



— MECHANICAL CONTRACTORS —

November 12, 2020

Subject: Vendor sponsored trips and significant gifts.

In keeping with our value statement of Integrity, and in an effort to avoid any actual or perceived conflict of interest, Apollo Mechanical Contractors will be restricting employees from accepting or participating in any vendor sponsored activities. We must be above reproach in all our dealings with current and potential vendor partners.

Therefore, effective immediately, all vendor sponsored trips, manufacturing facility tours, tickets to sporting events, and other significant gifts must be reported to and approved by a Vice President of the Corporation.

Dan Briscoe

Executive Vice President
Apollo Mechanical Contractors