

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date: Reviewed By: Jared Monk	Business Ethics Plan Revision Date: Page 1 of 6 Date: 01/10/2022
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Section 11.0 BUSINESS ETHICS

A. Purpose

JAGUAR ENERGY SERVICES, LLC has developed certain business ethics policies concerning its day-to-day activities. These policies govern the people and operations within **JAGUAR ENERGY SERVICES, LLC**'s organization.

1. As a result, this procedure has been designed to assist all **JAGUAR ENERGY SERVICES, LLC** personnel in knowing and complying with **JAGUAR ENERGY SERVICES, LLC** approved business ethics in their daily work activities.

B. Scope

This procedure applies to all work operations and communications with clients.

1. Effectively implemented this procedure shall ensure ethical and efficient operational procedures.

C. Responsibilities

1. The Safety Coordinator or his/her designee is responsible for ensuring that employees have completed the training required by this procedure.
 - (a) Additional responsibilities include:
 - (i) Administration/Implementation of this policy for **JAGUAR ENERGY SERVICES, LLC**.
 - (ii) Having final decision-making powers concerning this policy.
 - (iii) Take corrective actions on all violations or suspected violations of this procedure.
 - (iv) Documentation of completion by each employee.
2. The Supervisor is responsible for providing assistance in the daily implementation of this policy.

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3. All employees are responsible for understanding the requirements of this procedure and conducting all work-related activities as per these guidelines.

D. Procedure

JAGUAR ENERGY SERVICES, LLC and its employees and agents shall comply with all applicable legal requirements and the highest ethical standards of the United States and each foreign country in which business is conducted.

1. The use of **JAGUAR ENERGY SERVICES, LLC** assets for any unlawful or improper purpose is strictly forbidden.
2. No undisclosed or unrecorded fund or asset of **JAGUAR ENERGY SERVICES, LLC** shall be established for any purpose.
3. No false or misleading articles about **JAGUAR ENERGY SERVICES, LLC** shall be made in books and records for any reason, and no employee shall engage in any arrangement that results in a prohibited act.
4. No payment on behalf of **JAGUAR ENERGY SERVICES, LLC** shall be approved without adequate supporting documentation.
 - (a) No payment shall be made with the intention or understanding that any part of such payment is to be used for any purpose other than that described by the documents supporting the payment.
5. Compliance with general, accepted accounting rules and established internal controls is required at all times.

E. Gratuities Policy

JAGUAR ENERGY SERVICES, LLC's Acceptance of Gratuities policy provides that each employee should avoid the receipt of payments, gifts, entertainment or other favors which go beyond common courtesy usually associated with business practices, and might there be regarded as placing the employee under some obligation to a third party dealing or desiring to deal with **JAGUAR ENERGY SERVICES, LLC**.

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- (a) The acceptance of any hospitalities, business courtesies, gifts, gratuities, or favors from parties with whom we do business, no matter how innocent in appearance, could become a source of embarrassment to an employee and **JAGUAR ENERGY SERVICES, LLC**.
 - (b) There may be times when the best interests of **JAGUAR ENERGY SERVICES, LLC** might be served, even though the acceptance of hospitalities or business courtesies be involved.
 - (c) It is the employee's responsibility to report any such hospitality extended to his/her supervisor.
- 2. Verbal abuse, profane language addressed to coworkers or other personnel, fighting, horseplay or unsafe acts shall not be tolerated by any **JAGUAR ENERGY SERVICES, LLC** personnel while on duty and/or on the job location.
 - (a) Any employee found or reported to have been engaged in these activities is subject to disciplinary action up to termination.
- 3. No employee shall have any position with, or a substantial financial interest in, any other business enterprise which might conflict or appear to conflict with his/her duties, responsibilities, and/or judgment.
- 4. **JAGUAR ENERGY SERVICES, LLC** does not attempt to regulate the activities of employees in their off-duty hours.
 - (a) However, employees should not, under any circumstances, engage in a business that is competitive with or contrary to any activity or interest of **JAGUAR ENERGY SERVICES, LLC**.
 - (b) It is expected that each employee shall conduct himself/herself as a responsible member of his/her community.
 - (c) Any conduct harmful to **JAGUAR ENERGY SERVICES, LLC's** image or interest may be grounds for dismissal.
- 5. Release of information to outside sources regarding employees and former employees shall be handled by the Safety Coordinator.
 - (a) The only information that may be released on active or terminated employee is:
 - (i) Date of employment
 - (ii) Date of termination

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- (iii) Job classification.
 - (b) All other releases of **JAGUAR ENERGY SERVICES, LLC** information to outside sources must be handled by the Safety Coordinator.
 - (c) Any request for information of a sensitive, confidential, or questionable nature must be handled through the Safety Coordinator.
- 6. It is the policy of **JAGUAR ENERGY SERVICES, LLC** to abide by all Federal Laws, State Laws, and Executive Orders pertaining to fair employment practices.
- 7. **JAGUAR ENERGY SERVICES, LLC** follows and supports, without reservation, a nondiscrimination policy of hiring, promoting, training, disciplining, transferring, etc. any qualified applicant without regard to race, creed, color, religion, sex, age, or national origin.
 - (a) Likewise, **JAGUAR ENERGY SERVICES, LLC** shall comply with the provisions of the Age Discrimination in Employment Act of 1967 and all other nondiscrimination legislation pertaining to **JAGUAR ENERGY SERVICES, LLC** (i.e., Veterans Readjustment, Handicapped, etc.)
 - (b) In this connection, the policy statements in the existing Affirmative Action Program can be consulted.
- 8. Any employee who might reasonably be expected to make inventions, discoveries, designs, or improvements in the usual course of his/her assigned duties as an employee, or might have access to confidential and proprietary information of **JAGUAR ENERGY SERVICES, LLC**, shall be requested to enter into an agreement binding him/her to:
 - (a) At no time, neither during nor subsequent to employment, disclose or assign to others, or use, except in behalf of **JAGUAR ENERGY SERVICES, LLC** and as required by assigned duties, any invention, discovery, improvement, design or proprietary information of **JAGUAR ENERGY SERVICES, LLC** (whether or not developed by the employee) without **JAGUAR ENERGY SERVICES, LLC's** written consent.
 - (b) Disclose promptly in writing to **JAGUAR ENERGY SERVICES, LLC** all inventions, discoveries, designs, or improvements made by him/her solely or in collaboration with others and which relate to the business interests of **JAGUAR ENERGY SERVICES, LLC**.

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- (c) Assign to **JAGUAR ENERGY SERVICES, LLC** all rights, title and interest in and to any such invention, discovery, design or improvement, if requested by **JAGUAR ENERGY SERVICES, LLC**, and assist and fully cooperate with **JAGUAR ENERGY SERVICES, LLC** in securing and enforcing patents in the name of **JAGUAR ENERGY SERVICES, LLC** or **JAGUAR ENERGY SERVICES, LLC's** nominee.
- (d) Not to work on inventions, discoveries, designs or improvements during working hours and/or using **JAGUAR ENERGY SERVICES, LLC** Facilities, without **JAGUAR ENERGY SERVICES, LLC's** prior written consent.
- (e) **JAGUAR ENERGY SERVICES, LLC**, at its sole discretion, determines whether to seek patents on inventions, discoveries, designs or improvements made by employees, and its failure to patent, pursue a patent application, or request assignment for such invention, discovery, design or improvement is not to be construed as a waiver of any of its property rights in same.
- (f) The cost of patenting any invention, discovery, design or improvement that is undertaken by **JAGUAR ENERGY SERVICES, LLC** is borne by **JAGUAR ENERGY SERVICES, LLC**.
- (g) Any additional compensation or remuneration to an employee for the development or discovery of an invention, discovery, design or improvement, whether or not patented, is at the discretion of **JAGUAR ENERGY SERVICES, LLC**.
- (h) The Employee Agreement can be obtained from the main office. The original shall be placed in the employee's personal history file in the General Office.
 - (i) A copy of the agreement is to be given to the employee.

F. Training Requirements

- 1. All personnel shall be trained on the following topics:
 - (a) The contents of this procedure.

G. Training Frequency

- 1. All personnel shall be trained according to the following schedule:

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- (a) Initially upon hire.
- (b) As necessary thereafter.