



*Engineers and Consultants*

# Supplier Code of Conduct



## Our Vision

To be a **family** oriented company that is recognized as a **valued** and **trusted** partner.



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## SECTION

# 01 INTRODUCTION

Mesa Associates, Inc. and the Mesa family of companies ("Mesa") are committed to providing its clients with the highest degree of integrity and ethics. Our commitment to sustainable environmental, social, and governance practices that are based upon ethics and integrity assists our decision-making process, defines, and reinforces acceptable behavior in all areas of Mesa. Over the past three decades, Mesa has earned our solid reputation for providing quality service through countless interactions with our clients and suppliers.

Our relationship with our suppliers is one of the keys to Mesa's success. This Supplier Code of Conduct was developed to communicate our expectations to our suppliers and establishes the minimum standards that must be met by a vendor, manufacturer, contractor, seller, consultant or other supplier (each a "Supplier" and collectively "Suppliers") that sells goods or services to or does business with Mesa. The expectations set forth in this document are intended to supplement requirements contained in contracts or purchase orders, policies, or Suppliers own code of conduct regarding ethics and compliance guidelines.

Mesa expects its Suppliers to take appropriate steps to ensure that this Supplier Code of Conduct is communicated, understood and adhered to by their employees, agents, subcontractors, sub-suppliers, and representatives doing business with or on behalf of Mesa.





## SECTION 02 MESSAGE FROM OUR PRESIDENT



Mesa's philosophy is to provide the highest quality service that is on time at the best value to our clients. Our suppliers assist Mesa as we meet clients' needs with high quality service. It is our goal to continue this high standard of quality performance and achievement and is made possible by the dedication, expertise, and teamwork of our employees and suppliers. We expect our employees and our suppliers to conduct business ethically and in compliance with all regulations, laws and expectations outlined in this document.

Our Vision is to be a family-oriented company that is recognized as a valued and trusted partner.

As a supplier, you are an extension of our family. We want you to feel valued and trusted by Mesa just as we expect the reciprocal from you. Our success is predicated upon the execution of our work utilizing a management strategy that focuses on the simple philosophy of planning the work and working the plan. We like to say we are large enough to perform and small enough to care.

Ranjana Savant  
Owner and President  
Mesa Associates, Inc

## SECTION 03 ETHICAL EXPECTATIONS

Mesa endeavors to achieve the highest standards for ethical conduct. We do this by obeying the law and conducting business ethically and with integrity. Mesa expects our Suppliers to act with these values and to report concerns as outlined in this section.

-  Compliance with Laws
-  Reporting a Compliance Concern
-  Conflict of Interest
-  Business Obligations
-  Influencing Bids & Contract Negotiations



## COMPLIANCE WITH LAWS

Our Suppliers must adhere to all applicable laws and regulations that pertain to their business or any work performed on Mesa's behalf, as well as applicable flow down terms, conditions and other provisions specified in any subcontract or purchase order.

## REPORTING A COMPLIANCE CONCERN

Any concerns a Supplier has regarding Mesa clients, employees, or supplier compliance with laws and regulations or adherence to the ethical standards outlined in this document can be reported either through:

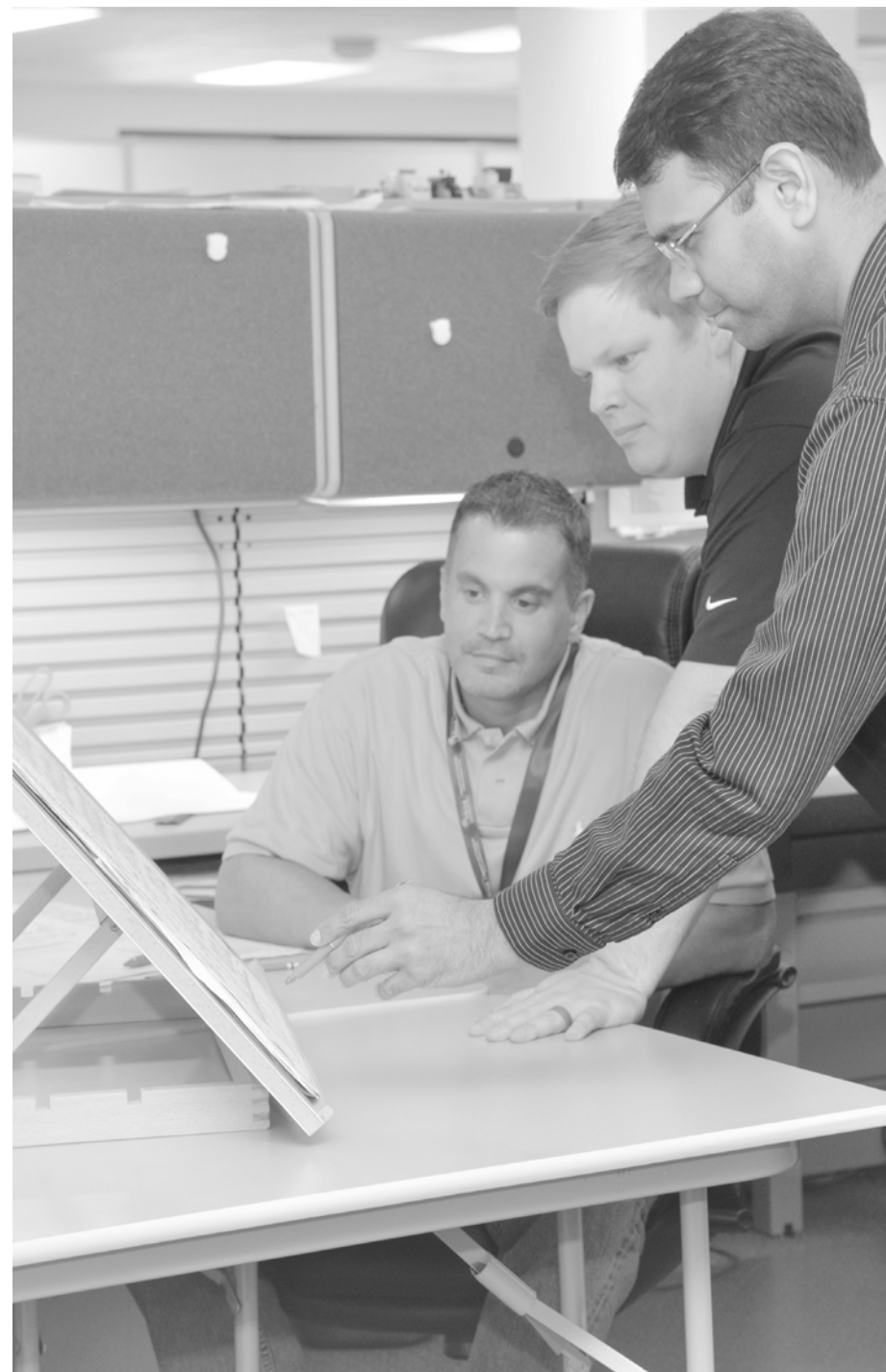


Calling the Compliance Concerns Hotline at 1-855-777-2963



Emailing [suppliers@mesainc.com](mailto:suppliers@mesainc.com)

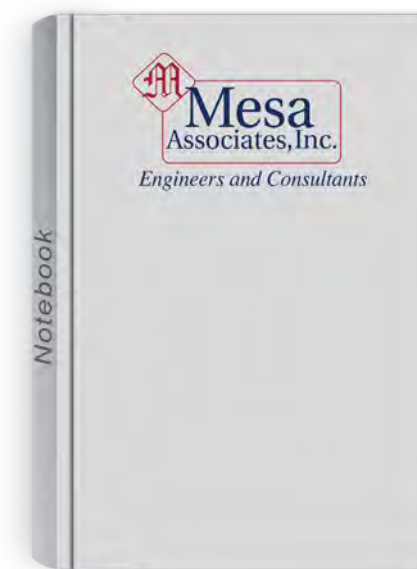
Mesa prohibits retaliation in any form against a person for reporting a compliance or ethical issue or for any other reason. Mesa's goal is to have a work environment where employees and suppliers feel safe to report issues without fear of retaliation or retribution.



## CONFLICT OF INTEREST

We expect our Suppliers to avoid all conflicts of interest or situations giving the appearance of a potential conflict of interest in their dealings with Mesa. We expect our Suppliers and their subcontractors to provide notification to all affected parties in the event an actual or potential conflict of interest arises. This includes a conflict between the interests of our company and personal interests of those of close relatives, friends, or associates.

Mesa understands the accepted practice of giving and receiving occasional and modest gifts, meals, services, or entertainment to build a positive business relationship. These gifts must be infrequent, reasonable, customary, legal and of modest value.



## BUSINESS OBLIGATIONS

Mesa expects our Suppliers to maintain accurate and honest records and honor business obligations. This helps us make responsible business decisions and disclose truthful and timely information to our clients. Mesa works with Suppliers who share our desire to build productive business relationships. This requires honest communications, mutual respect, and delivering on commitments.

### Antitrust and Fair Competition:

Compete fairly and comply with laws and regulations that prohibit unlawful restraints of trade, monopolies, or unfair/deceptive business practices. Suppliers must avoid agreements, formal or otherwise, with their competitors to restrain trade, such as agreements to fix prices, rig bids, or divide territories/markets. Suppliers must not misrepresent their products or services, or their competitors' products or services.

**Bribery and Kickbacks:** Make no offer of any direct or indirect payment or gift to a government or political official for the purpose of influencing the official to take action, violate any duty, or give Mesa or its suppliers any improper advantage. Mesa prohibits all forms of bribes and kickbacks, including facilitation payments, even if legal under local foreign law.

**Customs and Import/Export:** Ensure that any transfer of products, services, software, equipment, information or knowledge across U.S. and other borders is lawful and in accordance with applicable rules and regulations, including the U.S. Export Administration Act.

We expect our Suppliers to:

Maintain books and records that reflect all transactions in an accurate, honest, and timely way

Employ appropriate quality audit and compliance processes

Share our commitment to conducting business honestly and transparently

Fulfill business obligations and manage unanticipated events in a proactive, timely, and open way

## INFLUENCING BIDS & CONTRACT NEGOTIATIONS

Suppliers are expected to help safeguard and maintain the integrity of Mesa's bid and contract negotiation process. Suppliers shall refrain from initiating or participating in private discussions about a bid or proposed contract (prior to an award) with any Mesa employee or business contact not specifically authorized to speak on Mesa's behalf in order to influence the outcome of a bid or contract award. This prohibition does not apply to a supplier's disclosure and notification of potential conflicts of interest or reporting of violations or concerns to Mesa.









SECTION

04

# HEALTH & SAFETY EXPECTATIONS

Mesa strives to provide a safe and healthy work environment for our employees. We have established and enforced policies and procedures to ensure the health and safety of employees and expect our Suppliers to establish and enforce safety policies and procedures.

-  Safety Responsibility
-  Violence Free Workplace
-  Weapons Free Workplace
-  Drug Free Workplace







Safety is no accident!



## SAFETY RESPONSIBILITY

Mesa places a priority on the health and safety of our employees and those around us and is committed to continuous improvement of its safety, health and environmental performance. We believe any workplace injury is unacceptable and believe with proper training, precautions and processes in place, all accidents are preventable. Suppliers must be committed to creating a safe and healthy work environment for their workers and those around them.

-  Suppliers will provide a safe work environment, including appropriate controls, training, work procedures, and personal protective equipment.
-  Suppliers will comply with all applicable federal, state, and local laws and regulations regarding health and safety.
-  Suppliers will apply safe work practices to all activities and instill a safety culture in your work environments and processes.
-  Suppliers will report injuries immediately as required by Mesa Safety Procedure [ESH-P-020](#)



## VIOLENCE FREE WORKPLACE

Physical violence and/or the use of abusive language on Mesa premises will not be tolerated and may, upon the discretion of an officer of the company, constitute grounds for immediate dismissal. Suppliers must be committed to creating a safe and healthy work environment for their workers and those around them. Anyone experiencing workplace violence should submit to HR the Workplace Violence Incident report available on the Mesa Intranet or contact the Compliance Concerns Hotline at 1-855-777-2963.



Calling the Compliance Concerns  
Hotline at 1-855-777-2963

## WEAPONS FREE WORKPLACE



Suppliers and their representatives who enter Mesa property are prohibited from carrying a gun, firearm, knife, or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not. Any Supplier disregarding this policy will be subject to immediate termination.



## DRUG FREE WORKPLACE

Mesa has a vital interest in maintaining a safe, healthy and efficient workplace for the benefit of its employees, clients, suppliers and the public. We expect our Suppliers to maintain a workplace free from illegal use, possession, sale, or distribution of controlled substances while on Mesa property or at any time while performing activities for Mesa.



### Fitness for Duty

Suppliers shall have a process in place for determining if members of their workforce are safely and efficiently able to perform the essential physical, psychological and cognitive requirements of their job without risk to self, others or the environment, and for ensuring that they are not impaired by drugs, alcohol, disabling medical conditions or fatigue.

## SECTION

## 05

SUPPLIER  
DIVERSITY

Supplier Diversity is an important element in both our approach to doing business and our approach to building a diverse pool of suppliers of materials, equipment, goods, and services used by Mesa. Our goal is to ensure that small and diverse businesses are afforded the opportunity to compete on scopes of work that are subcontracted by Mesa. Mesa expects its Suppliers to support Mesa's objective to promote and support small and diverse businesses by actively engaging and subcontracting with small and diverse businesses and by also ensuring they are being fully utilized and have the tools necessary to make them successful.

As a diverse supplier, Mesa has benefited from programs designed to strengthen and encourage diverse business growth. We partner with disadvantaged business enterprises to further support workforce and economic development efforts and expect the same commitment to support of diverse businesses from our Suppliers.



## SECTION

## 06

ENVIRONMENT &  
SUSTAINABILITY

Mesa believes in the importance of protecting our environment. We believe that small things matter and add up to big changes for our company, our employees, our communities and our planet. Our commitment to sustainability includes the efficient use of resources and respect for the environment. We similarly expect our Suppliers to develop work practices that mitigate adverse impacts to the environment, provide support to social and environmental causes in their local areas and advance the economics of local communities. We expect our Suppliers to comply with all applicable environmental laws, regulations and standards.





## SECTION

## 07

EMPLOYMENT  
PRACTICES

Mesa's employees are the heartbeat of our company and we are committed to providing a work environment grounded in our values of respect, safety, and integrity.



## HARASSMENT

We expect our Suppliers to ensure that their employees are afforded a work environment free from physical, psychological, and verbal harassment, or other abusive or unreasonable conduct.



## EQUAL OPPORTUNITY

We expect our Suppliers to provide equal opportunity to all employees or applicants for employment regardless of race, color, national origin, religion, age, disability, sex and sexual orientation, or other protected characteristics.



## PROHIBITION OF CHILD LABOR

We expect our Suppliers to employ no workers under the applicable minimum age as set by the Fair Labor Standards Act (FLSA) or the child labor laws in the state where the work is being performed. Where both the FLSA and state child labor laws apply, the higher minimum standard must be obeyed.

Suppliers may employ juveniles who are older than the applicable legal minimum age for employment but are younger than 18 years of age, provided they do not perform work likely to jeopardize health, safety, or morals consistent with ILO Minimum Age Conventions No. 138.



## HUMAN TRAFFICKING &amp; FORCED LABOR

Our Suppliers shall not use forced labor or employ workers procured through the use of human trafficking and must adhere to all laws and regulations designed to prevent such practices.

## SECTION

## 08

INFORMATION  
PROTECTION

We expect our Suppliers to properly handle sensitive information, including confidential, proprietary, and personal information.



## Our Suppliers are required to:

Protect Mesa's and our clients' proprietary information, protect its confidentiality and use such information only for the business purpose for which it was provided, unless there is prior authorization from the owner of the information.

Employ adequate internal controls in work processes and security measures for all computer systems, portable electronic devices, laptops and other storage devices to ensure the safety of information that Mesa and our customers/clients entrust you with.

## News Media:

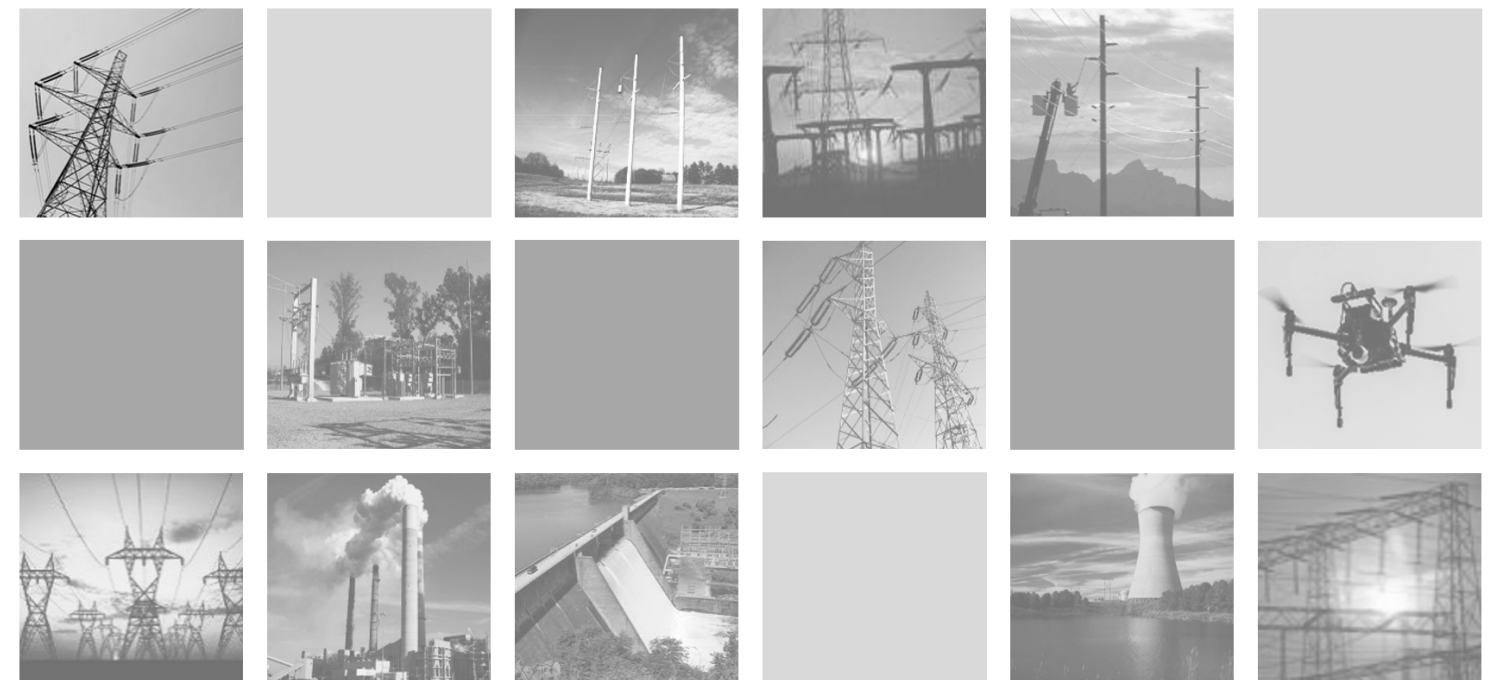
No Supplier shall represent itself to the media as speaking on behalf of Mesa or our Client's unless expressly authorized to do so by Mesa's Marketing and Communications Department.



SECTION

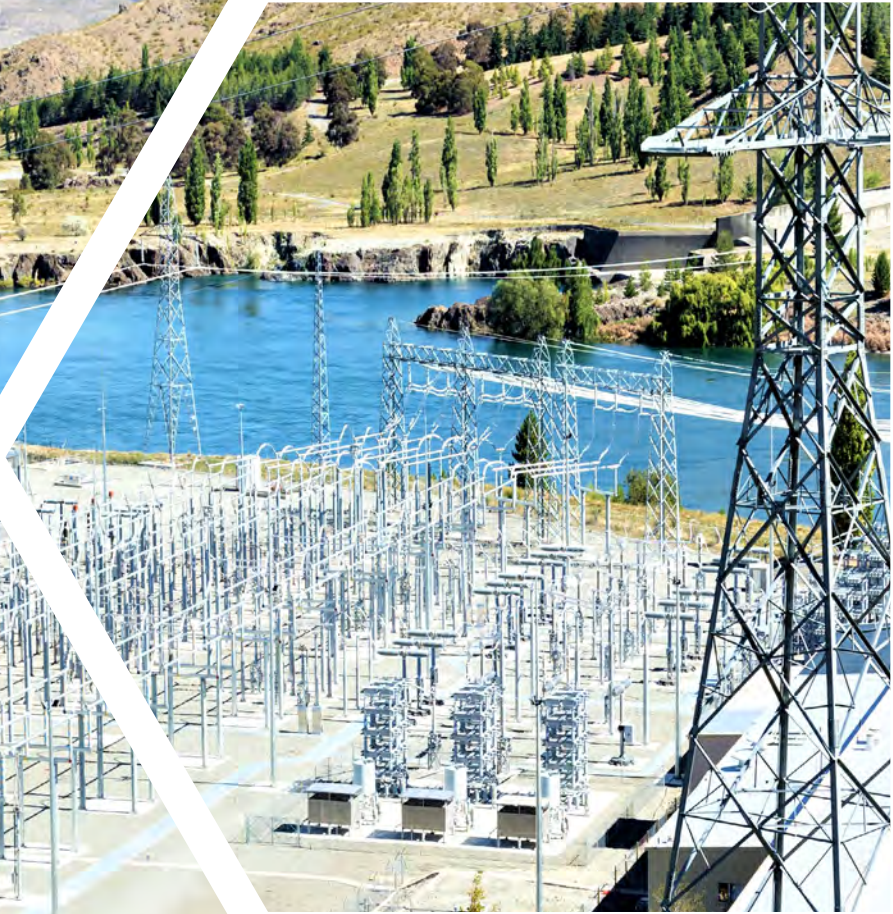
# 09 QUALITY ASSURANCE

Suppliers must take due care to ensure their work product meets Mesa’s quality standards and that of our clients. We expect our Suppliers to have in place quality assurance processes to identify defects and implement corrective actions, and to facilitate the delivery of a product whose quality meets or exceeds the contract requirements.



This Supplier Code of Conduct is not a contract. It does not confer rights on any Supplier, nor does it impose obligations on Mesa. In case of conflict between the Supplier Code of Conduct and your contract, the terms of the contract will prevail.





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