



## **Veritas Global Partner Code of Conduct**

This Veritas Partner Code of Conduct (“Partner Code”) applies to all business partners involved in the distribution, resale, or commercialization of Veritas products and services, either directly or indirectly. Business Partners are responsible for establishing own policies, training, and monitoring practices to ensure compliance with the provisions of this Partners Code and with applicable laws in general. Any violation of this Partner Code will constitute the basis for immediate termination of the agreements with Veritas.

### **A. Integrity and Compliance with Laws**

Veritas is a global leader in providing information management solutions. We are committed to conducting business with the highest standards of integrity and in full compliance with applicable laws and regulations. We expect the same from any individual or entity authorized to conduct business on our behalf (“Business Partner(s)”).

#### **1. Anti-Corruption**

Veritas requires that Business Partners act with honesty and integrity, and comply with all relevant Anti-Corruption laws and regulations in the countries where Veritas and Partner operate. Any and all forms of corruption, extortion and embezzlement are strictly prohibited.

1. Business Partners must comply with all applicable anti-corruption laws and regulations, including, but not limited to, the U.S. Foreign Corrupt Practices Act and U.K. Bribery Act. Business Partners that conduct business with government entities, including public international organizations, are also responsible for learning and complying with the specific laws and regulations that govern business interactions with such entities.
2. Business Partners are prohibited from making, promising to make, or offering to make any payments or providing any item of value, directly or indirectly, to any commercial or non-commercial entity, including but not limited to government or public international organization officials, political parties, candidates for political office, employees of state owned or controlled companies, any director, officer, employee or agent of a commercial customer or supplier, for the purpose of obtaining or retaining business or securing an improper business advantage or inducing the recipient to perform a job function improperly. Items of value may include, without limitation, gifts, gratuities, favors, entertainment, and travel (including family members and friends of such individuals). Product or service discounts, equipment loans, marketing funds, rebates, or other financial benefits provided by Veritas through an authorized program shall not be used directly or indirectly to disguise or facilitate any improper payment or gift giving.



## **2. Global Trade**

Business Partners selling, shipping, or distributing Veritas products, services, and solutions, whether domestically or across international borders, must understand and comply with all import and export laws and regulations governing those activities, including any economic sanctions and trade embargoes imposed or approved by the United States Government and other applicable governments. In particular, Veritas products, services, and solutions cannot be shipped, exported, re-exported, distributed, or diverted to countries that are under trade embargo, and are also prohibited to individuals, corporations, and other entities listed on the US or other government sanctioned or denied parties lists.

## **3. Protecting the Environment**

Business Partners are expected to conduct their business in an environmentally responsible manner and in compliance with all applicable environmental laws and regulations.

## **4. Information Management and Data Privacy**

Business Partners may not disclose non-public information regarding business activities, structure, financial situation and performance, relating to Veritas, its partners, agents, subcontractors or customers, to any other party. Business Partners are required to protect and responsibly use the intellectual assets and confidential information of Veritas, consistent with Veritas' authorization for such use. Business Partner's use of such data is restricted to Veritas business-related purposes or as otherwise set forth in any applicable agreement(s) between Veritas and the Business Partner. Business Partners shall comply with Veritas' requirements and industry best practices relating to confidentiality, security, data privacy, and intellectual property protection. Business Partners must adhere to the intellectual property ownership rights of Veritas and others, including without limitation copyrights, patents, trademarks, licenses, and trade secrets. Business Partners are prohibited from using any Veritas or third party patented technology, copyrighted materials, or other intellectual property or confidential information without written permission. Business Partners are further prohibited from transferring, publishing, disclosing, or using Veritas' confidential information other than as necessary in the ordinary course of business as authorized by Veritas. Business Partners are also required to abide by applicable data privacy laws and regulations.

## **B. Fair Business, Advertising and Competition**

Business Partners shall maintain all standards and comply with applicable laws and regulations governing fair business, fair trade, advertising, and competition, using appropriate means to safeguard customer information at all times.

Veritas supports vigorous competition in the markets it serves. Antitrust laws and fair competition laws generally prohibit any activity that restrains free trade and limits competition. While basic antitrust and competition law principles apply worldwide, there are significant country and regional differences. If you are engaged in multinational business activities, you are required to be aware of, and abide by all applicable laws. Business Partners are required to comply with the antitrust and competition laws of the Veritas

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United States and other countries in which Veritas and Business Partner do business, including if relevant, the laws of the European Union. Business Partners may not discuss or enter into any agreement with any competitors, including other Business Partners, to fix prices, margins, inventory levels, terms and conditions, division of sales territory, products, customers, or suppliers.

### **1. Conflicts of Interest**

Business Partners must avoid engaging in any business activity that could create an actual or perceived conflict between their interests and those of Veritas. Business Partners shall not offer or provide gifts, hospitality or entertainment to any Veritas employee or family member of the Veritas employee, which might create such conflict or appearance thereof, or might otherwise violate Veritas policies. Veritas employees may not hold any economic interest in any entity that does business with Veritas.

### **2. Lobbying Government Officials**

Unless specifically retained for lobbying services, Business Partners are prohibited from lobbying government officials on behalf of Veritas. Lobbying generally includes activities designed to influence laws, regulations, and policies.

### **3. Insider Trading**

Business Partners must ensure that non-public information obtained in the course of their relationship with Veritas is not used for the personal benefit of the Business Partner, their employees, agents, contractors or any other person.

## **C. Labor Standards**

Business Partners are expected to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community and proclaimed under the Universal Declaration of Human Rights and the International Labor Organization's core conventions.

### **1. Freely Chosen Employment**

Forced, bonded or indentured labor or involuntary prison labor shall not be used under any circumstances. All workers will be voluntary, and workers should be free to leave upon reasonable notice. Workers shall not be required to surrender government-issued identification, passports or work permits as a condition of employment.

### **2. Child Labor Avoidance**

The use of child labor shall not be used under any circumstances. The term "child" refers to any person under the age of 15 (or 14 according to the applicable local laws), or under the minimum age for completion of compulsory education, or under the minimum age for employment in any particular country, whichever is the highest. Employees under the age of 18 should not perform hazardous work.



### **3. Working Hours**

Work weeks shall not exceed the maximum set by local law. Workers shall be allowed at least one day off per seven-day week. Furthermore, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations.

### **4. Wages and Benefits**

Business Partners should compensate workers in a timely manner at pay rates that comply with applicable wage laws. This includes overtime. Deductions from wages as a disciplinary measure are not permitted.

### **5. Anti-Human Trafficking and Humane Treatment**

The United States Government and Veritas have a long-standing, zero-tolerance policy prohibiting human trafficking-related activities. Pursuant to our policies forced, bonded (including debt bondage) or indentured labor, commercial sex, involuntary prison labor, slavery, or trafficking of persons shall not be used. This includes transporting, harboring, recruiting, transferring or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services. Furthermore, our Business Partners shall not:

- Destroy, conceal, confiscate, or otherwise deny access by an employee to the employee's identity or immigration documents, such as passports or drivers' licenses, regardless of issuing authority;
- Use misleading or fraudulent practices during the recruitment of employees or offering of employment, such as failing to disclose, in a format and language accessible to the worker, basic information or making material misrepresentations during the recruitment of employees regarding the key terms and conditions of employment, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if employer or agent provided or arranged), any significant cost to be charged to the employee, and, if applicable, the hazardous nature of the work;
- Use recruiters that do not comply with local labor laws of the country in which the recruiting takes place;
- Charge employees recruitment fees;
- Where employees are recruited from another country, fail to provide return transportation or pay for the cost of return transportation upon the end of employment;
- Provide or arrange housing that fails to meet the host country housing and safety standards;



- If required by law, fail to provide an employment contract, recruitment agreement, or other required work document in writing.

## **6. Non-Discrimination**

Business Partners must maintain a workforce free of harassment and unlawful discrimination.

## **7. Freedom of Association**

The rights of workers to seek representation, associate freely, join or not join labor unions and workers' councils should be respected in accordance with local laws.

## **D. Compliance with the Code**

### **1. Audit and Certifications**

Business partners shall maintain documents and records and conduct routine audits to ensure compliance with the Code. Veritas may also audit its Business Partners for compliance or request certification from Business Partners of compliance with some or all of the provisions of the Code. Business Partners shall cooperate timely and fully with any such reasonable compliance audit or request for certification by Veritas, including without limitation, providing Veritas with documents related to Veritas business and making their Representatives available for interviews by Veritas and/or Veritas' representatives. Business Partners shall have a corrective and preventative action process in place to address non-compliances to the Partners' Code.

### **2. Raising Concerns**

Business Partners shall inform their Veritas contact person if any situation develops that causes the Business Partner or its Representatives to act in violation of this Partners' Code. Veritas has a variety of resources available to facilitate the reporting of a violation. Business Partners are encouraged to promptly contact their Veritas contact person and to work together in resolving the compliance concern.

If such reporting is not appropriate, compliance concerns also may be raised through Veritas EthicsLine at [www.veritas.ethicspoint.com](http://www.veritas.ethicspoint.com) (Phone numbers are available on the EthicsLine site); Email: [ethicsandcompliance@veritas.com](mailto:ethicsandcompliance@veritas.com). Veritas EthicsLine is available 24 hours a day, seven days a week, is confidential and toll free. Interpreters are available if needed.

Veritas prohibits any retaliation or retribution against any individual who, in good faith, reports questionable behavior or non-compliance with this Partner Code.