



Atwood Oceanics, Inc.

Code of Business Conduct and Ethics

A MESSAGE FROM OUR CEO

Atwood Oceanics is committed to proper and ethical business conduct. This commitment is embodied in Our Guiding Principles when we state, "We believe our success depends on conducting ourselves with the highest standards of integrity and respect for others, using plain talk and doing what we say we will do."

Adherence to this principle applies to all of us, regardless of our position or location within Atwood's worldwide organization. In order to strengthen and enhance our ethics and our compliance program, we have issued the attached updated Code of Business Conduct and Ethics ("Our Code").

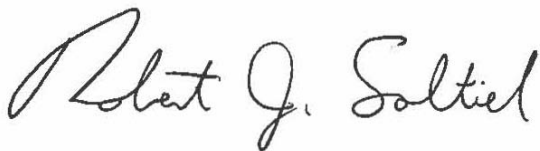
Our Code has been developed to outline the shared values and behaviors that all employees, and others working on our behalf, must adhere to in their work on behalf of Atwood. Our Code sets forth the responsibilities of each of us, including

- *Reading and understanding Our Code and the provisions that apply to our jobs;*
- *Complying with the standards of Our Code; and*
- *Reporting known or suspected violations of Our Code.*

Each of us contributes to Atwood's success in different ways, but all of us share a common responsibility to act ethically, lawfully and respectfully. Such behavior by all of us not only spares our company from unnecessary issues and conflicts, it is also good business. As our clients and other stakeholders observe our commitment to proper business conduct, they will increase their confidence in us and position us favorably to grow and succeed.

I hope that Our Code will provide you with guidance to help you make better decisions. We have tried to use "plain talk" to ensure that our expectations are clear. Of course, Our Code cannot address every situation that may confront you. If you have any questions or need assistance, I urge you to speak to your supervisor or to our General Counsel.

I ask each of you to take personal responsibility for living up to Our Code's provisions. By making ethical and proper business conduct the foundation of your daily work life, you are playing a vital role in ensuring Atwood's future success.



*Rob Saltiel
President and Chief Executive Officer*

Table of Contents

Our Code	1
Using Our Code	1
Reporting Violations.....	1
We Prohibit Retaliation	2
Our Responsibilities	2
Waivers.....	3
Safety and Environmental Stewardship	4
We Are Committed to Safety	4
We Are Stewards of Our Environment.....	4
We Will Maintain a Drug, Alcohol and Weapons-Free Workplace	4
We Will Maintain a Secure Workplace	4
We Prohibit Acts of Violence.....	5
Client Satisfaction	6
We Will Provide Quality Services.....	6
We Will Report Accurately	6
We Will Compete Fairly	6
We Will Not Use Competitors Confidential Information	6
We Will Comply With Anti-Trust Laws	6
Employee Focus	7
We Will Not Discriminate	7
We Will Not Tolerate Harassment	7
We Will Respect Employees' Personal Information.....	7
We Will Respect Human Rights.....	8
Value Creation	9
We Will Protect Our Assets.....	9
We Will Protect Our Reputation	9
We Will Not Take Advantage of Corporate Opportunities.....	9
We Will Manage Our Records	9
We Will Assist in Audits and Investigations	9
We Will Not Trade on Inside Information	9
We Will Protect Proprietary and Confidential Information.....	10
We Will Have Consistent Corporate Communications.....	10
We Prohibit Conflicts of Interest.....	11
Integrity and Respect	12
We Will Comply with Law.....	12
We Will Comply with Anti-Bribery Laws	12
We Will Provide Gifts and Entertainment in Compliance With Law	13
We Will Make Contributions and Donations in Compliance With Law	13
We Will Protect Our Intellectual Property.....	13
We May Monitor Our Electronic Devices and Systems	14

Our Code

Our Guiding Principles define Atwood Oceanics and set forth the beliefs and values on which we are based: Safety and Environmental Stewardship; Client Satisfaction; Employee Focus; Value Creation; and Integrity and Respect. We should always keep *Our Guiding Principles* in mind and ensure that our actions reflect these values at all times. Adherence to *Our Guiding Principles* requires the commitment of each employee to the highest standards of ethical business conduct in accordance with all applicable laws, rules and regulations.

Our Code of Business Conduct and Ethics ("Our Code") has been adopted in support of *Our Guiding Principles* as a set of guidelines to promote honest and ethical conduct; full, fair, accurate, timely and understandable disclosure; and compliance with applicable governmental laws, rules and regulations. We believe our success depends on our employees conducting themselves with the highest standards of integrity and respect for others in accordance with Our Code. We will also hold our contractors, consultants, agents, suppliers and business partners to similar standards.

Our Code is not intended to cover every issue or situation an employee, officer or director may encounter but rather is intended to establish basic principles with which we expect all employees, officers and directors to comply. Many of the topics covered in Our Code are the subject of our more detailed policies which specifically address the topics in Our Code. To the extent of any conflict between Our Code and another policy, the more detailed policy will control. If you have questions or require further clarification, please speak to your supervisor or contact our General Counsel.

Using Our Code

Employees are expected to comply with both the letter and the spirit of Our Code. Employees should seek guidance if they have questions or concerns and should cooperate fully in any investigation of suspected violations of Our Code that may arise in the course of their employment.

Any employee who violates Our Code, our other policies, standards and procedures or the law, or knowingly permits a subordinate to do so, will be subject to disciplinary action, up to and including termination, civil prosecution, or claims for damages or losses. Upon commencement of employment, all employees will be required to sign a statement that they have read and understand Our Code.

Officers and directors must demonstrate a commitment to *Our Guiding Principles* through their actions and must promote an environment where compliance is expected and ethical behavior is the norm. No one should ask any employee to break the law, or go against our beliefs, values, policies or procedures.

The scope of Our Code may be limited by the laws of the various jurisdictions in which we conduct business. To the extent that the provisions of Our Code contravene the laws of a jurisdiction, the laws of the jurisdiction shall govern, and such offending provisions shall be deemed stricken from Our Code as it relates to our operations in that jurisdiction and the remaining provisions shall not be affected thereby. All references to laws or statutes in Our Code shall be deemed to refer to the appropriate governing authority in the jurisdiction.

Reporting Violations

You have a responsibility for reporting any conduct that appears to be unethical or illegal or that appears to violate Our Code, our other policies or applicable laws and regulations. Reports will be investigated promptly and thoroughly. Conduct that appears to raise concerns about violations of

this Code, our other policies or any applicable law or regulation should be reported immediately, either anonymously via our Employee Hotline, the anonymous and confidential incident reporting system hosted by a third-party service, or confidentially as set forth below:

The Employee Hotline may be accessed by clicking the “Employee Hotline” link on the left-hand side of the *MyAtwood* home page. Direct contact details for the anonymous and confidential Employee Hotline are:

Telephone: **800-461-9330** (*international dialing instructions are provided on www.convercent.com*)

Internet: www.convercent.com/report

Postal: Atwood Oceanics, Inc.
15835 Park Ten Place Drive
Houston, TX 77084
Attention: General Counsel

Our General Counsel may also be contacted directly on a confidential basis as follows:

Postal: Atwood Oceanics, Inc.
15835 Park Ten Place Drive
Houston, TX 77084
Attention: General Counsel

Telephone: **281-749-7825**

Email: compliance@atwd.com

We Prohibit Retaliation

We prohibit retaliation, in any form, against anyone who, in good faith, reports violations or suspected violations of Our Code, our other policies, or applicable law, or who assists in the investigation of a reported violation. Anyone who in good faith believes that they have been the subject of retaliation or who is aware of any such conduct by others shall immediately report such acts to our General Counsel. Any employee who retaliates against someone who reports a violation in good faith is subject to discipline up to and including termination.

Our Responsibilities

Each director, officer and employee must read, understand and follow Our Code. If you suspect misconduct, a violation of Our Code or a violation of law or regulation, you have a responsibility to report it so that we may address the issue.

Annually, directors, officers and other designated employees will be required to provide a written certification that they have reviewed and understand Our Code, complied with its standards and are not personally aware of any violations of Our Code by others. This certification is a pledge to live up to Our Code and its expectations and to promptly raise concerns about any situation that may violate Our Code.

Waivers

Waivers of the standards set forth in Our Code will be granted only where circumstances warrant granting a waiver based on the best interests of Atwood and our shareholders. Any waiver pertaining to an employee must be approved by our General Counsel and our Chief Executive Officer. Waivers of Our Code for directors and executive officers may only be made by members of our Board of Directors who are not interested in the transaction and must be promptly disclosed as required by law or regulation.

Safety and Environmental Stewardship

"We believe our most important responsibilities are to maintain the safety and health of the people who work on our rigs and at our onshore locations and to preserve the environments where we work."

We Are Committed to Safety

We are committed to ensuring the safety and health of our employees while at work. Each of us shares the responsibility to keep ourselves and our co-workers safe. Our pledge is to provide employees with a clean, safe and healthy work environment. As part of our pledge, every employee has the authority and the obligation to stop work from proceeding ("Stop Work Obligation") if he or she believes conditions or others' behaviors are unsafe in any way. We have developed a robust safety management system ("SMS") with specific tools that help identify, monitor and control hazards. Each of us must recognize our personal responsibility to adhere to our SMS, to cooperate with officials who enforce safety rules and practices, to take necessary steps to protect ourselves and other employees, to attend required safety training and to report immediately all accidents, injuries and unsafe practices or conditions to supervisors or the HSE Department.

We Are Stewards of Our Environment

We believe the preservation of the environments where we work is one of our most important responsibilities. We will conduct our business in a manner that respects and protects the environment. All employees are required to comply with all laws relating to the environment and all safety laws rules and regulations including occupational safety and health standards. If you are aware of a potential environmental problem or violation, contact our HSE Department or follow the procedures set out in Reporting Violations on page 1.

We Will Maintain a Drug, Alcohol and Weapons-Free Workplace

We maintain a drug-free workplace. No one may work while under the influence of alcohol, illegal drugs or misused prescription or over-the-counter medications. The use, possession, sale, purchase, or distribution of illegal drugs or misuse of prescription or over-the-counter drugs is prohibited on our premises, or anywhere else while conducting business on our behalf. In addition, medically prescribed drugs may be used only as directed by your physician, and then only to the extent they do not impair your ability to perform the duties of your job and are otherwise declared in accordance with our SMS.

The consumption of alcohol is not permitted on our premises. Moderate consumption of alcohol at events we sponsor is permitted. However, we expect our people to act responsibly, including relying on designated drivers to ensure safe transportation home following such an event. All employees are required to comply with all federal, state, and local laws governing the use of alcohol, drugs and firearms. Except as permitted by law, all employees are prohibited from possessing firearms, weapons or stolen property on premises we own or control.

We Will Maintain a Secure Workplace

We strive to provide our employees with a safe and secure work environment while recognizing that various work locations around the world may warrant a higher level of security. Accordingly, we will maintain systems and policies to manage security risks, maintain contingency plans for emergency evacuations, engage the assistance of security professionals and local government representatives where and when appropriate, and train employees on our security policies.

We Prohibit Acts of Violence

We are committed to the safety and health of everyone working on our vessels and our other premises. We do not allow acts or threats of violence in the workplace. Individuals who engage in violence or threats of violence will be subject to disciplinary action, up to and including termination. You should report all threats or acts of violence to your supervisor, Human Resources or our General Counsel.

Client Satisfaction

"We believe our clients entrust us with their work because we provide safe, reliable and efficient drilling services with the highest level of responsiveness to their needs, applying industry best practices and advanced technologies."

We Will Provide Quality Services

We pride ourselves in providing quality services to our clients and rely on the ongoing efforts of our employees to continually seek to improve all facets of our operations. The quality of our services has been and will continue to be the very foundation of our success. We are committed to providing our employees with the tools necessary to continue to provide quality services to our clients.

We Will Report Accurately

Because shareholders and other business partners rely on the information contained in our business records, accurate and reliable records are crucial to our success. You should never cover up a mistake but instead should fully disclose it and correct it as soon as possible. Falsification of any of our records is prohibited, including failure to disclose and record any payment or receipt. Our records include booking information, payroll, timecards, travel and expense reports, e-mails, accounting and financial data, measurement and performance records, electronic data files and all other records maintained in the ordinary course of our business. All of our records must be complete, timely, accurate and reliable in all material respects. If you become aware of any problem with our accounting or other reporting practices, please raise your concerns immediately with your supervisor or the Finance Department or follow the procedures set out in Reporting Violations on page 1.

We Will Compete Fairly

We are defined by our actions. By competing fairly, we uphold our reputation as an ethical leader in our industry. We will never take advantage of anyone through unfair business dealings or misrepresent the quality of our services or what we can deliver. We do not disparage or make untrue statements about our competitors or their services. Instead, you should stress the quality of the services we can deliver. This is what sets us apart from our competitors.

We Will Not Use Competitors' Confidential Information

You may only gather information by legal means. You may not accept, use or disclose the confidential information of our clients, suppliers or competitors except under the terms of a confidentiality or other agreement. If you mistakenly obtain competitive information, please confer with your supervisor or our General Counsel. Never ask someone to violate a non-compete, non-solicitation or non-disclosure agreement. Never ask someone to disclose or improperly use trade secrets.

We Will Comply With Anti-Trust Laws

We believe in free and open competition. It is a violation of Our Code and of law to fix or stabilize prices, engage in bid rigging, allocate or steer clients under an agreement with competitors, or agree with our competitors on wages or prices. If you have questions, seek guidance from the Office of the General Counsel before acting.

Employee Focus

"We believe our people are dedicated to performance excellence and want to achieve their full potential; we are committed to providing a workplace where they have every opportunity to succeed."

We Will Not Discriminate

We are an equal opportunity employer and will not tolerate or condone any type of discrimination or harassment in the workplace on the basis of race, color, national origin, gender, citizenship status, sexual preference, age, disability, or veteran status or any other legally protected characteristic. All employees shall comply with all federal, state and local laws prohibiting discrimination in employment and no legally protected characteristic shall be considered in any hiring or promotional decision.

We Will Not Tolerate Harassment

We strive to maintain a professional environment that is based on respect and tolerance. Therefore, any form of harassment will not be tolerated. Our zero-tolerance policy extends to all employees, as well as to related parties such as vendors, suppliers, contractors, consultants and clients. Harassment may include but is not limited to:

- Inappropriate electronic messages (e.g., jokes, pictures or written material)
- Verbally derogatory comments (e.g., jokes, threats, whistling).
- Physical harassment (e.g., pinching, gestures, unwelcome touching).
- Visual harassment (e.g., posters, email, calendars).
- Requests for sexual favors in exchange for preferential treatment (e.g., promotions, raises).
- Overt use of title or position to sexually or otherwise harass employees.

If you believe you are being harassed, or if you have witnessed harassment of a colleague, you have a responsibility to report this to your manager, our Human Resources Department, the Office of the General Counsel or in accordance with the procedures set forth in Reporting Violations on page 1. All complaints made in good faith will be promptly investigated. We recognize the sensitive nature of these claims and will work to ensure confidential treatment of the allegations in order to protect all involved. We will not tolerate retaliation against any employee who in good faith reports harassment.

We Will Respect Employees' Personal Information

We respect the privacy of our employees and in accordance with law will protect personal and confidential information that we are required to obtain for operating or legal purposes. Access to personal employee information, such as personnel information and medical records, is strictly limited by our policies and government privacy laws and regulations. It is important for you to understand that some countries have more stringent data privacy laws than other countries. We are obligated to comply with all laws in countries where we do business. While we respect employees' privacy, we reserve the right to inspect our facilities and property, including computers, telephone records, lockers, e-mails, text messages, files, business documents and workplaces. Employees have no right to privacy when using services or equipment provided by us.

We Will Respect Human Rights

We are committed to respecting and protecting basic human rights where we operate. We will adhere to applicable laws and regulations relating to working hours and wages. If you are aware that our operations are failing to abide by laws and regulations designed to protect human rights, report the situation to our Human Resources Department or our General Counsel or follow the steps set out in Reporting Violations on page 1.

Value Creation

"We believe our investors expect us to increase the long-term value of our company and deliver returns that exceed those of our competitors."

We Will Protect Our Assets

We must protect our physical assets, including our facilities, vessels, funds, inventory and supplies, from theft, loss or damage. Our property includes confidential information, software, computers, office equipment and supplies. You may not remove Atwood property from our premises without permission, use it inappropriately or use it for personal purposes. You must properly secure all of our property within your control to prevent its unauthorized use.

We Will Protect Our Reputation

Atwood's reputation is very important. We must work to safeguard Atwood's reputation by using sound business judgment when representing Atwood. Keep this in mind when engaging in both oral and written communications. Email messages are permanent records of your communications and should be drafted with the same care as a letter on our letterhead.

We Will Not Take Advantage of Corporate Opportunities

We have a duty to advance Atwood's business interests. You must not take personal advantage of opportunities that properly belong to Atwood. You are also prohibited from using our property, information or your position for personal gain or in competition with Atwood.

We Will Manage Our Records

Documents must be maintained and destroyed in accordance with our Records Management Policy and procedures. This Records Management Policy and its schedule provide guidance to how long a record should be retained and when it should be destroyed.

We Will Assist in Audits and Investigations

All information requested in an audit or investigation, whether by our internal audit staff, legal staff or by outside counsel or investigators, including governmental investigators, must be provided promptly. If you are notified that any document in your possession is subject to a legal hold or is otherwise needed as a part of an investigation, you may not destroy, conceal or alter this document in any way.

We Will Not Trade on Inside Information

It is imperative that all information which is obtained about our company and our clients during the course of employment be kept in strictest confidence. It is a violation of law to pass material non-public information, commonly referred to as inside information, on to others or to buy or sell securities to take advantage of inside information. Information is considered "material nonpublic information" if it has not previously been disclosed to the public through a press release or inclusion in a Securities and Exchange Commission filing and could reasonably be expected to influence the stock price of Atwood and/or other companies once disclosed.

Insider trading applies equally to trading in our securities and in the securities of other companies, such as clients. Liability can extend to trades by persons to whom you have passed inside information through a “tip”. Examples of information that could be classified as inside information are:

- Information about possible business deals, such as a merger, purchase, sale or joint venture, or drilling contracts.
- Financial results.
- Important management changes.
- Gain or loss of a significant client or contract.
- Major lawsuit or regulatory investigation.
- Specifics on a client’s well or the results of well testing.
- Any other information that may positively or negatively affect our stock price or the stock price of any other company.

In order to avoid the appearance of trading on inside information, officers and directors may not trade in our securities during quarterly and other blackout periods (from the 15th day of the last month of a fiscal quarter through three business days following earnings release). Other employees are encouraged not to trade during blackout periods and may only trade if they are not in possession of inside information. See our Securities Transactions and Insider Trading Policy for more information.

We Will Protect Proprietary and Confidential Information

In the course of your employment, you may learn of proprietary information, including trade secrets, client lists, technical information and other information, that is our property and is confidential. Confidential information can take many forms and may not be disclosed. Confidential information includes information that is not available to the public and includes internal business information that might be of use to competitors or harmful to us if disclosed.

You must refrain from discussing confidential or proprietary information with outsiders and even with other employees, unless those fellow employees have a legitimate need to know the information in order to perform their job duties. You should also take care not to inadvertently disclose confidential information. Materials that contain confidential information, such as memos, notebooks, computer disks and laptop computers, should be stored securely. Unauthorized posting or discussion of any information concerning our business, information or prospects on the Internet, including through message boards or chat rooms, is prohibited, regardless of whether you use your own name or a pseudonym. All emails, voicemails and other communications are presumed confidential and should not be forwarded or otherwise disseminated outside of Atwood, except where required for legitimate business purposes.

We Will Have Consistent Corporate Communications

Our communications, both internally and publicly, should always be truthful, consistent, transparent, and in full compliance with the law. All news releases, media requests or other official communications will be issued by the Chief Executive Officer, in consultation with the Chief Financial Officer, or by other designated representatives. Direct all media and investor inquiries to our Chief Executive Officer or Chief Financial Officer. In addition, prior to making any speeches, presentations, interviews or other communications on behalf of Atwood, you must obtain prior clearance from our Chief Executive Officer. See our Corporate Communications Policy for more information.

We Prohibit Conflicts of Interest

Directors, officers and employees are expected to make business decisions based on Atwood's best interests, not based on personal interest. You must avoid conflicts of interest that occur when your personal interests interfere in any way with the performance of your duties or Atwood's best interests – such conflicts of interest are prohibited. If you have any questions about a potential conflict, you should discuss the matter with your supervisor or our General Counsel. If a supervisor is involved in the potential or actual conflict, you should discuss the matter directly with our General Counsel.

Conflicts of interest most frequently occur when employees in decision making roles have "close" relationships with clients, vendors, potential vendors or subordinates. Questionable close relationships could include family or dating relationship or the receiving of gifts or excessive entertainment. Although no list can include every possible situation in which a conflict of interest could arise, the following are examples of situations that may, depending on the facts and circumstances, involve problematic conflicts of interests:

- Employment by (including consulting for) or service on the board of a competitor, client or supplier or other service provider.
- Owning, directly or indirectly, a significant financial interest in any entity that does business, seeks to do business or competes with us.
- Soliciting or accepting gifts, favors, loans or preferential treatment from any person or entity that does business or seeks to do business with us.
- Taking personal advantage of corporate opportunities.
- Conducting business transactions with a family member or a business in which you have a significant financial interest.
- Exercising supervisory or other authority over a co-worker who is also a family member.

All directors, officers and employees must report any actual or potential conflicts of interest to our General Counsel. If you are a director or officer, conflicts of interest must be reported to the Nominating and Corporate Governance Committee of the Board of Directors. You must also comply with the guidelines for receiving gifts, meals or entertainment as described in our Gifts and Entertainment Policy.

Integrity and Respect

"We believe our success depends on conducting ourselves with the highest standard of integrity and respect for others, using plain talk and doing what we say we will do."

We Will Comply with Law

We conduct our business in compliance with all applicable international, federal, state and local laws and regulations, wherever we conduct business around the world. It is our policy that each employee acts with the highest standards of integrity and respect for others. You have a responsibility to acquire appropriate knowledge of and respect and obey the laws and regulations that apply to your job and your area of responsibility and to recognize the potential dangers of non-compliance.

You should not take any action on our behalf that you know, or reasonably should know, violates any law or regulation. If you have questions regarding the application of particular laws or regulations, contact our General Counsel. If you are advised that an action or inaction would constitute a violation of law or regulation, you are expected to follow the advice of our General Counsel.

In addition to Anti-Bribery Laws discussed below, you must comply with other U.S. laws, rules and regulations governing the conduct of business by U.S. citizens and corporations outside the U.S., including:

- **U.S. Embargoes**, which restrict or, in some cases, prohibit companies, their subsidiaries and their employees from doing business with certain other countries identified on a list that changes periodically (including, for example, Angola (partial), Myanmar (partial), Cuba, Iran, Iraq, Libya, North Korea, Sudan and Syria) or specific companies or individuals;
- **Export Controls**, which restrict travel to designated countries or prohibit or restrict the export of goods, services and technology from the U.S. to designated countries, denied persons or denied entities, or the re-export of U.S. origin goods from the country of original destination to such designated countries, denied companies or denied entities;
- **Anti-boycott Compliance**, which prohibits U.S. companies from taking any action that has the effect of furthering or supporting a restrictive trade practice or boycott that is fostered or imposed by a foreign country against a country friendly to the U.S. or against any U.S. person; and
- **Anti-money Laundering Laws**, which require transparency of payments and the identity of all parties to transactions.

If you have a question as to whether an activity is restricted or prohibited, seek advice from our General Counsel before taking any action, including any giving of verbal assurances that might be regulated by international laws.

We Will Comply with Anti-Bribery Laws

Our directors, officers, employees and all agents, consultants, vendors, service providers and other intermediaries and third parties must adhere to the highest ethical standards consistent with all applicable laws and regulations of the countries where we conduct business and must comply with

all applicable anti-corruption and anti-business laws, including the U.S. Foreign Corrupt Practices Act and the U.K. Bribery Act of 2010. Unauthorized payments or acts that create even the appearance of promising, offering, giving or authorizing payments to government officials or other persons, including clients or suppliers, for the improper purpose of influencing any act or decision in order to secure an improper advantage or otherwise obtain or retain business for us is prohibited.

In cases where the propriety of a payment is not clear, or the alternatives might be harmful to us or to our employees, the matter should be approved in advance by our General Counsel. Facilitating or “grease” payments are not allowed. Our policy on questionable payments includes not only direct actions of employees, but also forbids indirect actions by agents, distributors, representatives, joint venture partners, or third parties acting on our behalf. Ignoring activity that appears to be questionable is also a violation of our policy and, in some cases, the law. See our Anti-Bribery Compliance Policy for more information.

We Will Provide Gifts and Entertainment in Compliance With Law

We must be cautious when giving or receiving gifts or entertainment from or to business associates. Other than for modest or nominal gifts or entertainment given or received in the normal course of business which are directly related to a legitimate business relationship, neither you nor your relatives may give or receive gifts or entertainment from our current and prospective clients, competitors or vendors. In addition, to be acceptable, the gift or entertainment must be legal both in the country of the giver and of the receiver and must be allowed by the employer of both. The giving or receiving of cash or cash equivalents (e.g., gift cards) is prohibited. See our Gifts and Entertainment Policy for more information.

We Will Make Contributions and Donations in Compliance With Law

We do not make political donations and employees are prohibited from making political contributions on our behalf. This policy is in no way intended to discourage you from making personal political contributions.

We may make charitable contributions to or otherwise sponsor specific charitable groups or agencies. All charitable contributions must be made in accordance with our Corporate Contributions Policy and our Anti-Bribery Compliance Policy. We will not make a contribution which is perceived or deemed to be inappropriate in any way. See our Corporate Contribution Policy for more information.

We Will Protect Our Intellectual Property

The ideas, processes, trademarks, inventions or improvements you create or develop is our property if it is created or developed, in whole or in part, on our time, as part of the your duties or through the use of our resources or information. You must assign all rights to this work product to us and waive all rights and interests in such property. In addition, you must cooperate with our efforts to obtain protection for our intellectual property.

It is our policy to not knowingly infringe upon the intellectual property rights of others. When operating a software program on our computers, employees must be sure that the use of any third-party intellectual property is proper. Only software properly licensed by us is permitted on our computers.

We May Monitor Our Electronic Devices and Systems

All data stored on our computers, telephones, PDAs and other electronic devices, including e-mail and text messages, is our property and is not private, except as required by local law. All electronic communication systems must only be utilized for legitimate business purposes and personal use of same must be kept to a minimum. You have no right of privacy and we have a right to monitor access and disclose for any purpose the content of any data on our electronic communications systems. You are not allowed to use our resources to send, receive, access, or save electronic information that does not comply with law, including violation of copyright, harassment, discrimination, defamation, privacy, publicity and obscenity laws and regulations. In addition, you must not install or use computer files or software not licensed by us or approved by management, or use approved software in a way that goes against the license or copyright agreement.

Revised and adopted on March 8, 2012