



Code of Conduct

“The way we do business is as important as the business we do.”

Dan L. Duncan

Founder, Enterprise Products
(1933-2010)



Code of Conduct Policy

Message from the president and CEO of Enterprise

The fundamental values of integrity, honesty, dedication, accountability and respect for others are as integral to the success of Enterprise as a strong portfolio of assets and an effectively executed strategy. These principles also form the foundation of our Code of Conduct. The information contained in the policy not only serves as a valuable resource for understanding the company's expectations regarding appropriate behavior, but also emphasizes the important responsibility each employee has to recognize and report violations of the Code of Conduct.



The consequences of inappropriate, unethical or illegal activities can be severe, not just from a financial, commercial or operational standpoint, but to the safety and well-being of our workforce and others. This type of behavior will not be tolerated and is clearly explained in the Code of Conduct to avoid any misunderstanding. Additionally, the policy details the proper steps to take should it become necessary to file a report.

While most of the information may seem like common sense or basic courtesy, the Code of Conduct could provide some clear direction should you find yourself in an unfamiliar or awkward situation. If you are ever in doubt, I encourage you to refer to the policy.

As we interact with various stakeholders, such as investors, the financial community, customers, the general public, regulatory authorities or fellow employees, to name just a few, it is imperative that each of us commit to following the highest ethical standards. Remember, your actions reflect not only on yourself, but on the organization as a whole.

A handwritten signature in black ink, appearing to read "M. Creel".

Michael A. Creel
President and CEO

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Code of Conduct

The Way We Do Business

Enterprise strives to conduct its business activities ethically, honestly, and in full compliance with applicable laws and regulations. This applies to every business decision in every area of Enterprise.

For the purpose of this Code of Conduct, the term “Enterprise” means Enterprise Products Partners L.P., Enterprise Products Company, and their respective affiliates and subsidiaries.

Enterprise’s Code of Conduct

Enterprise’s success is based on providing innovative, high-quality services and on demonstrating integrity in every business interaction.

The way we do business is defined by:

- **Honesty.** Demonstrate honesty and high ethical standards in all business dealings
- **Respect.** Treat customers, suppliers, employees, and others with respect and courtesy.
- **Confidentiality.** Protect the confidentiality of Enterprise’s information and the information of our customers, suppliers, and employees.
- **Compliance.** Ensure that business decisions comply with all applicable laws and regulations.

Your Responsibilities

The Enterprise Code of Conduct applies to employees, independent contractors and consultants of, and others who do business with, Enterprise, each of whom is expected to comply with the Enterprise Code of Conduct and with all applicable legal and regulatory requirements. A violation of any policy heretofore or hereafter adopted by Enterprise, whether referenced herein or otherwise, constitutes a violation of the Enterprise Code of Conduct. **Enterprise retains the right to discipline (up to and including termination of employment), or end working relationships with, those who do not comply.**

If you have knowledge of a possible violation of the Enterprise Code of Conduct, other Enterprise policies, or legal or regulatory requirements, you are required to notify either your supervisor (provided your supervisor is not involved in the violation), Human Resources, Legal, Internal Audit, or the Confidential Employee Hotline (1-877-888-0002). If you have knowledge of a potential violation and fail to report it, you may be subject to disciplinary action.

When facing a tough decision:

- **Use good judgment.** Apply the Enterprise Code of Conduct, review our policies, review legal requirements, and then decide what to do.
Need some help? When in doubt about how to proceed, discuss the situation with your supervisor, your Human Resources representative, or the Legal Department or contact the Confidential Employee Hotline (1-877-888-0002).

Retaliation is Not Tolerated

Enterprise will not retaliate – and will not tolerate retaliation – against any individual for raising a good-faith complaint with management, Human Resources, Legal, Internal Audit, or the Confidential Employee Hotline, or for participating in the investigation of any such complaint.

Individual Conduct

Q. My son works for a local company that provides field services to Enterprise. Sometimes I am responsible for calling on that company. What should I do?

A. Advise your supervisor and Human Resources. Depending on the circumstances, you may be removed from any decision involving a transaction with your son's company. A competitor of your son's company could claim that you are discriminating in his favor.

Q. May I occasionally use my Enterprise email address for my outside business?

A. You may never use your Enterprise email for any outside business activities. Limited personal use of your Enterprise email is permitted for activities such as sending a brief message to a friend or relative.

Q. May I serve on the board of directors of an outside enterprise or organization?

A. If you plan to serve on a board of a private or publicly traded company, you must obtain approval from your supervisor and the Senior Vice President or higher over your organization.

Conflicts of Interest

A conflict of interest occurs when your personal interests may interfere, or appear to interfere, with Enterprise's business interests. Avoid any situation that creates a real or perceived conflict of interest. Use good judgment, and if you are unsure about a potential conflict, talk to your supervisor, contact Human Resources, or check with the Legal Department or Internal Audit.

Do not conduct Enterprise business activities with family members or others with whom you have a significant personal relationship unless you obtain written advance approval from the Senior Vice President for your organization.

You should not use your position at Enterprise to obtain favorable treatment for yourself, family members, or others with whom you have a significant relationship. This applies to investment opportunities, hiring, promoting, selecting contractors or suppliers, and any other business matter. If you believe you have a potential conflict of interest involving a family member or any other individual, disclose the relationship with your supervisor.

Outside Employment

Full-time Enterprise employees must notify their supervisor before taking any other employment. In addition, any employee (full-time or part-time) who obtains additional outside employment or has an outside business must adhere to the following restrictions:

- Do not use any time at work or any Enterprise assets for your other job or outside business. This includes using Enterprise workspace, telephones, computers, Internet access, copy machines, personnel, or any other Enterprise assets or services.
- Do not use your position at Enterprise to solicit work for your outside business or other employer, or to obtain favorable treatment from others.
- Do not use confidential Enterprise information to benefit your other employer or your outside business activities.
- Do not participate in an outside employment activity that could have an adverse effect on your ability to perform your duties at Enterprise.
- Do not participate in an outside business or outside employment that could compete with Enterprise's present or reasonably anticipated future business activities.
- Do not use the Enterprise name or your Enterprise physical address, phone, fax or email address for your outside business.

Fraud

Fraud, or the potential for fraud, compromises the integrity of our financial reporting system and the safety of our physical and intellectual assets. Fraud is the act of intentionally misrepresenting or concealing facts that cause another party to act or not act based on the misrepresentation or concealment. Fraud may be committed by one person or by two or more, and may be committed by internal and/or external parties (vendors, customers, etc.).

We are all responsible for understanding what constitutes fraud and avoiding participation in fraudulent activity. You are responsible for reporting all instances of potential fraud by calling the Confidential Employee Hotline at 1-877-888-0002.

Individual Conduct, continued

Q. Enterprise reviewed a pitch by one of our suppliers about a new product they plan to introduce to the market soon. Our supplier has not released any information about this new product to the market yet. While Enterprise decided that the product wouldn't be useful for our business, the new device could be a breakthrough in several other industries. May I buy securities in the supplier's company?

A. No. Since you have material, nonpublic information that could affect the value of the supplier's securities, you may not buy this stock until this information is made available to the public and the market has had time to react. You should contact the Legal Department if you have additional questions or concerns.

Q. How do I know whether non-public information is material?

A. Determining what constitutes material information is a matter of judgment. In general, information is material if it would likely be considered important by an investor buying or selling the particular stock.

Q. What is harassment?

A. Harassment can be verbal, visual, or physical in nature. Specific examples of prohibited harassing conduct include, but are not limited to: slurs, jokes, statements, notes, letters, electronic communications, websites, videos, music, pictures, drawings, posters, cartoons, gestures, and physical contact.

Personal Investments

Many Enterprise employees have investments in publicly-traded stocks or privately-held businesses. It may be illegal for you to trade (buy or sell) in these stocks if you receive material, nonpublic information related to those public or private investments, whether received in the course of business or otherwise. In addition, these personal investments may give rise to a conflict of interest if you are involved in or attempt to influence transactions between Enterprise and a business in which you are invested. If you have any questions concerning the propriety of making an investment in a public or private business or if you believe that a real or perceived conflict of interest may arise in connection with the purchase or sale of an investment in a public or private business, you should disclose the proposed investment transaction with to the Legal Department prior to engaging in the transaction. They will help determine whether a true conflict of interest exists and, if appropriate, the best approach to eliminate the conflict.

Buying and Selling Enterprise Units

Never buy or sell Enterprise units while you are in possession of information that is not publicly available and that could have a substantial effect on the market price of the Enterprise units. Giving tips on when to buy or sell Enterprise units to others, including friends and family, while you are in possession of material, nonpublic information violates Enterprise policy and may be illegal.

In addition, employees are prohibited from investing in derivatives of Enterprise's units. This includes, but is not limited to, trading in put or call options related to Enterprise units.

Members of Enterprise's Board of Directors, corporate office employees, executive officers, and certain other individuals are subject to blackout periods during which they are prohibited from trading in Enterprise units. If you are subject to these restrictions, you will be notified by the Legal Department through periodic emails and messages on the Portal. Even if you are not subject to blackout periods (trading window closed), you may never buy or sell units while you are in possession of material, nonpublic information.

Review Enterprise's Insider Trading Policy, found under the "Policies and Procedures – Legal" tab on the Enterprise Portal. Specific questions regarding buying and selling Enterprise units should be referred to the Legal Department.

Workplace Relationships

Personal relationships in the workplace may present an actual or perceived conflict of interest where one individual in the relationship may be in a position to make or influence employment decisions regarding the other. If you find yourself in such a relationship, you must notify Human Resources so they may assist you in resolving any potential conflicts. Employees should not allow their personal relationships to disrupt the workplace or interfere with their work or judgment.

Harassment and Discrimination

Enterprise encourages a creative, culturally diverse, and supportive work environment. Enterprise does not tolerate harassment or discrimination based on factors such as race, color, gender, sexual orientation, religion, national origin, age, marital status, disability, medical condition, veteran status, or pregnancy.

Individual Conduct, continued

These requirements apply to interactions with employees, customers, suppliers, and applicants for employment and any other interactions where you represent Enterprise. If you feel that you have been harassed or discriminated against or have witnessed such behavior, report the situation to a supervisor or to Human Resources. You may also report this by calling the Confidential Employee Hotline (1-877-888-0002). In keeping with our commitment to the safety of our people, Enterprise will not tolerate workplace violence.

Confidential Employee Information

As part of your job, you may have access to personal information regarding other Enterprise employees or applicants, including information regarding their employment history, personal contact information, compensation, health information, or performance and disciplinary matters. This information is confidential and should be shared only with those who have a business need to know. It should not be shared outside Enterprise unless there are legal or business reasons, which have been verified by the Legal Department or Human Resources.

Q. Is personal information on my business computer system private?

A. No. Such information is not private property and employees should therefore have no expectation of personal privacy. Limited personal use of Enterprise equipment and systems is allowed, but Enterprise may monitor equipment and systems, including Blackberry devices, cell phones, email, voicemail and similar communications.

Q. If I make a presentation on my own time, may I accept a payment?

A. That depends. If you are representing Enterprise, you may not accept payment. If you are on your own time, the subject matter is not work-related, and you are not representing Enterprise, you may be allowed to accept payment. Before accepting this type of engagement, check with your supervisor or Human Resources.

Privacy

Subject to rules or regulations affecting an employee's rights, Enterprise may monitor or search its work environments, including equipment, networks, mail, and electronic systems, without notice. Enterprise monitors facilities and equipment to promote safety, prevent unlawful activity, investigate misconduct, manage information systems, comply with legal guidelines, and for other business purposes. For more information refer to the Enterprise Acceptable Use Policy, located on the Enterprise Portal under Policies and Procedures – Information Management.

Public Speaking, Publications, and Press Inquiries

All public speaking engagements that relate to Enterprise's business or products must be pre-approved by your supervisor as well as Public Relations and Investor Relations departments. If you receive approval to make a public presentation at a business meeting or conference, you may not request or accept any form of personal compensation from the organization that requested the presentation. This does not prohibit accepting reimbursement for expenses, if approved by your supervisor.

All inquiries from the press or the financial analyst community must be referred to the Public Relations or Investor Relations Departments prior to responding to or providing information.

If you author an article or other publication, do not identify yourself in the publication as an employee of Enterprise without prior approval from the Public Relations Department. This could be viewed as an endorsement by Enterprise. Likewise, the Enterprise name is not to be used in third-party press releases, or marketing materials without the consent of the Public Relations Department, which must also review all advertising naming or referring to Enterprise prior to publication.

Logos

To maintain the integrity and consistency of the Enterprise logo, specific policies regarding its use are available on the Enterprise Portal. Along with access to approved templates for presentations, letterhead and business cards, detailed information is also available regarding the process for ordering branded merchandise, including apparel, safety awards and promotional items. The purchase of these items must be coordinated through Enterprise's preferred supplier. Requests for a logo file in a particular format should be made through the Public Relations Department.

Individual Conduct, continued

Q. I am attending a work related conference. During the evening welcoming reception alcohol is served. Can I drink alcoholic beverages at this event?

A. Yes, if you are of legal age and provided your consumption is in moderation to avoid intoxication as you are representing Enterprise and must behave professionally. The operation of an Enterprise vehicle by a driver who is under the influence of alcohol is strictly prohibited.

Never drink and drive.

Customer and Business Relationships

Q. Are business meals, travel, and entertainment considered gifts?

A. Yes. Anything of value given or received is considered a gift.

Q. Can I avoid these rules if I pay for gifts to customers or business associates myself?

A. No. If the gift is given for business reasons and you are representing Enterprise, the gift rules apply.

Substance Abuse

Employees are prohibited from manufacturing, distributing, dispensing, possessing, using, or being under the influence of illegal drugs or alcohol in the workplace. The abuse of drugs or alcohol can cause safety issues, damage customer relations, and hurt productivity and innovation. Use good judgment and keep in mind that you are expected to perform to your full ability when working for Enterprise. For more information, view the Alcohol Misuse Prevention Plan and Anti-Drug Plan, located on the Portal (Policies & Procedures – Drug and Alcohol Services).

Giving and Receiving Business Gifts

Employees may not receive gifts or entertainment from current or potential vendors, suppliers, customers, or other business associates unless all of the following conditions are met:

- **Nominal value.** The value of the gift is less than \$250. Exceptions must be approved by a Vice President and for VPs, SVPs, and EVPs, by the CEO. The “Business Entertainment Authorization” form for obtaining approval is found on the Enterprise Portal by going to the “Forms” tab. It is located in the folder, “Expense Air Entertainment OneCard.”
- **Customary.** The item is a customary business gift and would not reflect negatively on Enterprise if publicly disclosed. Cash or gift cards are never acceptable gifts. Giving or receiving cash can be viewed as a bribe or kickback and is always against Enterprise policy.
- **No favorable treatment.** The purpose of the gift is not to obtain special or favorable treatment.
- **Legal.** Giving or accepting the gift is lawful in the location and under the circumstances where given.
- **Recipient is not a government official.** Never provide a gift, including meals, entertainment, or other items of value, to a U.S. or foreign government official without checking with the Legal Department or Government Relations Department.

In any case, ensure that gifts and hospitality are directly connected to a business purpose, are reasonable in value, given in good faith, and permitted under local law and regulation.

The policy does not preclude the attendance of Enterprise employees at business-related social functions if attendance is approved by management and does not create a conflict of interest.

Any entertainment involving recreational travel or an overnight stay must be approved in advance by senior management using the Business Entertainment Authorization form found on the Enterprise Portal. Go to the Forms Tab. It is found under the folder, “Expense, Air Entertainment OneCard”.

The giving of business gifts and entertaining customers for commercial business purposes should not exceed that which is ordinary and customary.

Customer and Business Relationships, continued

Kickbacks

Kickbacks are cash payments or items of value given to individuals in connection with the purchase or sale of products or services, typically for providing work to the service provider. Employees are prohibited from giving or receiving kickbacks.

Endorsements

When representing Enterprise, never endorse a product or service of another business or an individual, unless the endorsement has been approved by your supervisor and the Public Relations Department.

Customer Focus

Every service we provide is for our customers. Focus on providing innovative, high-quality products and services and on demonstrating integrity in every business interaction. Let the Enterprise Code of Conduct be your guide in determining proper behavior and decision-making.

Customer and Third-Party Information

Customers, suppliers, and others disclose confidential information to Enterprise for business purposes. It is the responsibility of every Enterprise employee to protect and maintain the confidentiality of this information. Failure to protect customer and third-party information may damage relations with customers, suppliers, or others and may result in legal liability.

Confidential Enterprise Information

One of Enterprise's greatest assets is information about our services and commercial arrangements. Never disclose confidential operational, financial, trade secret or other business information without verifying with your supervisor that such disclosure is appropriate. Typically, disclosure of this information is very limited, and the information may be shared with vendors, suppliers, or other third parties only after a nondisclosure agreement is in place. These agreements document the need to maintain the confidentiality of the information. Original copies of nondisclosure agreements must be forwarded to the Legal Department when executed.

Even within Enterprise, confidential information should be shared only on a need-to-know basis. The Employee Non-Disclosure Agreement you signed when you joined Enterprise defines your duty to protect information.

Obtaining and Using Business Intelligence

Enterprise legitimately collects information on customers and markets in which we operate. Enterprise does not seek business intelligence by illegal or unethical means, and competitors may not be contacted for the purpose of obtaining business intelligence. Sometimes information is obtained accidentally or is provided to Enterprise by unknown sources. In such cases, it may be unethical to use the information, and you should immediately contact the Legal Department to determine how to proceed.

Third-Party Intellectual Property

It is Enterprise's policy not to knowingly use the intellectual property of any third party without permission or legal right. If you are told or suspect that Enterprise may be infringing an intellectual property rights, including patents, copyrights, trademarks, or trade secrets owned by a third party, you should contact the Legal Department.

Customer and Business Relationships, continued

Responsibilities to Enterprise

Q. What are assets?

A. Assets include all of Enterprise's proprietary information and records (such as intellectual property, confidential business plans, unannounced project plans, sales and marketing strategies, and other trade secrets); as well as physical assets like cash, equipment, supplies, and product inventory.

Q. If I believe that it is appropriate to disclose confidential proprietary information to a vendor or other third party, what should I do?

A. First, verify that there is a business need for the disclosure. Second, obtain your supervisor's approval for the disclosure. Third, be sure that a nondisclosure agreement is in place with the vendor or third party, and that you forward the original copy of the agreement to the Legal Department. If you are unsure, check with the Legal Department before making the disclosure.

Copyright-Protected Content

Never use or copy music, software, videos, movies, publications, or other copyright-protected content at work or for business purposes unless you or Enterprise are legally permitted to use or make copies of the protected content. Never use Enterprise facilities or equipment to make, store or distribute unauthorized copies. For more detail, see the Copyright Compliance Policy under the "Policies and Procedures-Legal" tab on the Enterprise Products Portal.

Protecting Enterprise's Assets

As an Enterprise employee you must protect Enterprise's property and abide by the following guidelines:

- Follow all security procedures and be on the lookout for any instances you believe could lead to loss, misuse, or theft of Enterprise property. Report any risks you see to the Security Department.
- Protect physical assets such as inventory, equipment, supplies, cash, and charge cards.
- Use extreme care to protect Enterprise's proprietary information from improper disclosure to third parties. This information includes information related to current services, confidential market research, commercial plans, nonpublic earnings or financial data.
- Follow procurement policies and procedures when acquiring goods or services on behalf of Enterprise, avoiding any real or perceived conflict of interest. For more information on procurement policies and procedures, talk to your supervisor or visit with personnel in the Supply Chain Management department.
- Use Enterprise's assets in a manner that prevents damage, waste, misuse, or theft.
- Use assets only for legal and ethical purposes.
- Dispose of assets only with appropriate approval and in compliance with applicable policies. Before disposing of assets, discuss your plans with your supervisor.

Accuracy of Records and Reports

Enterprise's reputation is judged in many ways. Among the most important is the integrity of its books, records and financial accounting and reporting. All employees have an obligation to provide information that is accurate, complete, objective, timely, relevant and understandable in all material respects about Enterprise's financial condition and the results of operations. Enterprise's books and records must accurately reflect actual transactions and adhere to Generally Accepted Accounting Principles and other applicable laws and regulations. Additionally, Enterprise's books and records must not contain false or misleading entries and must have no material omissions of facts.

Enterprise has a system of internal controls that is designed to ensure that all public disclosures, including filings with the Securities and Exchange Commission, are transparent and in strict compliance with both the spirit and the letter of the laws governing public disclosure. Enterprise's disclosures assist shareholders in understanding the challenges and risks that we face, the business opportunities that are key to our long-term success and the accounting principles and judgments that we make in preparing our financial statements.

Concerns regarding internal controls, proper disclosures, and any accounting matters should be directed to the Principal Accounting Officer or the Confidential Employee Hotline (1-877-888-0002).

Responsibilities to Enterprise, continued

Q. I don't have records because I'm not a "records manager"; why do these retention rules apply to me?

A. As an employee, you contribute to the use and distribution of Enterprise information, some of which may be considered an Enterprise record. Your contribution makes you an official record owner. As a record owner, it is your responsibility to make sure that this record is handled (retained and destroyed) appropriately. It doesn't matter that you are not a "records manager".

Q. What happens if "legal hold" instructions aren't followed?

A. If the instructions in a "legal hold" aren't followed and documents end up getting destroyed, legal penalties or adverse rulings may result which can be very costly to Enterprise. Failure of employees to preserve documents placed on a legal hold may result in disciplinary action.

Q. I was recently at a work function and my boss asked me to pay the tab. Is this okay?

A. When employees are dining out together at an Enterprise function or meeting, the most senior individual present must pay all charges. Having the most senior person pay ensures that any attempt to approve your own expense or conceal inappropriate charges is greatly reduced.

Managing Information Assets

As an employee, you have a responsibility to manage Enterprise's information assets. This includes the identification, organization and retention of hard copy and electronic information that Enterprise is required to keep and the ability to efficiently access this information. Different types of information have different retention periods which are determined by Enterprises' current legal and business needs. Like any other asset, the way employees manage the Enterprise's information assets affects the way Enterprise does business. Failure to properly manage and comply with retention requirements puts Enterprise business at risk.

At times, Enterprise may need to keep certain types of information past normal retention periods because of litigation or other legal matter. In these situations, the Legal Department will issue a "legal hold" that identifies the types of information that cannot be altered, destroyed or deleted by employees. The Legal Department will notify the individuals who are most familiar with the dispute or incident and most likely to have related information, on proper preservation techniques. It is the responsibility of each employee who receives a legal hold notice to ensure that these instructions are followed. A legal hold remains in effect until the Legal Department sends written notice that the lawsuit has ended and routine retention and destruction procedures should resume.

Business Expenses

The need for accurate reporting includes expense reports and the use of the Enterprise credit card (OneCard). You should exercise good judgment and discretion when incurring expenses that will be reimbursed by Enterprise and adhere to Enterprise's Expense Report Policy and OneCard Policy and Procedures, found on the Portal under Policies & Procedures-Accounting – OneCard Policy and Procedures. An excellent guideline in determining what entertainment or other purchasing decisions are appropriate is whether the purchase is providing a business benefit to Enterprise. Goods and services intended for personal use must never be charged to the OneCard. Employees are encouraged to ask themselves the following questions:

- Am I documenting my expenses properly, identifying the people attending, and the business purpose?
- If I approve OneCard charges, do I scrutinize them for completeness, receipts, coding and proper spending, and seek clarification when necessary?
- How would others perceive this expense?

Supervisors and managers are expected to lead by example by talking with employees and contractors about expectations and addressing inappropriate spending decisions.

Governments and Communities

No Bribery or Corruption

Offering or giving anything of value to a government official for the purpose of obtaining or retaining business or to secure any improper advantage is illegal. Enterprise personnel shall not offer or accept bribes or use other inappropriate means to obtain an undue or improper advantage, or otherwise violate U.S. or international anti-corruption laws and regulations (e.g., the U.S. Foreign Corrupt Practices Act).

For additional information, see the Export Control Policy, under The Legal Policies on the Enterprise Portal.

Antitrust Laws

The Enterprise Antitrust Compliance Policy sets forth the intention to conduct operations in strict compliance with all antitrust laws. The antitrust laws generally prohibit business activities that constitute unreasonable restraints of trade. This policy, found under the “Policies and Procedures – Legal” tab on the Enterprise Portal, discusses the Sherman Act’s prohibition against horizontal conduct between competitors, such as price fixing agreements. Also discussed in the Policy are the severe criminal and civil penalties, both corporate and individual, for violations of the antitrust laws. Recommendations for avoiding inadvertent violations, including guidelines for discussions of business activities, are also included.

Charitable Donations

Employees are encouraged to support charitable causes of their choice. Please refer to the Matching Contributions Program and Management Authorization Policy located on the Portal.

Any charitable donations involving Enterprise assets require approval of the Chief Operating Officer or Chief Executive Officer.

Trade Restrictions and Export Controls

Many countries periodically impose restrictions on exports and other dealings with certain other countries, persons, or groups. Export laws may control trading of commodities or technologies that are considered to be strategically important because they have the potential to be used for government purposes. Laws may cover travel to or from a sanctioned country, imports or exports, new investments, and other related topics. Certain laws also prohibit support of boycott activities. See Enterprise’s Export Control policy on the Enterprise Portal under “Legal”.

If your work involves the sale or shipment of products or services across international borders, check with the Legal Department to ensure compliance with any laws or restrictions that apply.

Governments and Communities, continued

Political Contributions

As a general rule, Enterprise does not make payments with company funds to political parties or candidates for public office. This does not mean, however, that we will not participate in public debate. Enterprise has the right and responsibility, in pursuit of its legitimate commercial objectives, to make its position known on matters affecting the community if we have expertise and can make a significant contribution to Enterprise and society.

Enterprise has established a Political Action Committee (PAC) in accordance with applicable law, and Enterprise employees may make personal political contributions to the PAC, as well as candidates and organizations of their choice. However, any employee who elects to make a personal political contribution must bear the entire financial burden of such a contribution.

Environment, Health, and Safety and Training (EHS&T)

Enterprise operates in a manner that conserves the environment and protects the safety and health of our employees, contractors and the communities in which we operate. In carrying out that mission, Enterprise is committed to fostering a culture of safety that is management-endorsed and employee-driven. As an employee of Enterprise, you are expected to perform your job safely and consistent with applicable EHS&T requirements, use good judgment, be proactive in anticipating and dealing with EHS&T risks, and always keep environment, health, and safety your top priorities.

Safety is not just the responsibility of field operations. It also applies to departments that have influence over operational priorities, such as engineering, commercial, scheduling, distribution and others. Enterprise believes in rewarding employees and workgroups for safe performance and recognizing individual effort that goes above and beyond normal job responsibilities in supporting and participating in Enterprise safety programs.

Community Activities

At Enterprise, we strive to comply with all laws and regulations which may affect, and operate in ways that benefit, the communities in which we conduct business. Enterprise encourages each individual to uphold this commitment to the community in all your activities by engaging in community activities. However, it is your responsibility to ensure that such community activities do not interfere with your Enterprise duties and responsibilities.

If you hold an elected or appointed public office while employed at Enterprise, advise the Government Affairs Department. Excuse yourself from involvement in any decisions that might create or appear to create a conflict of interest.

Taking Action

Your Obligation to Take Action

Always apply the Enterprise Code of Conduct, follow Enterprise policies, and comply with laws and regulations. When you are unsure, take the initiative to investigate the right course of action. Check with your supervisor, Human Resources, Legal, Internal Audit, or Finance, and review our policies on the Enterprise Portal.

If you are aware of a possible violation of the Enterprise Code of Conduct, or legal or regulatory requirements, you are required to notify your supervisor (provided your supervisor is not involved in the violation), Human Resources, Legal, Internal Audit or the Confidential Employee Hotline (1-877-888-0002). Failure to do so may result in disciplinary action.

Employees must cooperate fully in any Enterprise investigation and must keep their knowledge and participation confidential to help safeguard the integrity of the investigation.

Additional Leadership Responsibilities

Those in leadership positions (supervisors, managers, officers and members of the Board of Directors) have additional responsibilities regarding this Code. Enterprise leaders must:

- Set the “tone at the top,” by modeling exemplary ethical business conduct.
- Provide required training for anyone identified as needing such training.
- Review transactions prepared by those reporting to you.
- Answer questions about the Code of Conduct and the Enterprise’s values, policies and procedures.
- Promptly respond to reports of violations or requests for guidance.
- Foster an environment of clear and open communication where individuals feel comfortable bringing their issues forward.

Confidential Employee Hotline

The Confidential Employee Hotline (1-877-888-0002) is available 24/7 to all employees and allows you to advise Enterprise of situations that may require investigation or management attention.

The Confidential Employee Hotline is committed to keeping your issues and identity confidential. Your information will be shared only with those who have a need to know, such as those involved in answering your questions or investigating and correcting issues you raise. Note that if your information involves accounting, finance, or auditing, the law may require that necessary information be shared with the Audit and Conflicts Committee of Enterprise’s Board of Directors.

Enterprise will not retaliate—and will not tolerate retaliation—against any individual for their good-faith use of the Confidential Employee Hotline.

Information on contacting the Confidential Employee Hotline, via the toll free telephone number and web access, is available on the Enterprise Portal.

Additional Resources

Policies and References

Acceptable Use Policy
Antitrust Compliance
Business Entertainment Authorization
Business Travel Policy
Copyright Compliance Policy
Equal Employment Opportunity Policy
Expense Report Policy
Export Control Policy
Fair Disclosures Policy
Foreign Corrupt Practices Act Policy
Illegal & Unauthorized Items on Company Property
Insider Trading Policy
IT Security Policy
Legal Service of Process Policy
Management Authorization Policy
Matching Contributions Program
Occupational Health and Safety
OneCard Policy and Procedures
Personal Conduct Policy
Policy Concerning Management Authorization and Delegation of Authority
Public Disclosure Policy
Records Management Policy
Safety Policies Manual
Supply Chain Management Policy and Procedures