

TridentCare<sup>SM</sup>

***Our Commitment to  
Do the Right Thing***

**OUR CODE OF CONDUCT**

SEPTEMBER 2022



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Throughout *Our Code of Conduct* (or “*Our Code*”), the terms “we”, “our”, and “us” refers to the TridentCare (“Trident”), including but not limited to the following legacy companies:

- **American Diagnostic Services,**
- **Kan-Di-Ki,,**
- **New Schryver,,**
- **Rely Radiology,**
- **Symphony Diagnostic Services No 1,**
- **TridentUSA Mobile Infusion Services, and**
- **US Laboratories.**

As you read through *Our Code*, please be mindful that the term, “Associate,” refers to managers, officers, employees, contractors and volunteers of TridentCare.

To assist us in understanding *Our Code*, two symbols or icons are used throughout the document to indicate special information. The “” icon indicates a **Do the Right Thing - Alert** that directs us to important information that should be noted, while the “” indicates a **Do the Right Thing - Question and Answer** that will address a commonly or frequently asked question about the surrounding topic.

## A. Our Code of Conduct: *Overview*

*Our Code of Conduct* states the values upon which our company is based and provides the fundamental responsibilities that each TridentCare Associate is expected to maintain.

Our values are summed up in one statement: Do the Right Thing.

At TridentCare, we have a unique responsibility as the leading provider of ancillary services, including diagnostic imaging, laboratory, vascular, and medical services in the country. What we do as TridentCare Associates in our daily business activities defines who we are as a company. When we Do the Right Thing, we continue to grow as a great company.

*Our Code of Conduct* expresses our expectations and responsibilities for doing the right thing in our daily business activities by applying appropriate ethical and legal standards to our conduct.

*Our Code* applies to all TridentCare Associates. Therefore, each Associate must comply with the standards stated in *Our Code*, as well as the general intent of the responsibilities stated herein.

Although *Our Code* outlines the conduct expected of our Associates in numerous circumstances, it cannot provide specific direction for handling every situation we may encounter. For this reason, more detailed guidance is provided in our company programs, policies, and procedures.



### **Do the Right Thing – Alert**

If at any time an Associate has a question or concern regarding *Our Code*, the Associate is expected to speak up and ask their local management, a member of the Corporate Compliance team for more information and assistance. Associates may also contact the **TridentCare Ethics and Compliance Hotline** by phone at **(866) 654-6699** or online at

## B. Our Chief Executive Officer's Message:

Dear Colleague,

TridentCare is the industry leader in providing mobile diagnostic services to millions of patients throughout the country. TridentCare currently supplies services to a variety of patients including service locations such as skilled nursing facilities, long-term care facilities, assisted living centers, hospice providers, long-term care hospitals, commercial organizations and services provided to home bound patients. TridentCare maintains a comprehensive Compliance Program for all associates to ensure that our processes meet or exceed the highest industry standards.

Our Compliance Program and Our Code of Conduct outlines what is expected from each and every one of us as employees of TridentCare. The Code of Conduct seeks to reinforce our continued success and is an important tool for preserving our company's Mission, Vision and Value. The time you take to read it and understand it, will be time well spent. Though our Code of Conduct is designed to guide us in our daily operations, it is not able to cover every situation you may encounter while working at TridentCare or in a healthcare environment. Therefore, we have a Compliance and Privacy Officer who oversees our Compliance Program and provides guidance to all levels of the Leadership Team throughout the organization. Should you encounter concerns throughout the workday, you are encouraged to reach out to the Compliance Department who will investigate and resolve the problem in a timely manner. At TridentCare, we believe in the importance of a culture that fosters both ethical behavior and teamwork. Our patients, fellow employees and shareholders rely on us to provide the highest quality of care while committed to the safety and security of our employees and all that we serve.

Sincerely,



Dan Buning  
Chief Executive Officer

## Our Standards of Business Conduct

**1. *We Serve our Patients and Customers with Quality Care and Service.***

We focus on serving our patients and customers with high quality of care and customer service, while always respecting patient rights and dignity.

**2. *We Provide our Associates with the Right Work Environment.***

We provide a fair, diverse, safe, and responsible workplace that encourages our Associates to grow, produce and lead.

**3. *We Operate with Integrity in our Business Dealings.***

We conduct our activities with integrity in every aspect of our business dealings.

**4. *We Act in Compliance with the Law.***

We act in compliance with the laws that govern our business and the services we provide.

**5. *We Vigorously Compete in the Marketplace.***

We vigorously compete for business in the marketplace with hard work, skill, and fairness.

**6. *We Avoid Conflicts between our Personal and Professional Interests.***

We keep our personal activities and interests separate from our business duties and responsibilities.

**7. *We Protect Company Assets and Information.***

We protect our company assets including information related to our customers and business partners.

**8. *We Do the Right Thing.***

We Do the Right Thing by speaking up and seeking guidance when questions and concerns arise, and the answers aren't clear.

**Standard 1: *We Serve our Patients and Customers with Quality Care and Service.***

*We focus on serving our patients and customers with high quality of care and customer service, while always respecting patient rights and dignity.*

**Our Expectations**

We expect our Associates to Do the Right Thing in the performance and support of our diagnostic imaging, laboratory, vascular, and medical tests, exams, and services.

Physicians and non-physician practitioners order tests, exams, and services to gain much needed information for the proper care and treatment of patients. This is particularly important when health care providers treat frail, elderly, disabled and vulnerable patient populations. In all circumstances, customers call on us to perform critical tests, exams, and services because they trust our ability to treat patients in a timely, courteous, accurate and ethical manner. Our overall service to our patients and customers is vital to informing the continued care and treatment of patients.

**Our Responsibilities**

At TridentCare, each Associate is responsible to ensure that we provide quality care and service to our patients and customers.

**Quality Care**

We must confirm that our tests, exams, and services are conducted by properly credentialed, licensed and/or certified Associates that are appropriately trained. Our Associates must be screened to ensure that they are in good standing with federal, state, and private bodies to perform our tests, exams and services.

When interacting directly with patients, we are each responsible to treat all patients with courtesy, professionalism, and respect. Our Associates must provide a consistent level of care to all patients regardless of race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, or any other personal characteristics. We must recognize that patients have the right to consent to or refuse care, and we must avoid even the appearance of physical or mental abuse, neglect, exploitation, or mistreatment of a patient.

We should be vigilant when we have access to patients' personal property and information. We must avoid even the appearance of theft, damage, or misuse of patients' personal property. We must also limit the use and disclosure of patient medical and other personal information to only those who need to know and process this information.

**Customer Service**

It is our responsibility to provide our diagnostic imaging, laboratory, vascular, and medical tests, exams, and services to patients only in response to an appropriate physician/non-physician practitioner's order. To support our tests, exams, and services, we must maintain accurate records and documentation of our diagnostic imaging, laboratory, vascular, and medical activities. Additionally, we should offer our patients and customers open lines of communication to ensure we receive and review any questions, concerns, or complaints they might have regarding our care or service.

## **Standard 2: *We Provide our Associates with the Right Work Environment.***

*We provide a fair, diverse, safe, and responsible workplace that encourages our Associates to grow, produce and lead.*

### **Our Expectations**

We expect our Associates to be treated with fairness, dignity, and respect in a safe and healthy environment.

As Associates, we expect an inclusive and diverse work environment where we each have an opportunity to grow and develop professionally. We all benefit when we work as a team where our ideas are heard and considered. We also expect that we will each do our part to keep our workplace free from health and safety hazards. Our safety and health at work requires each of us to Do the Right Thing by using common sense and taking necessary precautions in our daily activities.

### **Our Responsibilities**

#### **Discrimination**

We prohibit any form of discrimination or harassment against any Associate or job applicant because of race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information or any other personal characteristic that is protected by law or unrelated to job requirements.



#### **Do the Right Thing - Question and Answer:**

**Q:** My supervisor seems to treat some Associates in my department better than other Associates because of their gender. What should I do?

**A:** If you feel comfortable, talk with your manager or supervisor about the issue. If you are not comfortable speaking with your supervisor about this issue, you must contact your Human Resources representative for assistance. You may also contact the **TridentCare Ethics and Compliance Hotline** to report your concerns and to seek resolution.

#### **Safety, Health and the Environment**

We will keep our work environment safe and healthy through our compliance with relevant laws and requirements. To do this, we will develop and follow internal safety and health programs and standards that will include training and education for our Associates.

All TridentCare Associates are responsible to participate in our health and safety programs by:

- Completing assigned health and safety training modules.
- Reporting to work and conducting all work-related duties free from the influence of drugs and alcohol.
- Following all operating instructions and exercising caution when using equipment.
- Confirming that required maintenance is performed before using any equipment.
- Adhering to company-wide and local business unit fleet and driving requirements.
- Reporting work-related injuries or illnesses to management and/or our local Human Resources representative, as appropriate.

- Being aware of workplace and surrounding environment and taking steps necessary to secure personal safety and company assets, as appropriate.
- Understanding and following all applicable safety and emergency procedures as required for carrying out their job responsibilities.

### **Standard 3: *We Operate with Integrity in our Business Dealings.***

*We conduct our activities with integrity in every aspect of our business dealings.*

#### **Our Expectations**

We expect our Associates to conduct our business with integrity at every level of our company.

Our customers and other business partners expect us to fulfill our obligations in compliance with the law, our agreements, policies, and standards. Therefore, when an Associate records, types or takes an order from a customer, we expect the Associate do so accurately. When we perform a test, exam, or service, we expect our Associates to do so with technical skill and expertise. When we respond to requests from our customers and other business partners, we expect our Associates to Do the Right Thing by providing clear information. This is how we earn and maintain the trust of customers and other stakeholders.

#### **Our Responsibilities**

TridentCare Associates must act within the limits of their job requirements and responsibilities. Only specifically authorized Associates are permitted to enter into agreements on behalf of our company. Authorized Associates must act in good faith when entering into and executing business agreements. All agreements should be accompanied by written documentation that includes the purpose of the agreement, provisions that govern our relationship, and other terms and conditions as required by our company policies and protocols. In transactions and interactions with business partners, we will carry out our commitments with skill and fairness.

Only authorized Associates may respond to requests for information from external entities, including government and regulatory authorities, legal counsel, and the media. Authorized Associates will provide full, accurate, timely, and understandable information when required to make statements or disclosures, or to file reports related to our business.

We will not conceal any inaccuracies made in our company's reporting or filing activities, but we will fully disclose and correct, as promptly as possible, any uncovered errors.



## **Standard 4: *We Act in Compliance with the Law.***

*We act in compliance with the laws that govern our business and the services we provide.*

### **Our Expectations**

We expect our Associates to understand and comply with the laws and other requirements that govern our business and the Associate's role in our company.

At TridentCare, we are subject to many laws. Various medical, environmental, safety, health, labor, financial, and other laws govern and regulate our business activities. Our internal programs, policies and procedures help and guide our Associates to meet the requirements of these standards. One such program is our Health Care Compliance and Privacy Program ("Compliance Program"). We expect our Compliance Program to facilitate our Do the Right Thing message by aiding in the detection, prevention, and correction of conduct that violates health care fraud, waste and abuse laws and requirements.

### **Our Responsibilities**

#### **Kickbacks and Patient Referrals**

We will not make any offer that is intended to influence anyone to recommend or purchase tests, exams, or services from us or in return for referrals for our tests, exams or services that may be reimbursed by Medicare, Medicaid, or any other government health care programs.

We will not pay or offer to pay anyone for the referral of patients. Also, we will not solicit or receive anything of value, directly or indirectly, in exchange for the referral of patients. In the event that we make a patient referral to another healthcare provider, we will not take into account the volume or value of referrals that the provider has made or may make to us.



#### **Do the Right Thing - Question and Answer:**

**Q:** A TridentCare Associate has been asked by staff at a customer nursing facility to perform certain clerical activities that are not related to our diagnostic imaging, laboratory, vascular, or medical services, free of charge.

**If the Associate were to perform these services, free of charge, could these activities violate the law or our Company standards?**

**A:** Yes. Since the clerical activities are not directly related to our tests, exams, or services, these activities could be viewed as free services that we are performing to provide a benefit to the nursing facility customer in return for patient referrals to our Company. These activities might violate a federal law known as the Anti-kickback Statute. They may also violate our Company policies and standards.

As a TridentCare Associate, if you are asked by customer staff to perform services that are not directly related to the performance of or payment for our tests, exams or services, please contact your manager or supervisor or the Corporate Compliance team for guidance.

## Physician Interactions

We will not participate in activities that support a physician's referral of patients for service to an entity that the physician or the physician's immediate family member owns. Additionally, we will not enter into any transaction that allows a physician to resell our services. We will advise any physician with whom we enter into a contractual agreement of our standards prior to final execution of our agreements.

## Claims Submissions

We will not knowingly present, or cause to be presented, claims for payment or approval which are false, fictitious, or fraudulent. To ensure accurate billing in support of our claims, our patient files and supporting records will provide reliable documentation of the tests, exams, and services ordered, and the tests, exams, and services rendered.



### Do the Right Thing - Question and Answer:

**Q: If a newly acquired company provides claims information to us that appears to include unclear or ambiguous diagnosis codes, should this company's claims submission activities be reviewed before it is submitted for payment?**

A. Yes. It may be that a mistake has occurred in the documentation of claims information at the acquired company's billing office. However, as the new owner, it is our responsibility to be diligent in submitting accurate information for billing. Our coding and billing Associates must review all claims. We must also ensure that our internal policies and processes are followed at the acquired company in order to address any potential errors prior to submitting claims for payment.

## Gifts and Gratuities

We will not attempt to unlawfully influence any individuals or entities through any activities, including the offering or receipt of business courtesies such as gifts, gratuities, favors, or the granting of other advantages. We must not offer or receive a gift or gratuity that is valued above the limits set by our company policies and guidelines. In our interactions with external parties, we must not offer or receive any gift or gratuity in the form of cash or a cash equivalent, such as gift certificates or gift cards. Also, we must not offer or receive a gift or gratuity that is meant to influence the recipient's judgment or secure preferential treatment to or from a business partner. Our Associates are prohibited from offering any gift, gratuity, favor or any other business courtesy to any government official, employee, other personnel, or contractor.

## Meals and Entertainment

We must limit the circumstances in which we participate in meals and entertainment with and for our business partners including current and prospective customers. We prohibit business meals and entertainment that are not directly related to TridentCare related business, tests, exams, and services.

Costs, locations, and participation in business meals and entertainment must be within established company policies and guidelines and must not in any way appear to be offered to imply that the business partner is obligated to our company.

### Charitable Contributions

Within the limits set by our company policies, guidelines, and practices, we may provide monetary support to publicly promoted charitable efforts in the communities we serve, in furtherance of good will and good causes.



#### Do the Right Thing - Question and Answer:

**Q:** I want to do something nice for one of my customers. I saw a holiday fruit basket that I would like to send to them, but it costs \$400. Is it appropriate for me to offer this gift to them as a business courtesy?

**A.** No, because the value of the gift is outside company guidelines. Furthermore, the recipient might consider the gift to be very generous and therefore feel compelled to return the favor. The TridentCare Associate is not permitted to purchase or offer the holiday fruit basket to the customer.

If an Associate has any questions about a gift, gratuity, or other business courtesy, please contact the Corporate Compliance team, or General Counsel before proceeding.

### Education and Training

To ensure we know and understand our responsibilities, and the rules, standards and principles that guide our activities and operations, all TridentCare Associates must attend and/or complete required compliance, privacy, information security, and job-specific education and training, as assigned. All TridentCare managers and supervisors are responsible to ensure that each Associate in their departments, teams, or groups comply with our education and training requirements. Any Associate, manager or supervisor who fails to comply with this requirement will be subject to disciplinary action, up to and including termination, in accordance with our company policies.

**Standard 5: *We Compete Vigorously in the Marketplace.***

*We vigorously compete for business in the marketplace with hard work, skill, and fairness.*

**Our Expectations**

We expect our Associates to promote our company and compete for business by diligently using their individual business experience, knowledge, ability, and good judgment.

We operate our business in a highly regulated industry. Certain activities that may be acceptable in other businesses are not acceptable practices for us. We expect our Associates to understand our expectations and their responsibility to Do the Right Thing by promoting our company and competing for business in accordance with our standards.

**Our Responsibilities****Conduct in the Marketplace**

We will be truthful about the performance and value of the tests, exams, and services we offer current and potential customers. We will keep our promises and commitments to customers, suppliers, governmental agencies, and other contractual partners.

**Competition in the Marketplace**

The conduct of business in the U.S. is subject to many federal and state legal requirements. We will implement antitrust and fair competition programs and policies to ensure our compliance with these requirements.

**Standard 6: *We Avoid Conflicts between our Personal and Professional Interests.***

*We keep our personal activities and interests separate from our business duties and responsibilities.*

**Our Expectations**

We expect our Associates to ensure that their personal activities and interests do not affect their business judgment or activities on behalf of TridentCare.

Associates are each entrusted with the duty to act in the best interest of our company. Associates should not allow their personal, social, financial, political, or other interests to influence their business judgment and activities. Our stakeholders count on us to conscientiously work on behalf of TridentCare by taking our business activities seriously and keeping them separate from other activities and interests that we may have.

**Our Responsibilities**

We must avoid situations where our personal, social, financial, or political activities or interests have even the appearance of a conflict with the best interest of our company. Associates must avoid, discontinue, and report activities including, but not limited to, the following actual or potential conflicts of interest:

- Directing TridentCare business to, or doing TridentCare business with, a company or supplier that is owned or managed by the Associate, or a relative or close friend of the Associate.
- Being involved in or making an employment related decision about a relative or close friend, including but not limited to hiring, managing, or supervising a relative or close friend of the Associate.
- Using your position to secure a gift, discount, or favor from a current or potential business partner that is in violation of our company policies or is not available to all Associates or the public.
- Doing part-time work or consultation services for a customer or business partner, or work that interferes with assigned TridentCare duties or workhours, or work that requires the use of TridentCare equipment.
- Starting or owning a company that provides similar services to similar clients as those of TridentCare.
- Investing in real estate, intellectual property rights, or businesses of interest to TridentCare.
- Accepting gifts, products, or services from a current or potential vendor or contractor of TridentCare.

**Do the Right Thing - Question and Answer:**

**Q:** My sister owns a company that provides a service that may improve our company's performance for our customers. My department is responsible for providing that service to our customers. Can I enter into a contract with my sister's company for the service or recommend her for the service?

**Do the Right Thing - Question and Answer (con't):**

- A. No. You should not be involved in the hiring of your sister's services with our company. You must disclose your personal relationship to you manager or supervisor and remove yourself from any involvement in the selection process. You may also contact the Corporate Compliance team for further guidance and assistance.

**Do the Right Thing – Alert**

At times, we may not be sure whether a conflict of interest exists. When we are uncertain whether our activities and interests conflict with our responsibilities as Associates of Trident, we must seek assistance and guidance from our management, or the Corporate Compliance team for further direction.

## **Standard 7: *We Protect Company Assets and Information.***

*We protect our company assets including information related to our customers.*

### **Our Expectations**

We expect our Associates to protect our company's assets and information, including our property, equipment, documents, records, trade secrets, and other information, from loss, misuse, theft, and unauthorized access.

To perform our duties, we are provided and given access to company assets and information. Our company trusts us to use these assets and information for legitimate business purposes. We Do the Right Thing by using company property and information only for business purposes, except for minimal and incidental personal use.

### **Our Responsibilities**

#### **Company Assets and Information**

We will use our company's property, assets, and information for legitimate business purposes. This includes, but is not limited to, our company's real estate, equipment, resources, vehicles, trade secrets, intellectual property, budgets, plans, information systems (such as desktop computers, laptop computers, USB or thumb drives, postal mail, electronic mail, printers, copiers, telephones, mobile phones, and air cards), office supplies, and other assets and information. We must limit our use of these items for personal use in accordance with company policy and guidelines. We will not use company property for soliciting outside or personal, social, financial, religious, or political causes or other non-company sponsored, charitable or community activities.

We will, in accordance with company guidelines, inventory and inspect our property to review the appropriate functioning, maintenance and adherence to our standards. In addition, we will collect and maintain electronic records of usage or access to our property to minimize and detect unauthorized access, use, intrusion, and disclosure of our information, including information related to our customers.

#### **Confidential and Restricted Information**

We will safeguard confidential and restricted information as classified by our company policies and guidelines. We will limit our use and disclosure of any information we maintain that is not available to the general public, or as required by agreement, law, regulation, or our company standards. We will not use or disclose any health, medical, financial, or other personal information that we maintain about a patient, Associate, or other individual without the explicit written consent of the subject of the information, or as required or permitted by law.

#### **Document and Information Retention**

As Associates of TridentCare, we will not intentionally or recklessly destroy any company documents or information in violation of the law or our company standards. All paper and electronic information and documents will be maintained and retained in accordance with the minimum period of time required by law, regulation, or our company standards. We will all take steps to preserve company information, especially as directed by law, regulation, and/or our General Counsel.

#### **Intellectual Property**

Our company's logos, secrets, inventions, technologies, software, improvements, patents, innovative ideas and strategies, copyrights, trademarks, and other intellectual property belong to TridentCare. We must protect our intellectual property by keeping vital company information within our company and by following our policies and requirements.

When we, as TridentCare Associates, participate in the creation of intellectual property, we understand that it becomes the property of TridentCare. Therefore, we must promptly disclose to our General Counsel any intellectual property that we create during our employment with TridentCare so that any legal rights, options, and concerns may be considered and determined.



## **Standard 8: *We Do the Right Thing.***

*We Do the Right Thing by speaking up and seeking guidance when questions and concerns arise, and the answers aren't clear.*

### **Our Expectations**

Now that we have detailed our standards and reviewed each of the proceeding seven (7) Standards of Business Conduct, we come to the final standard, We Do the Right Thing.

We expect our Associates to Do the Right Thing at all times.

*Our Code* addresses important questions. Sometimes the answers are not clear or as clear as we'd like them to be. Occasionally, we are uncertain how to answer the questions and concerns that arise during our daily activities. We may encounter occasions when we believe that someone acting on behalf of our company is doing, or is about to do, something that violates the law, *Our Code*, our policies, or other standards. We may even encounter occasions when someone asks us to do something we are not comfortable doing. When those times arise, it isn't always clear how to act, but at those times, doing the right thing requires us to speak up, seek assistance, and report the information to your manager or supervisor, Human Resources, the Corporate Compliance team, and/or our General Counsel.

It's not always easy to speak up, but it is always the right thing to do.

### **Our Responsibilities**



#### **Do the Right Thing –Alert**

Whenever the application of a law, rule, regulation, or our company standard is uncertain, we must Do the Right Thing by speaking up, asking questions, and reporting our concerns. We should ask our knowledgeable peers, manager or supervisor, or the Corporate Compliance team for assistance. Along with our leaders, we will work together to use all appropriate resources, including our General Counsel, to answer questions, provide appropriate guidance, and act in compliance with the requirements and our standards.

We must take our responsibility to Do the Right Thing seriously. Whenever we have a question or concern, the following steps must be followed by our Associates:

1. Be sure to know the facts and what activity is being proposed.
2. Get help or advice from:
  - a. A knowledgeable peer;
  - b. Their manager, supervisor, or other leader; and/or
  - c. Their Human Resources representative.
  - d. The Corporate Compliance team; or
  - e. Our General Counsel.
3. Once the answer is received, resume normal business duties and responsibilities.

Upon receipt of a question or concern by an Associate, each manager, supervisor, or leader must:

- a. Communicate agreement and adherence with *Our Code*.
- b. Encourage behavior that complies with *Our Code*.
- c. Get back to the Associate with answers to their question or concerns.
- d. Resume normal business duties and responsibilities once answer is delivered.

- e. Not retaliate against any Associate who speaks up, asks questions, or reports suspicions.

Associates should not be afraid to speak up, ask questions or report their suspicions. We prohibit any form of retaliation against any Associate who complies with our requirements to speak up, ask questions and report suspicious activity or misconduct. Any Associate who participates in any retaliatory action associated with the reporting of alleged misconduct will be terminated in accordance with our Company standards.

## D. Our Code of Conduct: *Conclusion*

*Our Code of Conduct*, Standards of Business Conduct, Compliance Program and other programs, policies and procedures are designed to equip us to Do the Right Thing in every facet of our jobs. By following our standards, we remain a company that other companies choose to emulate and with whom customers choose do business. Our commitment to Do the Right Thing and focus on producing quality customer care and service are at the center of our continued strong and sustainable performance.

When we Do the Right Thing, we grow a great Company, together.

## Associate Certification and Agreement

As an Associate of TridentCare, I will:

1. Review *Our Code* every year,
2. Comply with *Our Code*,
3. Discuss *Our Code* with my manager/supervisor,
4. Certify that I understand *Our Code*,
5. Read and sign the Associate Certification and Agreement form, and
6. Complete *Module A: Trident's Our Code of Conduct* training course, as assigned.

The deadline for completing the Associate Certification and Agreement form is on or before December **31** of every year.

### ASSOCIATE CERTIFICATION and AGREEMENT

By my signature below, I certify and agree that:

- I have received and read *Our Code of Conduct*.
- I understand that *Our Code* represents my responsibilities as an Associate of TridentCare.
- I understand that as an Associate of TridentCare, and as a condition of my continued employment with TridentCare, I am responsible to comply with *Our Code*, policies, and standards.
- I understand that if my actions violate *Our Code*, policies, and standards, I may be subject to disciplinary action, up to and including termination.
- I also understand that if I fail to report violations of *Our Code*, policies, or standards of which I have knowledge, I may be subject to disciplinary action, up to and including termination.
- I have complied with *Our Code* and have no knowledge of any violations of *Our Code* by others.

\_\_\_\_\_  
Associate Name (please print)

\_\_\_\_\_  
Associate Signature

\_\_\_\_\_  
Associate Job Title

\_\_\_\_\_  
Job Location

\_\_\_\_\_  
Date

TridentCare<sup>SM</sup>

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