

ALTEC GIFT POLICY

Altec prohibits the solicitation, acceptance, offer or payment to any person or organization of any bribe, kickback or similar consideration of any kind, including money, services or goods or favors (other than goods or favors which are nominal in amount and not prohibited by any federal, state or local law). Do not accept or give gifts, gratuities, entertainment or favors of such value or significance that their receipt might reasonably be expected to interfere with the exercise of independent and objective judgment. It is not uncommon for many companies to dispense advertising novelties of nominal value in gestures of goodwill. Acceptance of these novelties shall be made with prudent judgment.

Gifts and entertainment of minimal value are frequently exchanged to build our relationships with and foster goodwill among our business partners. There is a risk, however, that these gestures could be misconstrued as bribes. For this reason, we must be careful when offering or accepting gifts and entertainment. When any gift is received by an associate, the associate's supervisor should be notified and the gift should either be returned or turned over to Altec.

Altec and its customers believe that the quality, price and proper service of the products received are the firmest foundation from which continuing business relationships can evolve. Business conducted with customers and suppliers is that which is earned through demonstrated performance, commitment and integrity.

The important thing is to always disclose any possible conflict to prevent it from becoming a problem. The office of our General Counsel will be able to help you resolve the situation. If you are ever unsure, ask before acting to make certain we are always doing business with integrity.