appear to—influence that person's ability to act in Materion's best interests. **Conflicts may result from situations such as:**

- Taking on outside work
- Assuming a consultancy or advisory capacity with another company
- Making financial investments that might influence us to favor one of Materion's competitors
- Selling items to, or purchasing items from, the Company

Personal, unearned benefits that we or our family members receive because of our position in the Company can also create conflicts of interest. Although a wide range of situations may be problematic, good judgment and the following guidelines will help you determine whether or not certain actions will create conflicts of interest. Of course, if you have any doubt as to whether there is a conflict, contact your manager or supervisor, or any of the Company Resources listed on [page 9](#) for guidance.



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## OUR COMMITMENT TO OUR COMPANY

# AVOIDING CONFLICTS OF INTEREST

### Gifts and Entertainment for Business Partners

Exchanging business gifts and entertainment can build understanding and goodwill among business partners, but they can also make it harder to be objective about the person who provides them. Because of this, these courtesies are permissible under certain circumstances, within reasonable limits.

We must always avoid offering or receiving any gift or entertainment that might unfairly influence a business interaction.

**We should always exercise moderation and use good judgment in offering gifts to our suppliers, customers or other business partners. For instance, we may offer or accept gifts if they:**

- Are nominal in value or a normal sales promotion item
- Are customary in the trade
- Would not embarrass Materion or the other party if disclosed publicly
- Do not violate local law

Furthermore, we must never solicit personal gifts, money, loans or personal discounts from Materion business contacts.

Business entertainment—such as paying for meals, lodging, transportation or tickets to an event for a business partner—should be reasonable and appropriate for the occasion. Be sure to use good judgment so that entertainment does not appear unusual, lavish or extravagant. Furthermore, all entertainment must have a legitimate business purpose and we should always keep appropriate documentation of the expenses.

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## OUR COMMITMENT TO OUR COMPANY

# AVOIDING CONFLICTS OF INTEREST

Offering and accepting invitations that require travel and extended guest status such as golfing, skiing, fishing, hunting or attending a sporting event are rarely appropriate. Also keep in mind that event tickets we provide to suppliers, customers or business partners are only considered as entertainment if a Materion employee will also be present at the event. Otherwise, such tickets should be viewed under the gift guidelines above.

For additional guidance, including common situations and frequently asked questions, please see the [Materion Gift and Entertainment Policy](#). For guidance on gifts to government officials, please refer to the “Working with Government Officials” section of this Code, as well as the [Materion Anti-Corruption Policy](#).

### Purchasing and supplier relations

When dealing with our suppliers, we are expected to act fairly, objectively and in Materion’s best interest at all times. In practice, we will not accept or solicit any benefit from a supplier or potential supplier that might compromise—or even appear to compromise—our objective assessment of the supplier’s product and price.

Our supply agreements should not require our suppliers to buy our products in return, and we must always protect any confidential or proprietary information a supplier shares with us. We expect the same fair treatment from our suppliers and should not hesitate to let them know.

When dealing with our suppliers, we are expected to act fairly, objectively and in Materion's best interest at all times.





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## OUR COMMITMENT TO OUR COMPANY AVOIDING CONFLICTS OF INTEREST

### Friends and family

Business relationships with family members and friends can easily result in conflicts of interest. If you have a family member or close friend who owns or works for a company that Materion does business with, you should make sure to distance yourself from the bidding, negotiating and contracting process.

Otherwise, even if this company were the best fit for Materion's needs, it could appear to outsiders that they won the contract only because of your personal relationship. If you find yourself in this position, let your manager know about it so that appropriate precautions can be made.

#### QUESTION

My husband has just accepted a position with one of our suppliers in Singapore. **Is this a conflict of interest?**

#### ANSWER

**This could be an actual or perceived conflict of interest if you have business dealings with the supplier or play a role in selecting the supplier.** You should inform your manager and take necessary steps to avoid direct dealings with the supplier, while ensuring someone else is managing that supplier relationship. Also, do not participate in decisions or negotiations with the supplier.



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## OUR COMMITMENT TO OUR COMPANY AVOIDING CONFLICTS OF INTEREST

### Employment Outside the Company

In some cases, we may be involved in outside businesses that are not Materion competitors or suppliers. These situations do not necessarily constitute conflicts of interest, but it is our responsibility to ensure that no conflicts develop. We must not attempt to sell products or services from an outside business to Materion or its employees, or use our Company position to promote an outside business. Of course, we may never use Company time, facilities, equipment or other assets for the benefit of any outside employment.

We should also avoid engaging in an outside business with co-workers from Materion. While Materion has no desire to interfere with our personal lives, engaging in outside employment or other work activities may affect our job performance.

Therefore, such situations must be fully and immediately disclosed to your supervisor and department head. Other employment situations are clear conflicts and should be completely avoided, such as serving as a director, officer or consultant to any organization that supplies, buys from or competes with Materion. Also keep in mind that you may not act as a consulting or testifying expert witness (unless required by law) without the prior approval of the General Counsel.

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## OUR COMMITMENT TO OUR COMPANY

# AVOIDING CONFLICTS OF INTEREST

### Ownership in Another Business

Conflicts of interest can also arise if you or one of your family members own a significant financial interest in one of our business partners or competitors. This type of conflict would be an issue regardless of whether you own the financial interest directly and also applies to business entities that seek to do business with Materion in the future.

As a guide, a significant financial interest is defined as owning more than 1% of the outstanding securities or capital value of the business entity. If you have any questions, please consult with any member of the Law Department.

### Seeking Waivers

To ensure that possible conflicts are handled properly, if you believe that you are involved in a conflict of interest situation, you must seek a waiver from the Company by contacting any member of the Law Department.

**When dealing with our suppliers, we are expected to act fairly, objectively and in Materion's best interest at all times.**



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## OUR COMMITMENT TO OUR COMPANY

# COMMUNICATING RESPONSIBLY

### Proper Use of the Company's Electronic Resources

As part of our commitment to our Company, we conduct ourselves professionally and courteously. This means we must never use Company technologies to download or upload materials that conflict with those values, including offensive, pornographic or other inappropriate data. We must take care to treat all internet tools, social media outlets and any other related or newly developed communication technologies in accordance with these principles.

When you compose email messages or any other electronic communication, use the same care you would take in composing a Company memorandum. Email and other electronic communications should be used to support and expand Materion's business objectives and, to the extent reasonable, the content of such messages should be limited to business issues.

Employees should never use Company email to make any inappropriate, sexually explicit or offensive statements. Profanity, derogatory epithets, innuendo and threatening or abusive language are strictly prohibited. Remember, when using Company-provided technologies, you should not expect that the information you send or receive is private, subject to local data protection laws.

For additional guidance regarding the proper use of Materion electronic resources and appropriate business communications, please see the [Materion Electronic Resources Policy](#).



## OUR COMMITMENT TO OUR COMPANY COMMUNICATING RESPONSIBLY

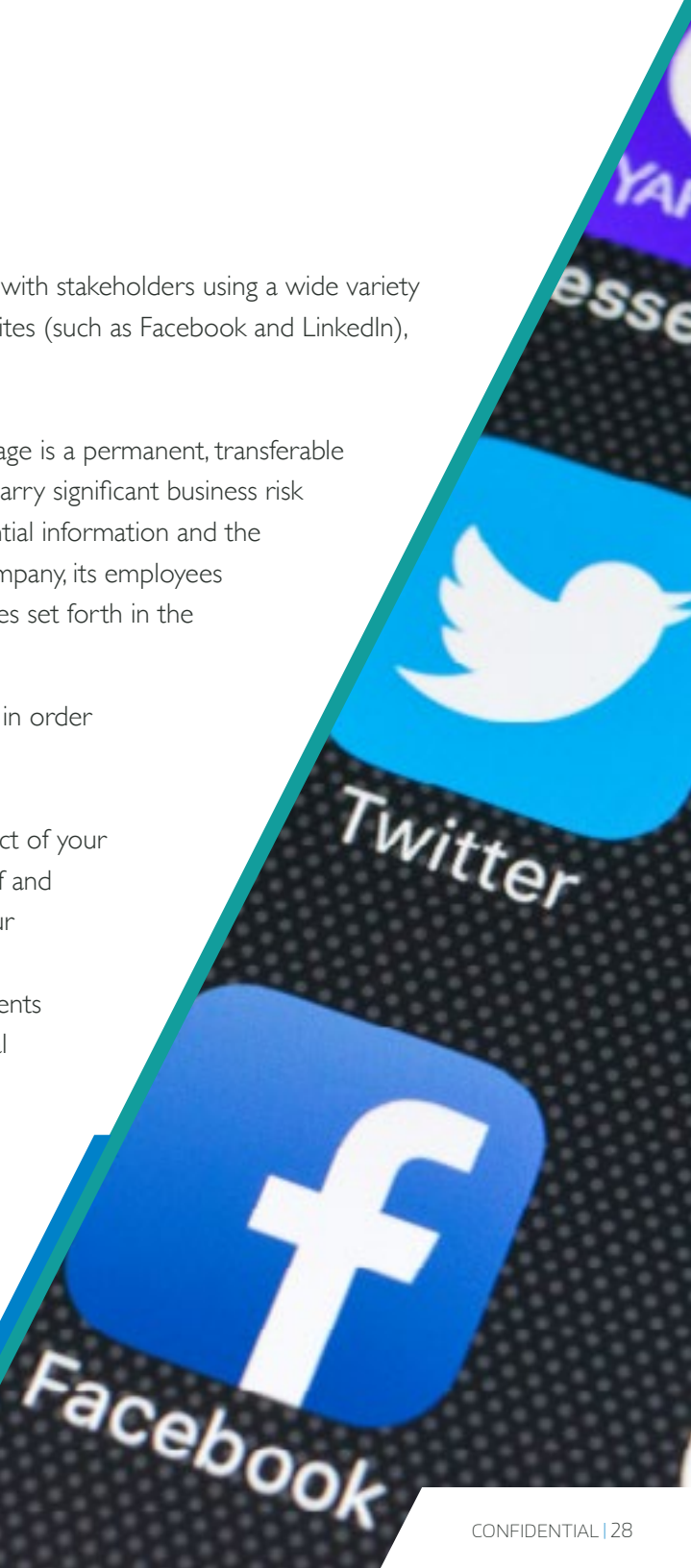
### Social Media

Materion recognizes that the internet provides unique opportunities to engage with stakeholders using a wide variety of social media, including: blogs, microblogs (such as Twitter), social networking sites (such as Facebook and LinkedIn), wikis, photo/video sharing sites and chat rooms.

While these tools can be useful, we should remember that any electronic message is a permanent, transferable record and could adversely affect the reputation of our Company. These tools carry significant business risk when used inappropriately, including the loss of trade secret and other confidential information and the widespread dissemination of harmful and inaccurate information about our Company, its employees or business partners. If you use social media sites, be sure to follow the guidelines set forth in the [Materion Social Media Policy, including the following:](#)

- On Materion-sponsored social media, you must have specific authorization in order to post content or respond to requests or questions
- If you discuss or mention Materion or its employees, products or services, business partners or investors beyond simply stating your job title or the fact of your employment), you need to clearly explain that you are speaking for yourself and not on behalf of Materion, unless you have been authorized to speak on our Company's behalf
- Follow all Company policies, including this Code, when posting your comments
- Protect Company assets and confidential information, as well as confidential information of our business partners, always keeping in mind that the Internet is a public place
- Do not ask your family members or friends to post content that you could not otherwise post

If you believe that Materion technologies or electronic communications are being used inappropriately, notify your manager or supervisor, or any of the Company Resources listed on [page 9](#)



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## OUR COMMITMENT TO OUR COMPANY COMMUNICATING RESPONSIBLY

### Communicating with the News Media and Investment Community

Materion strives to provide clear and accurate information to the media, financial analysts and the general public. In addition to important legal reasons for being clear and accurate, this helps us maintain integrity in our relationships with the public and other external stakeholders, which in turn strengthens our corporate reputation.

Because this is so important, only authorized spokespersons may contact the news media and investment community concerning Company information. You should direct any media inquiries you may receive to your local business unit manager or Corporate Communications. For additional guidance concerning any such communications please see the [Materion External Communications Policy](#) and the [Materion Investor Relations Disclosure Policy](#).





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## OUR COMMITMENT TO OUR BUSINESS PARTNERS

# ENSURING QUALITY PRODUCTS

To maintain our recognition as a high performing company in our industry, we must continue to provide exceptional, unmatched value to our customers and business partners. By holding our products and services to the highest standards, we can achieve complete customer satisfaction. We must also hold our suppliers accountable for ensuring the quality of the products and services they provide to us.

In order to reach toward our company's goal of error-free production, we comply with all quality control standards that govern our job duties. This includes applicable laws and regulations, as well as internal control procedures designed to promote the safe, quality manufacture of goods.

We also follow all contract and client specifications.

### QUESTION

I saw a coworker sign off on an inspection report when he hadn't actually done the inspection. **What should I do?**

### ANSWER

**You should immediately report what you saw to your manager, Materion Compliance personnel, the Law Department or the Ethics and Integrity Hotline.** Materion will promptly and discreetly investigate the situation. We need to make sure we're delivering safe, high-quality products every time. In addition, signing off on the report when he had not actually done the inspection is a form of falsifying records and would violate our Code of Conduct.



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## OUR COMMITMENT TO OUR BUSINESS PARTNERS ENSURING QUALITY PRODUCTS

### Fair Dealing

We are committed to dealing fairly with customers, distributors, suppliers and competitors, in full compliance with all applicable laws and regulations. This means that we never misrepresent the quality, features or availability of our products. Our Company provides only honest and truthful information and will not engage in any illegal or unethical conduct as we conduct business.

We do not disparage or make untrue or misleading statements about our competitors' products and services. Instead, we stress the advantages that Materion offers and only make fair and accurate comparisons between our offerings and those of our competitors. We concentrate on anticipating and satisfying the needs of our customers, and we will not attempt to limit our rivals' opportunities in deceitful, fraudulent or unlawful ways.

### Competing Ethically

In order to compete vigorously yet fairly, we must follow all applicable competition laws (also called "antitrust" laws). While these laws vary from market to market around the world, their common purpose is to preserve free and open competition and advance a competitive marketplace.

Ultimately, these laws are meant to provide consumers with the best possible products and services for the fairest prices. Violations of competition laws can have detrimental effects for our Company and carry serious consequences, including termination of employment and criminal liability for the individuals involved.



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## OUR COMMITMENT TO OUR BUSINESS PARTNERS ENSURING QUALITY PRODUCTS

### Interacting with Competitors

We comply with competition laws by ensuring our business decisions are made independently.

**This means we strictly avoid any of the following practices:**

- Entering into an agreement or discussion with a competitor about prices, profit, costs, terms or conditions of sale, bids, production, marketing, territories or customers
- Discussing bid information with competitors
- Obtaining information about our competitors from other Materion competitors
- Attending meetings or trade association gatherings where prices or any of the above topics are discussed
- Using any tactics that could be seen as unfairly excluding our competitors from the marketplace, potentially destroying a particular competitor, or controlling prices
- Engaging in “below cost” pricing or pricing designed to push a downstream competitor out of the marketplace
- Soliciting a third party to violate competition laws on behalf of our Company

If a competitor attempts to engage you in a conversation about any of these topics, no matter how casually, you must stop the conversation, remove yourself from the meeting in an obvious manner and promptly report it to any member of the Law Department. Remember, even the appearance of colluding (that is, agreeing to act illegally) with a competitor can cause legal difficulties for our Company.

#### QUESTION

Two days ago, a representative of a competitor called me to discuss dividing certain sales territories to maximize revenues for my business and her employer. **Does this activity raise any concerns?**

#### ANSWER

**Yes.** This suggestion is a violation of the competition laws. Conversations like this should be avoided and immediately reported to the Law Department.

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## OUR COMMITMENT TO OUR BUSINESS PARTNERS ENSURING QUALITY PRODUCTS

### Interacting with Customers

Certain competition laws also govern our interactions with our customers and distributors. We treat our customers equitably and never seek to provide any unfair advantage to one over another. We give all competing customers within a given market equal opportunities to qualify for the same prices, terms of sale and trade promotions.

We may never engage in any program that could be characterized as unfair or deceptive. **In addition, we must consult with any member of the Law Department before doing any of the following:**

- Restricting how or to whom customers may sell Materion products
- Entering into an agreement or discussion with a customer about rejecting one of our other customers
- Pressuring or prohibiting a customer from purchasing products from our competitors
- Offering different prices, discounts, rebates or other terms of sale to different customers for the same or similar products

For additional information concerning antitrust requirements, consult the [Materion Guidelines for Compliance with Antitrust Laws](#) and refer additional questions to your manager or supervisor, or any of the Company Resources listed on [page 9](#).

### QUESTION

We manufacture and assemble a finished part to a customer supplied drawing. The finished part requires a specific component that we currently outsource. I have found an alternate component that is more cost effective and will improve delivery lead times. **Can I substitute the alternate component for the one that is referenced in the customer supplied drawing?**

### ANSWER

**While we appreciate the effort to reduce costs and delivery times, per Materion quality control and inspection standards, you are not allowed to substitute components or materials without first confirming if customer approval is required.** You should discuss your recommendation with your supervisor before proceeding with any proposed action.





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## OUR COMMITMENT TO OUR BUSINESS PARTNERS ENSURING QUALITY PRODUCTS

### Gathering Competitive Information

In order to remain competitive, it is important that we know what our competitors are doing—but it is just as important to do so in an ethical and legal manner. **When dealing with our competitors, keep these basic guidelines in mind:**

- Collect competitive information only from the public domain or other legitimate sources
- If you inadvertently receive another company's confidential or proprietary information, report the matter to your manager or supervisor, or any of the Company Resources listed on [page 9](#).
- Never lie or misrepresent our Company when gathering information
- Do not abuse the recruiting or interview process in order to gather information

### Boycotts

A “boycott” occurs when one person, group or country refuses to do business with certain other people or countries. These prohibited acts are often found in contracts, invoices, shipping documentation, questionnaires or lines of credit.

Many countries where we do business have laws that prohibit companies from participating in or cooperating with any international boycotts that are not supported by the government—and as a matter of policy, Materion complies with U.S. anti-boycott rules. In cases where you are confronted with a conflict between the U.S. anti-boycott rules and the anti-boycott rule of another country, promptly contact any member of the Law Department.

**It is not enough that you ignore or refuse such a request. If you receive a request to participate in any way with an international boycott, or suspect you have received such a request, you must immediately report the request to any member of the Law Department.**



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## OUR COMMITMENT TO OUR BUSINESS PARTNERS

# WORKING WITH GOVERNMENT OFFICIALS

### Improper Payments to Government Officials

We abide by all international and local laws and regulations that forbid bribery, including anti-corruption laws such as the U.S. Foreign Corrupt Practices Act. This means we must never make, promise or knowingly facilitate a bribe or other corrupt payment to any government official.

Anything of value can qualify as a bribe, so the key thing to remember is that if the giver's intention is to influence the official in order to obtain or retain business or secure an improper business advantage, the giver has offered an illegal bribe. **“Government official” is also a very broad category, but would include, for example:**

- Officials of national, regional or local governments
- Military personnel
- Candidates for political office and officials of political parties
- Employees of state-owned enterprises

Our Company's prohibition against improper payments applies not only to employees, but also to agents, sales representatives and consultants acting on Materion's behalf. This means that none of us may use a third party to pay an official on our behalf. It is important to remember that we could be held liable for such payments even if we do not know, but should have known, that the payment was going to a government official.

Our Company's prohibition against improper payments applies not only to employees, but also to agents, sales representatives and consultants acting on Materion's behalf.



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## OUR COMMITMENT TO OUR BUSINESS PARTNERS

# WORKING WITH GOVERNMENT OFFICIALS

When working with government officials, we should not agree to pay facilitating payments, even if we are working in areas where they may be legal or a common practice. A “facilitating payment” (or “grease payment”) is in addition to any official fee, is usually small and is usually made in cash in order to expedite routine government services such as processing permits, providing police protection or expediting utility services. **There are two exceptions to this prohibition against making facilitation payments:**

- Where the failure to make the payment would create a risk to an employee’s (or his or her traveling companions’) personal health or safety
- When advance approval is obtained from the Law Department

If you are unsure whether an interaction with a government official is permissible, confer with any member of the Law Department. For more information, refer to the “Facilitating Payments” section of the [Materion Anti-Corruption Policy](#).

### QUESTION

We use a sales agent to facilitate sales with local government officials in South Korea. Recently he asked us to increase his commission. I think he wants to pass the amount of his commission increase on to the local government officials. **What should I do?**

### ANSWER

**If you suspect that the agent is making illegal payments on Materion’s behalf, the company is under an obligation to investigate the situation.** You should immediately report your suspicions to your manager; Materion Compliance personnel or any member of the Law Department.



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OUR COMMITMENT TO OUR BUSINESS PARTNERS

## WORKING WITH GOVERNMENT OFFICIALS

### Gifts and Entertainment for Government Officials

Just as payments to government officials are inappropriate, we should also avoid paying for gifts and entertainment for government officials. In certain circumstances, gifts to or entertainment for government officials may be considered an attempt to influence the official's actions or decisions or acquire a business advantage that violates anti-bribery laws. Always consult with any member of the Law Department before giving any such gifts or arranging for any such entertainment.

For more information on gifts and entertainment for government officials, please refer to the relevant sections of the [Materion Gift and Entertainment Policy](#).

#### QUESTION

Giving gifts to business partners at certain times of the year is a common and culturally accepted practice in our country. Some of the people we work with are government officials. If we do not participate in this practice, our behavior will be considered rude and it might negatively affect our business and reputation.

#### Can I give gifts to business partners and government officials?

#### ANSWER

**As a global company, we recognize that it is customary in certain cultures to give gifts to business partners on certain occasions, such as Christmas and to mark the Chinese New Year celebration.**

In accordance with Materion's Anti-Corruption and Gifts and Entertainment Policy, you may give gifts to business partners with whom you have a business relationship, as long as the value of the gifts are not excessive, and each gift is recorded appropriately. However, any gifts to government officials and government employees must first be approved by the Law Department or Materion's Compliance Director. In addition, any requests for donations or gift cards must also be approved by the Law Department or Materion's Compliance Director.



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## OUR COMMITMENT TO OUR BUSINESS PARTNERS

# WORKING WITH GOVERNMENT OFFICIALS

## Commercial Bribery and Kickbacks

In order to maintain Materion's reputation for integrity and good business practices, we never participate—or appear to participate—in any act of commercial bribery. In short, we must never make business decisions based on any personal benefit offered to us. Likewise, we will never offer a bribe to any of our customers, suppliers or anyone working on their behalf. Commercial bribery is treated as a criminal offense by some countries, including the United Kingdom.

The same principle applies to “kickbacks”—a sum of money paid as a reward for making or fostering business arrangements. Each of us has a responsibility to use good judgment and only offer or receive business courtesies that comply with our Code and Company policies. This principle applies to our transactions worldwide—without exception.

If you have any questions about the applicable rules regarding commercial bribery, please refer to the [Materion Anti-Corruption Policy](#) or contact any member of the Law Department.



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OUR COMMITMENT TO OUR BUSINESS PARTNERS

## WORKING WITH GOVERNMENT OFFICIALS

### Exports

Because Materion is a U.S. company, our equipment and technologies, as well as the goods we produce, are subject to U.S. export laws and regulations. In general, an “export” occurs when a product, software, technology or piece of information is shipped to another country. However, an export can also occur when technology, technical information or software is disclosed or a service is provided to a citizen of another country, regardless of where that person is located.

Each of us, especially those involved with the sale and distribution of our products, must know and follow U.S. export control laws and [Materion's policies regarding export compliance](#). For additional information, please refer to the Materion Export Compliance Policy and Materion Export Compliance Manual. If you have additional questions, contact Materion's Export Compliance Personnel. A full list of Export Compliance Personnel members can be found on [Integrity Matters](#) under Compliance Personnel.



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## OUR COMMITMENT TO OUR SHAREHOLDERS

# PROVIDING ACCURATE INFORMATION

### Accurate and Honest Accounting

Our shareholders rely on us to ensure that our business records are a fair and complete reflection of our Company's operations and financial condition. Reporting accurate, complete and understandable information about our Company's business, earnings and financial condition is one of our most important duties. To that end, we must ensure that our financial statements, regulatory reports and publicly filed documents comply with all applicable and accepted accounting principles, statutory requirements and our Company's internal control procedures.

Never intentionally delay recording transactions or events, or record incorrect, incomplete or misleading information about any transaction or event. Even if you do not work with financial data directly, you may record information such as time worked, travel expenses, production data, quality reports, environmental emissions or other business-related data. No matter what type you work with, be sure that any information you file is honest, timely and complete. Accurate and reliable internal records and reports are critical to our Company's corporate decision making process and Materion's many financial, legal and reporting obligations.

If you suspect that any of our books or records are being maintained in a fraudulent or inaccurate manner, or if you have any concerns about Materion's accounting, internal accounting controls or auditing or tax matters, they should be reported to your manager or supervisor, or any of the Company Resources listed on [page 9](#).

### QUESTION

Last week, I entered an order for a sales engineer. I had several questions about the way the sale was negotiated. Even though my supervisor could not really answer the questions, she assured me that it was all "trustworthy" and that I should just plug in the numbers as requested. **What should I have done?**

### ANSWER

**It is your responsibility to understand every transaction you enter because you may need to answer questions about its accuracy.** You were correct to ask your supervisor for advice. Even though she approved the transaction, if you still have questions related to the integrity of the transaction, you should ask a higher level of management, Materion Compliance personnel or any member of the Law Department. You can also report your concern to the Ethics and Integrity Hotline.

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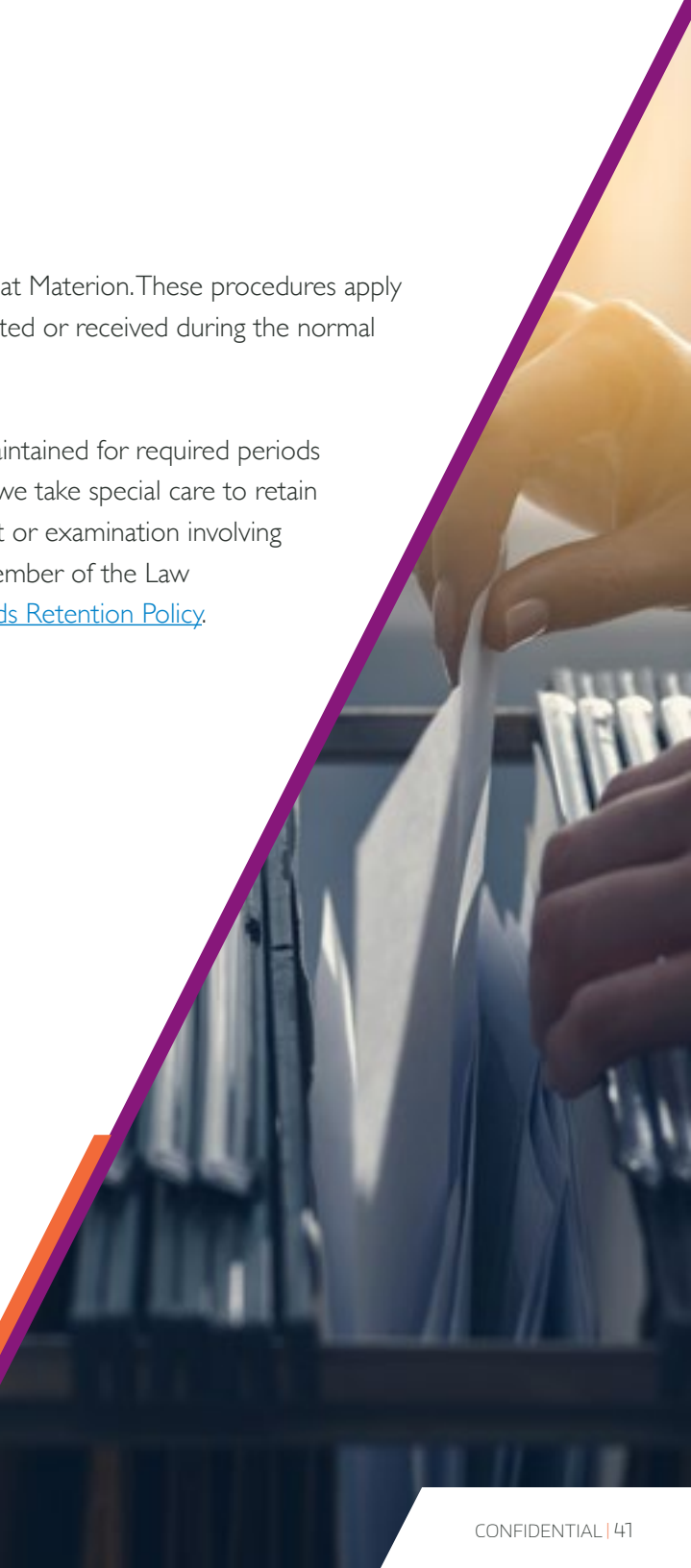
## OUR COMMITMENT TO OUR SHAREHOLDERS

# PROVIDING ACCURATE INFORMATION

### Records Management

Proper maintenance and retention of corporate records is also very important at Materion. These procedures apply to all documents, emails, spreadsheets, notebooks, photographs and videos created or received during the normal course of business, regardless of whether they are electronic or hard copy.

Our [Records Retention Policy](#) is designed to assure that various records are maintained for required periods and that records we no longer need are destroyed on a timely basis. However, we take special care to retain all documents that relate to any imminent or ongoing investigation, lawsuit, audit or examination involving our Company. All questions about this process should be discussed with any member of the Law Department. For additional guidance on this topic, refer to the [Materion Records Retention Policy](#).





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## OUR COMMITMENT TO OUR SHAREHOLDERS

# PROVIDING ACCURATE INFORMATION

### Responding to Audits, Investigations and Inquiries

We have a duty to provide all information requested in any investigation conducted by Materion or by any government authority. If you are notified that documents in your possession are subject to a legal hold or are needed for an investigation, you must not destroy, conceal or alter these records in any way.

When participating in any investigation, be sure never to make any untrue or misleading statements or encourage anyone else to do so: providing false information to an investigator can expose our Company and the individuals involved to criminal liability. If you are unexpectedly contacted by an outside investigator, promptly notify any member of the Law Department. If you are located outside of the United States and a member of the Law Department is not available, you should notify a Materion International Compliance Manager.

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## OUR COMMITMENT TO OUR SHAREHOLDERS

# OUR DEDICATION TO FINANCIAL INTEGRITY

### Inside Information and Insider Trading

As Materion employees, we may have access to information that has not been released to the public. Often, this “inside” information is also “material,” or something an investor would consider when making investment or trading decisions. Since personally buying or selling stocks based on inside information could give us an unfair advantage, many countries have enacted insider trading laws designed to make sure the stock market is a level playing field. In order to comply with these laws—and live up to our Company’s commitment to integrity—we may not buy or sell stock in any company, including our own, based on inside information.

As a rule, if you think you possess inside information about a company—such as unannounced business results or changes in management—you should not buy or sell stock in that company until the information is considered public.

We should also be careful to avoid “tipping,” which is also a violation of insider trading laws and our Code. Tipping occurs when you disclose inside information to someone else and that person trades a security based on the information you provided. You must not disclose any inside information to anyone outside of Materion, including your family members or friends. You should also refrain from discussing this information with fellow employees unless they have a business need to know.

If you are unsure whether information is considered “inside information,” please consult with any member of the Law Department . For additional guidance on this section, including examples of inside information and the consequences for violations, refer to the [Materion Insider Trading Policy](#).



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OUR COMMITMENT TO OUR SHAREHOLDERS

## OUR DEDICATION TO FINANCIAL INTEGRITY

### Money Laundering

“Money laundering” is the act of attempting to conceal illicit funds or make these funds appear legitimate. Materion does not condone, facilitate or support money laundering. Although most of us will never personally be in the position to violate money laundering laws, we all need to watch out for irregularities in the way payments are made or transactions conducted, especially with respect to precious metals. **In order to keep Materion from becoming inadvertently involved in this type of illegal conduct, we should always:**

- Conduct due diligence on our customers, intermediaries and business partners
- Remain aware
- Report any suspicious behavior to AML Compliance Personnel or any member the Law Department.

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## OUR COMMITMENT TO OUR COMMUNITIES

# POLITICAL AND CHARITABLE CONTRIBUTIONS

We are encouraged to participate in the political activities of our choice, provided we do so on our own time, we make clear that such opinions are our own and we use our own money. Be careful to ensure that your activities comply with Company policies and any laws related to political activities. Furthermore, Company resources may never be used to make contributions to any political party, campaign, candidate or public official without prior approval from a member of the Law Department.

### Lobbying

Lobbying can cover many kinds of activities, all of which must be disclosed to the government, subject to local laws. In the United States, lobbyists must be registered. **You may be engaged in lobbying if your work involves:**

- More than occasional contact with legislators, regulators, executive branch officials or their staffs (for example, members of Congress or their staffs)
- Making or negotiating sales for government contracts
- Efforts to influence legislative or administrative action (such as trying to influence a contract award)

However, in no event will Materion use appropriated funds obtained via a government contract or grant for conducting lobbying activities. Before engaging in any activities that could be considered lobbying or political activity on behalf of the Company—in the United States as well as other countries—contact any member of the Law Department.



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## OUR COMMITMENT TO OUR COMMUNITIES

# ENVIRONMENTAL SUSTAINABILITY AND STEWARDSHIP

Materion is committed to environmentally sound business practices. We understand that a healthy environment benefits our stakeholders and propels the future of our business. To that end, we make every effort to be environmentally responsible when designing, manufacturing and distributing our products. For the benefit of our fellow employees, we strive to minimize, to the lowest feasible level, any exposure to potentially hazardous materials. We have a duty to continually assess and improve our processes in order to protect the environment and the communities in which we live.

We set a good example to the rest of our industry by ensuring that we always meet—or exceed—the environmental laws, regulations and standards that apply to us. If you know or become aware of a practice that is harmful to the environment or does not comply with our Company's policies, the governing laws or any other rule or regulation, you should promptly report it to your manager or supervisor, or any of the Company Resources listed on [page 9](#). For additional information concerning this topic, please refer to the [Materion Environmental, Health and Safety Policy and Principles](#).

### QUESTION

My supervisor asked me to perform a task that I believe violates environmental regulations. **What should I do?**

### ANSWER

**You should never guess about environmental regulations.**

If you are uncertain, check with your supervisor to be sure you have understood the request. If you still feel the request violates environmental regulations, you should report your concerns to Materion compliance personnel, any member of the Law Department or the Ethics and Integrity Hotline.



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# WAIVERS

Consistent with the New York Stock Exchange listing requirements, only our Board of Directors or a Board committee may waive any part of this Code for our executive officers or directors. Such waivers will be promptly disclosed to the public. Waivers of this Code for any other employee may be made only by the Chief Compliance Officer at the Materion Headquarters.



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# RESOURCES AND POLICY INFORMATION

Country	Number
<b>China</b>	400-6-612-188
<b>Germany</b>	<ol style="list-style-type: none"><li>1. Dial the Direct Access Number: 0-800-225-5288</li><li>2. At the English prompt dial: 888-588-5468</li></ol>
<b>Hong Kong</b>	800-96-0074
<b>India</b>	<ol style="list-style-type: none"><li>1. Dial the Direct Access Number: 000-117</li><li>2. At the English prompt dial: 888-588-5468</li></ol>
<b>Ireland</b>	<ol style="list-style-type: none"><li>1. Dial the Direct Access Number: Ireland (UIFN) 00-800-222-55288 Ireland 1-800-550-000</li><li>2. At the English prompt dial: 888-588-5468</li></ol>
<b>Japan</b>	0120-907-653
<b>Liechtenstein</b>	0800-110-346
<b>Malaysia</b>	1-800-81-9813
<b>Philippines</b>	<ol style="list-style-type: none"><li>1. Dial the Direct Access Number: Philippines (PLDT-Tagalog Operator) 1010-5511-00 Philippines (Globe, Philcom, Digitel, Smart) 105-11</li><li>2. At the English prompt dial: 888-588-5468</li></ol>
<b>Singapore</b>	800-110-2363
<b>South Korea</b>	00798-1-1-003-8175
<b>Taiwan</b>	<ol style="list-style-type: none"><li>1. Dial the Direct Access Number: 00-801-102-880</li><li>2. At the English prompt dial: 888-588-5468</li></ol>
<b>United Kingdom</b>	0808-234-2124
<b>U.S.</b>	1-888-588-5468



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# MATERION COMPLIANCE PERSONNEL

- Law Department
- International Compliance Managers
- Export Compliance
- U.S. Government Contracts Compliance
- Anti-Money Laundering (AML) Compliance
- Security
- Data Privacy Compliance – Materion Personal Data Protection Team

For the most up to date listing of all Materion Compliance Personnel, please visit the Compliance Personnel page of Integrity Matters on Materion Matters.

## POLICIES

All policies referenced in this Code are available and can be reviewed in their entirety on our company website or on Materion Matters under the Policies tab.

POLICIES SECTION OF MATERION MATTERS			
BUSINESS PRACTICES	COMMUNICATIONS & INVESTOR RELATIONS	ENVIRONMENTAL, HEALTH & SAFETY	INFORMATION TECHNOLOGY
Anti-Corruption Policy	External Communication Policy	Environmental, Health and Safety Policy and Principles	Electronic Resources Policy
Antitrust Compliance Policy and Guidelines for Compliance with Antitrust Laws	Investor Relations Disclosure Policy		
Export Compliance Policy Statement and Manual	Social Media Policy		
Gift and Entertainment Policy	Investor Relations Disclosure Policy		
Human Rights Policy	Social Media Policy		
Insider Trading Policy			
Personal Data Protection Policy			
Records Retention Policy			





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