

Xenon Code of Business Conduct



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I. Introduction

This Code of Business Conduct (the “Code of Conduct”) summarizes the ethical standards and key policies that guide business conduct at Xenon Pharmaceuticals Inc. (together with its subsidiaries, the “Company”).

The purpose of this Code of Conduct is to promote ethical conduct and deter wrongdoing. The policies outlined in this Code of Conduct are designed to ensure that the Company’s employees, including its officers (collectively referred to herein as “employees”), and members of its board of directors (“directors”) act in accordance with not only the letter but also the spirit of the laws and regulations that apply to the Company’s business. The Company expects its employees and directors to exercise good judgment, to uphold these standards in their day-to-day activities, and to comply with all applicable policies and procedures in the course of their work on behalf of the Company.

All employees and directors are expected to read this Code of Conduct and ensure that they understand it and abide by it at all times. This Code of Conduct should also be made available to and followed by the Company’s agents and representatives, including consultants, where relevant. This Code of Conduct does not cover every issue that may arise, but it provides general guidelines for exercising good judgment. Employees, directors, agents and representatives should refer to the Company’s other policies and procedures for more specific guidance consistent with the general principles set forth below.

Any questions about the Code of Conduct or its applicability to particular situations should be directed to members of the Company’s Legal and Compliance Department. Any violations of laws, rules, regulations or this Code of Conduct should be reported immediately in accordance with Section XXVII below. The Company will not tolerate retaliation against anyone who reports such an issue in good faith. Employees and directors who violate this Code of Conduct will be subject to disciplinary action.

II. Standards of Conduct

This Company expects all employees and directors to act with the highest standards of honesty and ethical conduct. The Company considers honest conduct to be conduct that is free from fraud or deception and characterized by integrity. The Company considers ethical conduct to be conduct conforming to accepted professional standards of conduct, including the appropriate handling of actual or apparent conflicts of interest between personal and professional relationships, as discussed below.

III. Compliance with Laws, Rules, and Regulations

Employees and directors must comply with all laws, rules and regulations applicable to the Company and its business, as well as applicable Company policies and procedures. Each employee and director must acquire appropriate knowledge of the legal requirements relating to his or her duties sufficient to enable him or her to recognize potential problems and to know when to seek advice from the Company’s Legal and Compliance Department. Those who violate laws, rules or regulations may be subject to individual criminal or civil liability, as well as to discipline by the Company. These violations may also subject the Company to civil or criminal liability or the loss of business. Any questions as to the



applicability of any law, rule or regulation should be directed to the Company's Legal and Compliance Department.

IV. Insider Trading

The purpose of the Company's Insider Trading Policy is to establish guidelines to ensure that all employees and directors comply with laws prohibiting insider trading. No employee or director in possession of material, non-public information may trade the Company's securities (or advise others to trade) from the time they obtain such information until after adequate public disclosure of the information has been made. Employees and directors who knowingly trade the Company's securities while in possession of material, non-public information or who tip such information to others will be subject to appropriate disciplinary action up to and including termination. Insider trading is also a crime.

Employees and directors also may not trade in the shares of other companies about which they learn material, non-public information through the course of their employment or service with the Company.

Any questions as to whether information is material or has been adequately disclosed should be directed to the Company's Chief Financial Officer and/or Chief Legal Officer. Additional information regarding insider trading can be found in the Company's Insider Trading Policy.

V. Conflicts of Interest

A "conflict of interest" exists when a person's private interest interferes – or even appears to interfere – in any way with the interests of the Company as a whole.

A conflict of interest can arise when an employee or director takes actions or has interests that may make it difficult to perform his or her work on behalf of the Company objectively and effectively. Conflicts of interest may also arise when an employee or director, or a member of his or her family, receives improper personal benefits as a result of his or her position with the Company. Loans to, or guarantees of obligations of, such persons are of special concern.

All directors and executive officers of the Company must disclose any material transaction or relationship that reasonably could be expected to give rise to such a conflict to the Chair of the Nominating and Corporate Governance Committee of the Company. No action may be taken with respect to such transaction or party unless and until such action has been approved by the Nominating and Corporate Governance Committee, other than related person transactions (i.e., transactions between the Company and a related person (as defined in Item 404 of Regulation S-K)), which are reviewed by the Audit Committee.

Conflicts of interest are prohibited as a matter of Company policy. The mere existence of a relationship with outside firms is not automatically prohibited. Nonetheless, conflicts of interest may not always be clear, so if a question arises, higher levels of management or the Company's Nominating and Corporate Governance Committee should be consulted. Any employee or director who becomes aware of a conflict or a potential conflict should bring it to the attention of a supervisor, manager or other appropriate persons within the Company.

In certain exceptional circumstances, a situation involving a conflict of interest may be permitted. See Section XXIX regarding waivers of this Code of Conduct. The Audit Committee is responsible for the



review and oversight of all related person transactions, and any related person transaction, other than transactions for which Audit Committee approval is not required by the Company's related person transaction policy, may be consummated (or, if already in place, continue) only if the Audit Committee approves or ratifies such transaction in accordance with the guidelines set forth in such policy. Additional information regarding related person transactions can be found in the Company's related person transactions policy.

VI. No Loans to Directors or Officers

It is the policy of the Company not to extend or maintain credit, to arrange for the extension of credit or to renew an extension of credit, in the form of a personal loan to or for any director or officer of the Company. Any questions about whether a loan has been made to a director or officer in violation of this policy should be directed to the Company's Chief Financial Officer

VII. Outside Directorships and Other Outside Activities

Although an employee's activities outside the Company are not necessarily a conflict of interest, a conflict could arise depending upon the employee's position within the Company and the Company's relationship with the other employer or activity. Outside activities may also be a conflict of interest if they cause, or are perceived to cause, an employee to choose between that interest and the interests of the Company.

An employee may not serve as a director, partner, employee of or consultant to, or otherwise work for or receive compensation for personal services from, any affiliate, customer, partner, supplier, distributor, reseller, licensee or competitor of the Company or any other business entity that does or seeks to do business with the Company. In certain exceptional circumstances, an executive officer may be permitted to serve as a director of such an entity (but in no circumstances will an employee be permitted to serve as a director of a competitor of the Company). See Section XXIX regarding waivers of this Code of Conduct. Serving in such a capacity for a business entity that is not an affiliate, customer, partner, supplier, distributor, reseller, licensee or competitor of the Company may be permitted, but such activities must be approved in advance by the employee's supervisor, the Chief Legal Officer and the Chief Executive Officer.

Employees are encouraged to serve as a director, trustee or officer of non-profit organizations in their individual capacity and on their own time, but they must obtain prior approval (i) from the Company's Chief Executive Officer to do so as a representative of the Company and (ii) from the Company's Chief Legal Officer before accepting any such position for which the employee will be compensated by or on behalf of such an organization.

The guidelines in this Section VII are not applicable to directors who do not also serve in management positions within the Company.



VIII. Corporate Opportunities

Employees and directors are prohibited from:

- (i) Personally taking for themselves opportunities that are discovered through the use of company property, information or position;
- (ii) Using company property, information or position for personal gain; and
- (iii) Competing with the Company.

In the interest of clarifying the definition of “Competing with the Company,” if any member of the board of directors of the Company who is also a partner or employee of an entity that is a holder of the Company’s common shares, or an employee of an entity that manages such an entity (each, a “Fund”), acquires knowledge of an opportunity of interest for both the Company and such Fund other than in connection with such individual’s service as a director of the Company (including, if applicable, such board member acquiring such knowledge in such individual’s capacity as a partner or employee of the Fund or the manager or general partner of a Fund), then, provided that such director has acted in good faith, such an event shall be deemed not to be “Competing with the Company” under this Section VIII.

Employees and directors owe a duty to the Company to advance its legitimate interests when the opportunity to do so in a legal and ethical manner arises.

IX. Fair Dealing

The Company seeks to excel while operating fairly and honestly, never through unethical or illegal business practices. Each employee and director should endeavor to deal fairly with the Company’s shareholders, customers, suppliers, competitors and employees. No employee or director should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practices.

X. Outside Relationships

Employees must act in a manner that creates value for the Company and helps to build relationships with parties that do business with the Company based upon trust. The Company and its employees have built up significant goodwill in the course of developing outside relationships. This goodwill is one of our most important assets, and Company employees must act to preserve and enhance the Company’s reputation.

XI. Supplier Relationships

The Company’s suppliers make significant contributions to the Company’s success. To create an environment where the Company’s suppliers have an incentive to work with the Company, suppliers must be confident that they will be treated lawfully and in an ethical manner. The Company’s policy is to purchase supplies based on need, quality, service, price and terms and conditions. The Company’s policy is to select significant suppliers or enter into significant supplier agreements through a competitive



bid process where practicable. In selecting suppliers, the Company does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual preference, marital status, medical condition, veteran status, physical or mental disability, or any other characteristic protected by applicable law. A supplier to the Company is generally free to sell its products or services to any other party, including the Company's competitors. In some cases where the products or services have been designed, fabricated or developed to the Company's specifications, the agreement between the parties may contain restrictions on sales.

XII. Export Controls

The Company requires compliance with laws and regulations governing export controls in Canada, the United States and the other countries where the Company conducts its business. A number of countries maintain controls on the destinations to which products may be exported. These laws seek to protect national security and promote foreign policy considerations of those countries by prohibiting transactions with other countries, governments, groups and persons ("Sanctioned Parties") engaged in terrorism, narcotics trafficking, proliferation of weapons of mass destruction, human rights abuses and destabilizing governments of certain countries. Sanctions typically restrict import and export of goods or services, investments and other dealings with Sanctioned Parties. Compliance with these laws is critical to the Company's operations, and employees and directors must be aware of and comply with applicable laws and Company policy. Any questions about export control laws and regulations should be directed to the Company's Legal Department.

XIII. Gifts and Entertainment

Business gifts and entertainment are designed to build goodwill and sound working relationships among business partners. A problem may arise if:

- (i) The receipt by one of our employees of a gift or entertainment would compromise, or could reasonably be viewed as compromising, that person's ability to make objective and fair business decisions on behalf of the Company; or
- (ii) The offering by one of our employees of a gift or entertainment would appear to be an attempt to obtain business through improper means or to gain any special advantage in our business relationships, or could reasonably be viewed as such an attempt.

Employees must use good judgment and ensure there is no violation of these principles. No gift or entertainment should be given or accepted by any Company employee, family member of an employee or agent unless it: (1) is not a cash gift, (2) is consistent with customary business practices, (3) is not excessive in value, (4) cannot be construed as a bribe, kickback, or payoff, (5) does not violate any laws or regulations and (6) is not one of a series of small gifts or entertainments that can be construed as part of a larger, expensive gift. Any questions about whether any gifts or proposed gifts are appropriate should be directed to the Company's Legal and Compliance Department.



XIV. Government Business

Employees should understand that special requirements may apply when contracting with any governmental body (including national, state, provincial, municipal or other similar governmental divisions or local jurisdictions). Because government officials are obligated to follow specific codes of conduct and laws, special care must be taken in government procurement. Some key requirements for doing business with government are:

- (i) Accurately representing which of the Company's products are covered by government contracts;
- (ii) Not improperly soliciting or obtaining confidential information, such as sealed competitors' bids, from government officials prior to the award of a contract; and
- (iii) Hiring present and former government personnel only in compliance with applicable laws and regulations (as well as consulting the Company's Chief Legal Officer).

In addition, public officials and other governmental employees in most countries and jurisdictions are subject to legal restrictions on their ability to accept favors, gratuities or gifts, including meals, entertainment, transportation, and lodging. Moreover, laws such as the U.S. Foreign Corrupt Practices Act and the Canadian Corruption of Foreign Public Officials Act prohibit giving anything of value, directly or indirectly, to public officials of foreign governments in order to obtain or retain business or secure favorable action.

When dealing with public officials (including healthcare providers who work for state-owned or controlled institutions), employees and directors must avoid any activity that is or appears illegal or unethical. Employees and directors must obtain pre-approval from the Company's Chief Legal Officer or Head of Compliance before providing anything of value to a public official or government employee. The foregoing does not apply to lawful personal political contributions.

Additional information and guidance can be found in the Company's Global Anti-Corruption Policy.

XV. Political Contributions

It is the Company's policy to comply fully with all local, provincial, federal, foreign and other applicable laws, rules and regulations regarding political contributions. The Company's funds or assets must not be used for, or be contributed to, political campaigns or political practices under any circumstances without the prior written approval of the Company's Chief Executive Officer and Chief Legal Officer.

XVI. Protection and Proper Use of Company Assets

Theft, carelessness and waste have a direct impact on the Company's profitability. Employees and directors should protect the Company's assets and ensure their efficient use. All Company assets should be used for legitimate business purposes.

Company assets include intellectual property such as patents, trademarks, copyrights, business and marketing plans, engineering and manufacturing ideas, designs, salary information and any unpublished financial data and reports. Unauthorized use or distribution of this information is a violation of Company policy. The Company's intellectual property is one of its most important business assets, and



each employee and director, pursuant to his or her employment agreement, confidentiality agreement or other applicable agreement, is under an obligation to the Company to safeguard intellectual property as confidential information that is proprietary to the Company.

Every person is personally responsible for protecting and appropriately using the Company's property that is entrusted to them. In addition to confidential or proprietary information and intellectual property, the Company's assets include physical assets such as equipment and facilities, as well as its financial resources, information and communications systems, computer and telephonic equipment and supplies. Employees must be accountable for all the Company's assets assigned to them, and they must maintain the assets in good condition at all times and return them promptly when asked to do so. Any disposition of the Company's assets must be for the benefit of the Company and not for personal benefit

XVII. Use of Computers and Other Equipment

The Company strives to furnish employees with the equipment necessary to efficiently and effectively perform their jobs. Employees must care for that equipment and use it responsibly and only for the Company's business purposes. If employees use Company equipment at their homes or off site, precautions must be taken to protect such equipment from theft or damage. Employees must immediately return all Company equipment when their employment relationship with the Company ends. While computers and other electronic devices are made accessible to employees to assist them to perform their jobs and to promote our interests, all such computers and electronic devices, whether used entirely or partially on the Company's premises or with the aid of the Company's equipment or resources, must remain fully accessible to the Company and will remain the sole and exclusive property of the Company.

Employees should not maintain any expectation of privacy with respect to any electronic communications made using Company equipment or Company communication systems. To the extent permitted by applicable law, the Company retains the right to gain access to any such information, at any time, with or without your knowledge, consent or approval.

Additional information regarding policies and procedures with respect to information technology can be found in the Company's Information Security Policy and Acceptable Use Policy.

XVIII. Use of Software

All software used by employees to conduct the Company's business must be appropriately licensed. Employees should never make or use illegal or unauthorized copies of any software, whether in the office, at home or on the road, since doing so may constitute copyright infringement and may expose the employee and the Company to potential civil and criminal liability. The Company's information technology department may inspect the Company's computers periodically to verify that only approved and licensed software has been installed. Any non-licensed/supported software will be removed.



XIX. Use of Electronic Communications and Artificial Intelligence

Employees must use electronic communication devices and new technologies such as artificial intelligence (“AI”) in a legal, ethical and appropriate manner. Electronic communications devices include computers, e-mail, instant messaging systems, connections to the Internet, intranet and extranet and any other public or private networks, voice mail, video conferencing, facsimiles, telephones or future types of electronic communication. Employees may not post or discuss information concerning the Company’s products or business on the Internet or social media without the prior approval of the Company’s Legal Department or input confidential or proprietary data into an AI tool that has not been approved by the Company’s Legal and IT Departments. It is not possible to identify every standard and rule applicable to the use of electronic communications devices. Employees are therefore encouraged to use sound judgment whenever using any feature of the Company’s communications systems.

XX. Confidentiality

Information about the Company’s business activities, technology, plans and strategies, which has not been publicly disclosed by the Company or is not publicly available, is confidential. Employees and directors will conduct themselves in a manner that protects and safeguards the Company’s confidential information.

Employees and directors should maintain the confidentiality of information entrusted to them by the Company or its affiliates, customers, partners, distributors and suppliers, except when disclosure is specifically authorized by the Company’s Legal Department or required by law.

Confidential information includes all non-public information that might be of use to competitors, or harmful to the Company or its affiliates, customers, partners, distributors and suppliers if disclosed. Any questions about whether information is confidential should be directed to the Company’s Legal Department.

XXI. Recordkeeping

All of the Company’s books, records, accounts and financial statements must be maintained in reasonable detail, must appropriately reflect the transactions and matters to which they relate and must conform both to applicable legal requirements and to the Company’s system of internal controls. All assets of the Company must be carefully and properly accounted for. The making of false or misleading records or documentation is strictly prohibited. Unrecorded funds or assets should not be maintained.

The Company complies with all laws and regulations regarding the preservation of records. Records should be retained or destroyed only in accordance with the Company’s document retention policies. Any questions about these policies should be directed to the Company’s Legal Department.

XXII. Records on Legal Hold

A legal hold suspends all document destruction procedures in order to preserve appropriate records under special circumstances, such as litigation or government investigations. The Company’s Legal



Department determines and identifies what types of Company records or documents are required to be placed under a legal hold and will notify employees if a legal hold is placed on records for which they are responsible. Employees must not destroy, alter or modify records or supporting documents that have been placed under a legal hold under any circumstances. A legal hold remains effective until it is officially released in writing by the Company's Legal Department. If an employee is unsure whether a document has been placed under a legal hold, such employee should preserve and protect that document while the Legal Department is contacted.

XXIII. Disclosure

The information in the Company's public communications, including filings with the Securities and Exchange Commission, must be full, fair, accurate, timely and understandable. All employees and directors are responsible for acting in furtherance of this policy. In particular, each employee and director is responsible for complying with the Company's disclosure controls and procedures and internal controls over financial reporting. Any questions concerning the Company's disclosure controls and procedures and internal controls over financial reporting should be directed to the Company's Legal Department.

Anyone who believes that questionable accounting or auditing conduct or practices have occurred or are occurring should refer to the Company's Non-Retaliation Policy for instructions on how to report such concerns.

XXIV. Outside Communications

The Company has established specific policies regarding who may communicate information to the media, investment community and other third parties who are not bound by a duty of confidentiality to the Company:

- (i) The Company's Chief Executive Officer and Chief Financial Officer, together with such individuals as may be identified in the Company's External Communications Policy, are the Company's authorized spokespeople.
- (ii) The Company's Chief Executive Officer or Chief Financial Officer may also authorize individuals to speak with third parties with respect to particular topics or on particular occasions.
- (iii) All communications made to public audiences, including formal communications and presentations made to investors, customers or the press, require prior approval in accordance with the Company's established policies for such communications, including review by investor relations or corporate communications personnel, as applicable, with final review by the Company's Chief Executive Officer or Chief Legal Officer, who will ensure that all necessary review is undertaken.

These designees are the only people who may communicate with members of the investment community or media on behalf of the Company. Employees and directors should refer all inquiries or calls from the press, from shareholders or from financial analysts to the investor relations department



or the Company's Chief Financial Officer, who will see that the inquiry is directed to the appropriate authority within the Company.

Employees and directors may not publish or make public statements outside the scope of their employment with or service to the Company that might be perceived or construed as attributable to the Company without preapproval from the Company's Chief Executive Officer or Chief Legal Officer, as appropriate. Any such statement must include the Company's standard disclaimer that the publication or statement represents the views of the specific author and not of the Company. Additional information regarding external communications can be found in the Company's External Communications Policy.

XXV. Discrimination and Harassment

The diversity of the Company's employees is a tremendous asset. We are firmly committed to providing equal opportunity in all aspects of employment and will not tolerate any illegal discrimination or harassment of any kind. Examples include derogatory comments based on racial or ethnic characteristics and unwelcome sexual advances. Additional information can be found in the Company's Global Discrimination, Harassment and Bullying Prevention Policy.

XXVI. Environment, Health and Safety

The Company strives to provide each employee with a safe and healthy work environment and minimize adverse impact and injury to the environment and the communities in which it does business. All Company employees should strive to conserve resources and reduce waste and emissions. You have a responsibility to promptly report any known or suspected violations of environmental laws or any events that may result in a discharge or emission of hazardous materials.

Each employee has responsibility for maintaining a safe and healthy workplace for all employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.

Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, controlled substances or alcohol. The use or possession of illegal drugs or the intentional misuse of any legal or medically prescribed drugs in the workplace or at Company functions will not be tolerated.

Employees are expected to comply with all applicable environmental, health and safety laws and regulations, as well as the Company's policies. Additional information can be found in the Company's Health and Safety Policy.

XXVII. Compliance Standards and Procedures

No code of conduct and ethics can replace the thoughtful behavior of an ethical employee or director or provide definitive answers to all questions. Since the Company cannot anticipate every potential situation, certain policies and procedures have been put in place to help employees and directors approach questions or problems as they arise.



A. Designated Ethics Officer

The Company's Chief Legal Officer has been designated as the Company's Ethics Officer with responsibility for overseeing and monitoring compliance with the Code of Conduct. The Ethics Officer reports directly to the Chief Executive Officer with respect to these matters and also will make periodic reports to the Company's Audit Committee regarding the implementation and effectiveness of this Code of Conduct as well as the policies and procedures put in place to ensure compliance with the Code of Conduct.

B. Seeking Guidance

Employees and directors are encouraged to seek guidance from supervisors, managers or other appropriate personnel when in doubt about the best course of action to take in a particular situation. In most instances, questions regarding the Code of Conduct should be brought to the attention of the Company's Chief Legal Officer.

C. Reporting Violations

If an employee or director knows of or suspects a violation of the Code of Conduct, or of applicable laws and regulations, he or she must report it immediately to the Company's Chief Executive Officer or Chief Legal Officer, as appropriate. Confidentiality will be maintained to the extent possible, consistent with the need to conduct an adequate review or investigation, notify appropriate stakeholders, and take any appropriate corrective action.

Anyone who believes that questionable accounting or auditing conduct or practice have occurred or are occurring should refer to the Company's Non-Retaliation Policy for instructions on how to report such concerns.

Non-employees may report violations or suspected violations of the Code of Conduct in the following ways:

a) Anonymously (through either Secure Web Form or voicemail) at <https://www.whistleblowerservices.com/xene>

b) Via the Company's telephone hotline at 1-855-216-8974

c) Via regular mail to

Xenon Pharmaceuticals Inc.

200 – 3650 Gilmore Way

Burnaby, British Columbia V5G 4W8, Canada

Attn: Chief Legal Officer

D. No Retaliation

Any employee or director who observes possible unethical or illegal conduct is encouraged to report his or her concerns. Reprisal, threats, retribution or retaliation against any person who has in good faith reported a violation or suspected violation of law, this Code of Conduct or other Company policies, or against any person who is assisting in any investigation or process with respect to such a violation, is prohibited.



Any employees involved in retaliation will be subject to serious disciplinary action by the Company. Furthermore, the Company could be subject to criminal or civil actions for acts of retaliation against employees who “blow the whistle” on U.S. federal securities law violations and other federal offenses.

E. Investigations

Reported violations will be promptly investigated. The Company’s board of directors or its designated committee will be responsible for investigating violations and determining appropriate disciplinary action for matters involving directors or executive officers. The board of directors or its designated committee may designate others to conduct or manage investigations on its behalf and recommend disciplinary action. Subject to the general authority of the board of directors to administer this Code of Conduct, the Chief Legal Officer will investigate violations (including the initiation of any such investigation) and determine appropriate disciplinary action for other employees, agents and contractors, and the Chief Legal Officer may designate others to conduct or manage investigations on his or her behalf and recommend disciplinary action. The board of directors reserves the right to investigate violations and determine appropriate disciplinary action on its own or to designate others to do so in place of, or in addition to, the Chief Legal Officer. It is imperative that the person reporting the violation not conduct an investigation on his or her own. However, employees and directors are expected to cooperate fully with any investigation made by the Company into reported violations.

F. Discipline/Penalties

Employees and directors who violate the laws or regulations governing the Company’s business, this Code of Conduct or any other Company policy, procedure or requirement may be subject to disciplinary action, up to and including termination. Employees and directors who have knowledge of a violation and fail to move promptly to report or correct it, or who direct or approve violations, may also be subject to disciplinary action, up to and including termination.

Furthermore, violations of some provisions of this Code of Conduct are illegal and may subject the employee or director to civil and criminal liability.

XXVIII. General Compliance Guidelines

We must all work to ensure prompt and consistent action against violations of this Code of Conduct. However, in some situations it is difficult to know if a violation has occurred. Since we cannot anticipate every situation that will arise, it is important that we have a way to approach a new question or problem. These are the steps to keep in mind:

- (i) Make sure you have all the facts possible. To reach the right solutions, we must be as fully informed as possible.
- (ii) Ask yourself: What specifically am I being asked to do? Does it seem unethical or improper? This will enable you to focus on the specific question you are faced with, and the alternatives you have. Use your judgment and common sense; if something seems unethical or improper, follow up on it.
- (iii) Clarify your responsibility and role. In most situations, there is shared responsibility. Are your colleagues informed? It may help to get others involved and discuss the problem.



- (iv) Discuss the problem with your manager. This is the basic guidance for all situations. In many cases, your manager will be more knowledgeable about the question and will appreciate being brought into the decision-making process. Remember that it is your manager's responsibility to help solve problems.
- (v) Seek help from Company resources. If you do not feel comfortable approaching your manager with your question, discuss it with a member of the Company's Legal Department.
- (vi) You may report ethical violations in confidence and without fear of retaliation. If you find yourself in a situation that requires that your identity be kept confidential, your anonymity will be protected to the extent possible. The Company does not permit retaliation of any kind against employees for good faith reports of ethical violations.
- (vii) Always ask first, act later when confronted with an ethical issue: If you are unsure of what to do in any situation, seek guidance before you act.

XXIX. Amendment, Modification and Waiver

This Code of Conduct may be amended or modified by the Company's board of directors or a duly authorized committee of the board of directors.

Any amendment or waiver of this Code of Conduct for a director, executive officer or any financial or accounting officer at the level of the principal accounting officer or controller or above, may be made only by the board of directors, and must be promptly disclosed to shareholders if and as required by applicable law or the rules of the share exchange on which the Company's shares are traded. Waivers with respect to other employees or applicable contractors may be made only by the Company's Chief Executive Officer or Chief Legal Officer, as applicable. Any waiver of this Code of Conduct with respect to a related person transaction required to be disclosed pursuant to Item 404 of Regulation S-K promulgated under the Securities Act of 1933, as amended, or conflict of interest must be approved in advance by the Company's Audit Committee or Nominating and Corporate Governance Committee, respectively.