



TIPS FOR PROTECTING

COMPANY ASSETS

In line with the Values and Expectations of 168, all employees have a responsibility to safeguard our company's property, equipment, machinery and vehicles and to use them properly.

COMPANY ASSETS INCLUDE

- Cellphone, Laptop or other electronic equipment;
- Equipment, Machinery & Vehicles;
- Inventory.

NON-PHYSICAL ASSETS INCLUDE

- Customer & Supplier Data;
- Marketing & Financial Data;
- Product Formulations & Trade Secrets.

MISUSE OF ASSETS

Examples of misuse would be:

- Sharing any information on product formulas or manufacturing processes.
- Using a communal company computer to access prohibited sites during your breaks or lunchtime
- Misuse of company trucks and forklifts, including for personal use or abusing assets in the workplace.

REPORTING

If you see any misuse of company assets including damage, loss, or theft, report it to a supervisor, HR, legal and compliance, or use the company's hotline, which is available on RPM's website or listed on the Speak Up posters.



We are RPM and our success depends on each of us following the right route and embracing our Value of 168 to make the right decisions.

CONTACT US: COMPLIANCE@RPMINC.COM

