

Proper Use of Company Resources

The continued success of HII requires the commitment of all employees to the proper allocation and use of company resources. These resources, such as HII physical property, supplies, time, information and intellectual property, are provided for authorized business purposes. Employees are expected to use good judgment in the use of company resources.

Use of company resources for non-company purposes is appropriate only when specifically authorized by company policy or procedure or when a specific exception is approved by leadership. Any personal use of company resources **must not** result in added costs, disruption of business processes, or any other disadvantage to HII. Misuse of company resources can result in disciplinary action up to and including termination of employment.

Misusing company property and other resources is a violation of the Code of Ethics and Business Conduct. It is important to remember that ethical behavior is demonstrated not only in how you act toward others, but also in how you treat company resources.

What to do:

- Respect HII property and use it only for HII business.
- Keep proprietary and sensitive information stored in a proper environment when not in use.
- Be cautious when discussing business information outside of the company.
- Only dispose of company property as directed by company procedures.

What to avoid:

- Using HII property, equipment or systems for personal use.
- Taking HII property away from the company unless you have an approved property pass or appropriate approval.
- Duplicating company software for personal use.
- Discussing technologies, plans, or programs with people unless they have a need to know.