



Huseby.com

GLOBAL LITIGATION SUPPORT

Quality, Innovation & Mobility since 1928

NOTICE OF VENDOR EXPECTATIONS

Dear Contractor,

We want to thank you for choosing to accept work from us. Huseby is steadfast in its vow to operate with uncompromising integrity and ethics in its handling of all our clients' work. We are committed to:

- Conducting business ethically and within the law.
- Effectively communicating our policies and guidelines on ethical behavior and our support of the laws that govern our business operations.
- Supporting, assuring, and enforcing ethical and legal conduct in all aspects of our operations.

While we expect our employees and associates we work with to uphold these values and commitments, we also expect all our vendors, suppliers, and service providers along with their subsidiaries, affiliates and sub-contractors (collectively "Vendors") to make these same commitments to Huseby and its associates, customers and litigants.

We have identified the critical principles that encompass our ideal of ethical conduct. These principles include, but are not limited to:

- Be honest
- Avoid conflicts of interest
- Deal fairly with others
- Keep all information obtained from assignments secure
- Obey all applicable laws and regulations

BE HONEST

Huseby expects its Vendors to be honest in all dealings with the company, its associates, its customers and its litigants. Vendors should handle all information with accuracy and courtesy, and events must be recorded accurately, truthfully and reflect the utmost level of integrity.

AVOID CONFLICTS OF INTEREST

It is imperative that Vendors avoid any interests, relationships, and or transactions that are or could be perceived by an impartial observer as harmful or detrimental to Huseby, its reputation, or its interests. This is especially applicable in the areas of *Relationships* and *Gifts/Gratuities*.

Corporate Headquarters
1230 West Morehead Street
Suite 408
Charlotte, NC 28208
t 704.333.9889 · f 704.372.4593



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Relationships: No personal gain or favoritism should occur or appear to occur because of any relationships with our associates, customers, employees or litigants. It is important to assure that the company's best interests prevail and that associates maintain impartial judgment. Relationships that can lead to or could be perceived to lead to personal gain, conflict of interest, or favoritism are not permitted.

Gifts and Gratuities: Huseby bans any gift, favor, gratuity, or entertainment given by Vendors in order to influence a business transaction or to initiate a business relationship where one did not previously exist. Experience has shown that the relationship between court reporters, videographers, digital operators, attorneys, and parties to litigation or disputes that Vendors come in contact with through their association with Huseby must avoid any appearance of impropriety.

DEAL FAIRLY WITH OTHERS

When interacting with Huseby associates, customers, attorneys or litigants, Vendors are required to treat each person fairly. Discriminating against any person because of that person's sex, race, color, age, religion, national origin, sexual orientation, marital status or disability is prohibited.

KEEP INFORMATION OBTAINED FROM HUSEBY ASSIGNMENTS SECURE

Treatment of Huseby software and systems information and other company information, as well as all information provided during assignments, as confidential and proprietary is critical to the successful operation of our business. Furthermore, local, state and federal laws require Huseby to uphold the privacy and confidentiality of information obtained about associates, customers, attorneys and litigants. Huseby has entered and continues to enter into various agreements to provide services which agree to uphold the privacy and confidentiality of all information obtained about associates, customers, attorneys and litigants in connection with their litigation and course of business dealings with Huseby. Therefore, Vendors are permitted only to share company information with those that have a business need to know and only for the purpose for which the information was obtained.

OBEY LAWS AND REGULATIONS

Inappropriate use of non-public information about Huseby, its associates, customers, attorneys or litigants by Vendors for personal benefit is prohibited. Vendors are expected to comply with local, state, and Federal laws regulating business operations including but not limited to misuse of confidential personal information of an associate, customer, attorney or litigant.

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Attached to this memo is an acknowledgement of receipt and agreement of compliance with the aforementioned policies for you to sign and return. We appreciate your adherence and sharing of the ethical values that we hold in such esteem and look forward to maintaining our business relationship in good standing.

With warm regards,

Scott A. Huseby, Sr.

Scott A. Huseby, Sr., RPR
CEO/President
Huseby, Inc.

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A C K N O W L E D G E M E N T

By signing below, Vendor hereby acknowledges that it has read, understands and agrees to comply with the ethical conduct policies outlined in the attached Notice of Vendor Expectations. Vendor further agrees that any and all of its subsidiaries, affiliates, subcontractors, authorized agents, and employees that work directly with materials provided on Huseby assignments will abide by the same principles.

Vendor acknowledges that either its refusal to sign this acknowledgment or failure to comply with these principles and values may result in the termination of the business relationship with Huseby and may also result in criminal and/or civil sanctions. Vendor also understands that its compliance does not obligate Huseby to conduct business with the Vendor.

Vendor Name:

Vendor Address:

Vendor Contact:

Vendor Telephone Number

Vendor Email Address

Signature

Print Name

Title

Date

Please send the signed Acknowledgement to Huseby, Inc. Attn: Daphnie Rhoads, 1230 West Morehead Street, Suite 408, Charlotte, NC 28208, 704-333-9889, ext 236, fax: 704-372-4593, email daphnierhoads@huseby.com

For Huseby Office Use Only:

Received by: _____

Date: _____

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