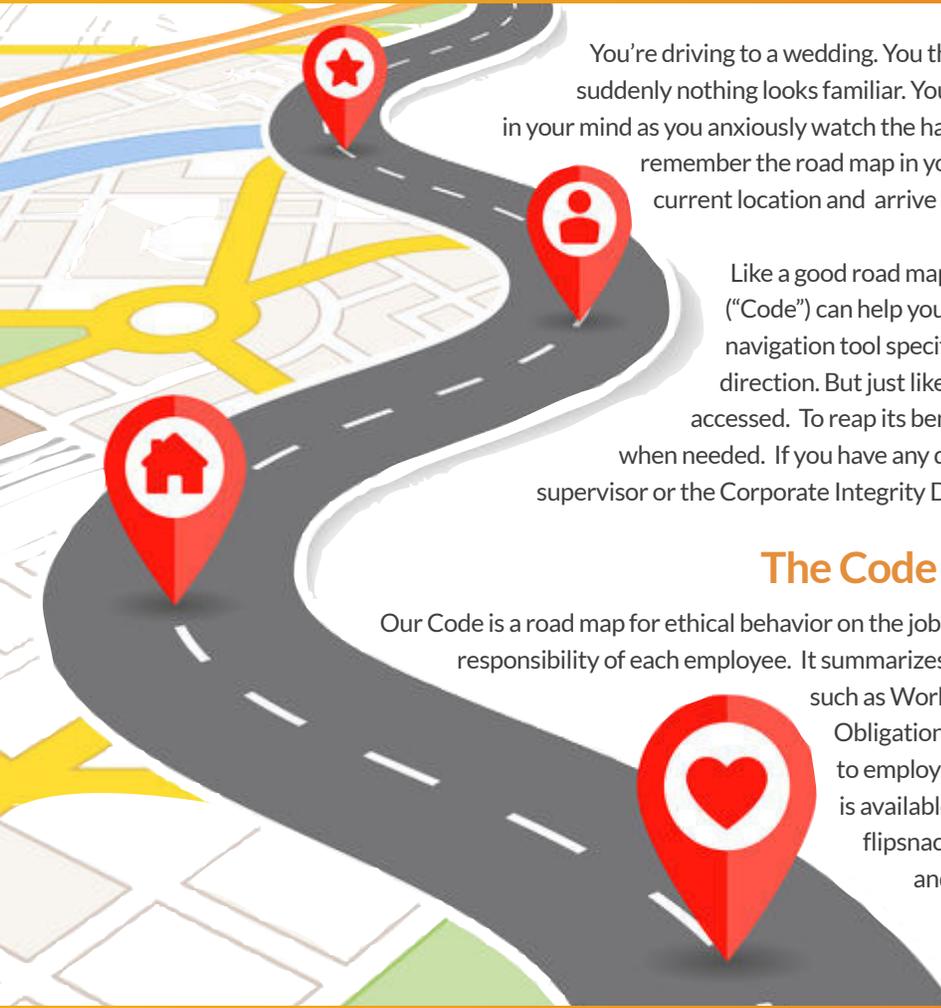


# Code of Conduct: The Code and the Road



You're driving to a wedding. You thought the directions to the address were clear but suddenly nothing looks familiar. You drive in circles, turning the directions over and over in your mind as you anxiously watch the hands of the clock. Finally, in a moment of clarity, you remember the road map in your glove box. Quickly, you re-orient yourself to your current location and arrive breathlessly just as the ceremony begins.

Like a good road map, Diamond's Code of Ethics and Business Conduct ("Code") can help you get your bearings in a tough situation. Our Code is a navigation tool specifically designed to guide your daily decisions in the right direction. But just like the map in the glove box, the Code won't help if it is never accessed. To reap its benefits you have to understand its contents, and access it when needed. If you have any doubts or questions, always ask for guidance from your supervisor or the Corporate Integrity Department.

## The Code As a Road Map

Our Code is a road map for ethical behavior on the job. It outlines our company's expectations and the responsibility of each employee. It summarizes our policies and procedures about important topics such as Workplace Conduct, Conflicts of Interest, Regulatory Obligations, and Confidential Information. The Code applies not only to employees but also to our company's officers and directors. It is available to every employee via the following link: <https://www.flipsnack.com/diamondhealthcare/final-diamond-code-of-ethics-and-business-conduct-jan-2017.html> as well as on the Corporate Integrity SharePoint site and our Diamond website.

## How to Use the Code to Reach Your Destination

Just like the road map, the Code is a resource. Here are some ways to use the Code that may make your trip easier.

- Become very familiar with those sections that relate directly to your job.
- Ask for clarification on sections that may be unclear to you.
- The Code contains resources about who can answer your questions and for reporting issues and concerns. Review the code and decide where you would turn first, and second, if you had a concern.

*If you are a supervisor or manager:*

- Consider ways to help your direct reports understand the topics in the Code and to realize the Code is a resource for ethical decisions.
- Determine which topics of the Code present higher risk for your teams. These are the areas where you will need to provide the most guidance in order to avoid problems.
- Check your own behavior to be sure that you are applying the policies in the Code evenly and accurately no matter who is involved.
- Practice ethical decision-making. Include consideration of ethics, our guiding principles, policies and laws in every decision that you make. Be a model of ethical action by ensuring that employees around you or your direct reports know that you always include ethical considerations in your decisions.