



MBP

CODE OF BUSINESS ETHICS AND COMPLIANCE FOR SUBCONTRACTORS AND SUPPLIERS

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STATEMENT OF POLICY

McDonough Bolyard Peck, Inc. (“MBP” or “Company”), founded in 1989, aims to improve the built environment through integrity, quality, success, innovation, and community. MBP expects responsible business practices from subcontractors and suppliers, as detailed in the MBP Code of Business Ethics and Compliance for Subcontractors and Suppliers (“Subcontractor Code”).

High ethical standards and compliance with laws are vital. Subcontractors and suppliers must follow the Subcontractor Code and report ethics concerns confidentially to the Compliance Officer or the HOTLINE:

- MBP’s Compliance Officer: Julie Coolbaugh, Senior VP, Human Resources
- Phone: 703-969-3480
- Email: jcoolbaugh@mbpce.com
- MBP’s Anonymous Ethics HOTLINE: 1-833-274-5059 or <https://faceup.com/c/Ofb84yzx>

MBP ensures no retaliation for good-faith reports. MBP reserves the right to audit compliance with the Subcontractor Code. Non-compliance must be addressed promptly without additional costs. Violations may lead to contract termination.

CONFLICTS OF INTEREST, GIFTS, AND ENTERTAINMENT

MBP’s subcontractors and suppliers (their employees and family members) must avoid improper benefits or conflicts of interest. Business courtesies like promotional items or entertainment should not influence decisions or create the appearance of impropriety. Engagements with business partners, such as meetings and social activities, are vital but should remain within accepted practices. Similarly, holiday greetings and expressions of sympathy are important for relationships but must remain within accepted practices.

MBP emphasizes procurement integrity to prevent perceptions of buying influence, especially in public sector work. Subcontractors and suppliers must disclose any potential conflicts of interest to MBP before entering business transactions.



BRIBERY AND KICKBACKS

Bribery and kickbacks are illegal and expressly prohibited. These involve giving value to influence actions improperly. Examples include money, gifts, travel, hospitality, vacations, loans, favors, contributions, or benefits.

MBP requires subcontractors and suppliers to avoid bribery, corruption, embezzlement, kickbacks, extortion, fraud, nepotism, or cronyism and report such activities to the Compliance Officer or the HOTLINE.

MONEY LAUNDERING

Subcontractors and suppliers must follow laws against money laundering and report any suspicious transactions.

ANTITRUST POLICY

MBP complies with antitrust laws to promote competition, ensuring customers get the best services and products at competitive prices. Antitrust laws are complex and must be followed strictly. Pricing, terms of sale, and interactions with competitors require careful consideration. Subcontractors and suppliers must know these laws, and bidders should understand MBP's policies.

The Sherman Act (15 U.S.C. §§ 1-7) prescribes free competition and prohibits unfair monopolies. The Act prohibits price fixing, bid rigging, and other anticompetitive activities. Violations are felonies, with fines of up to \$10 million for corporations and up to \$350,000 or 3 years' imprisonment for individuals. Convictions may lead to suspension or debarment and restitution to victims. Victims can seek civil recovery of up to three times the damages.

Antitrust compliance is vital. Violations may result in severe penalties for MBP and its partners. Report any violations to the Compliance Officer or the HOTLINE.



SMALL BUSINESS COMPLIANCE

MBP aims to maximize small business participation, particularly in federal contracts. Under FAR 19.7, MBP must create opportunities for small businesses and actively recruit them throughout the procurement process and contract performance. For contracts over \$1.5 million lasting more than 120 days, MBP must have a Small Business Subcontracting Plan with goals and targets and make a good-faith effort to achieve certain goals. The Company commits to prompt payment to small businesses. The Company may be required to report delayed payments on federal contracts to authorities.

If a large business attempts to exploit small business rules by providing resources or if you suspect an arrangement that may not comply with regulations, contact the Compliance Officer before contracting with that entity. MBP adheres to Federal Acquisition Regulation Part 19 and requires compliance from subcontractors and suppliers.

CYBERSECURITY COMPLIANCE

MBP maintains compliance with federal cybersecurity requirements and protects the security of its information systems. Per FAR 52.204-21, subcontractors and suppliers must have basic safeguards for contractor information systems. They must also comply with the relevant CMMC maturity level and DFARS 252.204-7012. Report any cybersecurity concerns to the Compliance Officer.

POLICIES BANNING TEXT MESSAGING WHILE DRIVING

Per FAR 52.223-18, MBP requires subcontractors and suppliers to prohibit text messaging while driving on federal projects.

STATEMENTS & CERTIFICATIONS

All statements by subcontractors or suppliers must be accurate and timely. False statements can lead to criminal liability, including imprisonment of up to 5 years, fines, restitution, suspension, and debarment. False statements for federal payments may result in civil liability up to three times the claimed amount. Misrepresenting small business status on federal contracts can incur civil liability up to three times the contract value.



COMMUNICATIONS AND RECORDS

MBP retains documents as legally or contractually required or for three years if unspecified. Subcontractors and suppliers must keep accurate financial and operational records and comply with all relevant legal and contractual requirements.

CLAIMS

Payment requests must accurately reflect the value of goods or services provided. False claims, such as billing for unworked hours, charging for unused materials, inflating claims for extra compensation, or misrepresenting subcontractor involvement, are prohibited.

ENVIRONMENTAL COMPLIANCE

MBP complies with federal, state, and local environmental laws. Subcontractors and suppliers must follow air, water, and hazardous materials regulations and comply with federal, state, and local environmental laws. It is prohibited to conceal an improper discharge, disposal, or storage of hazardous material or pollutants.

HEALTH AND SAFETY

MBP prioritizes health and safety. Subcontractors and suppliers must prevent accidents, reduce health risks, comply with laws, minimize community impact, train their supply chain, and provide proper equipment.

HUMAN RIGHTS AND FAIR WORKING CONDITIONS

MBP supports global human rights and fair working conditions. Subcontractors and suppliers must not tolerate human trafficking, child labor, or forced labor, including unlawful wage withholding. They must ensure compliance with national laws and contractual requirements, such as the Davis Bacon Act or Service Contract Act, regarding working conditions, hours, wages, and benefits.



DISCRIMINATION AND HARASSMENT

MBP ensures a safe, rewarding, and respectful workplace. Harassment based on any protected status is not tolerated. Subcontractors and suppliers must prevent disrespect, bullying, discrimination, harassment, or unwanted sexual advances. Subcontractors and suppliers should promote an inclusive culture.

CONFIDENTIAL ASSETS AND INTELLECTUAL PROPERTY

MBP protects client assets and intellectual property. Subcontractors and suppliers must safeguard MBP resources for legitimate business use, respect MBP and third-party intellectual property rights, and handle confidential information carefully according to laws. Competitors' intellectual property and confidential information should be respected and not exploited. Confidential information must not be discussed outside authorized parties.

PROMOTING PROCUREMENT INTEGRITY

MBP is committed to integrity in federal procurement. We will monitor discussions about employing government officials involved in our projects and any disclosures of procurement information. If necessary, we will act according to FAR 3.104.

INVESTIGATION AND DISCLOSURE POLICY

MBP investigates allegations of fraud, conflicts of interest, bribery, gratuity violations, and False Claims Act breaches related to Government contracts. The Compliance Officer usually leads the investigation, but the General Counsel may involve outside counsel if needed.

MBP promptly investigates allegations involving subcontractors, suppliers, and individuals. If credible evidence of a violation is found, MBP will report its findings in writing to the Office of the Inspector General and send a copy to the contracting officer. Credible evidence means that it is more likely than not that a violation occurred.

