



# Consultant Code of Conduct

AIMCo Values are Excellence, Transparency, Humility, Integrity, and Collaboration.

In addition to the AIMCo Values, all AIMCo employees have a duty to comply with applicable laws and regulations and are expected to behave responsibly and ethically. AIMCo expects Consultants to operate with values comparable to ours and in a manner, which is consistent with prudent business practices.

## Guidelines

### BUSINESS INTEGRITY

#### Compliance with Laws

In all their activities, Consultant must ensure they conduct business in compliance with the applicable laws, rules, and regulations of the jurisdictions in which they operate.

#### Conflict of Interest

In their relationship with our employees, Consultants must not try to gain improper advantage or preferential treatment for other relationships they may have with us. Disclosure to AIMCo is required for all potential conflicts of interest, including those in which the Consultant may have been placed inadvertently due to either business or personal relationships with clients, other Consultants, business associates, competitors of AIMCo, or AIMCo employees.

#### Gifts and Entertainment

The nature of the gifts or entertainment must not, by their quality, quantity, or timing, be used by the Consultants to gain improper advantage or preferential treatment. We expect that Consultants will maintain appropriate records of exchanges of gifts and entertainment with our employees.

#### Marketing Materials & Endorsements

Consultants must ensure that AIMCo approval is obtained prior to including any references to AIMCo and/or AIMCo employees by name or title in any marketing materials or endorsements.

### RESPONSIBLE BUSINESS PRACTICES

#### Privacy and Information Security

Consultants must use information obtained through their relationship with us only for the purposes for which they are expressly authorized. Consultants must store information as agreed with AIMCo and have appropriate information and security policies and procedures in place to secure access to our information. Consultants must notify us promptly of actual or suspected privacy breaches, security breaches or losses of our information. During the course of the engagement, Consultants may receive proprietary and other information belonging to AIMCo. Any such information must be returned to AIMCo or destroyed upon completion of the engagement, unless otherwise agreed by AIMCo and the Consultant.

#### Business Resumption and Contingency Planning

For some services provided by Consultants, due to the significance for our business or the types of activities that may be involved, we expect that the Consultant's business continuity and disaster

recovery plans are developed, maintained and tested in accordance with applicable contractual and service level requirements.

### **Subcontracting**

AIMCo expects that Consultants will not subcontract services they perform for us or outsource activities that directly impact the delivery of goods and services to us, without our prior written approval. In situations where approval is given, it is important for AIMCo to know the locations of where the services will be provided, and the parties involved in the provision of the services.

## **RESPONSIBLE TREATMENT OF INDIVIDUALS**

### **Respect and Diversity**

Consultants must maintain workplaces characterized by professionalism and respect for the dignity of every individual with whom their employees interact. Consultants must not tolerate harassment, discrimination, violence, retaliation, and other disrespectful and inappropriate behavior.

### **Employment Practices**

Consultants must abide by applicable employment standards, labor, non-discrimination, and human rights legislation. Where laws do not prohibit discrimination, or where they allow for differential treatment, we expect Consultants to be committed to non-discrimination principles and not to operate in a way that differentiates unfairly.

### **Health and Safety**

AIMCo expects Consultants to provide healthy and safe workplaces and comply with relevant health and safety laws of the jurisdictions in which they operate.

## **ENVIRONMENT**

AIMCo expects Consultants to work with us to promote environmental sustainability. Consultants are to assist in reducing our environmental footprint, conduct business in an environmentally friendly way and offer environmentally responsible products and services.

## **AIMCO CODE OF CONDUCT AND ETHICAL STANDARDS**

In addition to the above, Consultants whose employees may gain access to AIMCo premises or its computer systems need to be aware of AIMCo's Code of Conduct and Ethical Standards in addition to this Consultant Code of Conduct. While Consultant employees will not be asked to formally acknowledge adherence to the Code unless certain circumstances are met, Consultant employees should be specifically familiar with the following sections that outline key expectations regarding Consultant employee behavior:

- We use company assets for the benefit of AIMCo;
- We utilize our information systems and technology appropriately;
- We secure our personal and confidential information;
- We employ discretion when commenting publicly about AIMCo;
- We respect our obligations to the capital markets;
- We avoid conflicts of interest; and
- We exercise caution when accepting or giving business courtesies.

Consultants should also carefully review AIMCo's Acceptable Use of IT Policy, which outlines expectations should a Consultant have access to AIMCo's systems.

## **Compliance**

AIMCo expects Consultants to comply with this Consultant Code of Conduct. Failure to comply with this Consultant Code of Conduct may result in the termination of a Consultant's relationship with AIMCo.