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Albany's Ethics Absolutes

Albany's Ethics Absolutes



Albany's investment in Ethics is just as important as its commitment to Safety. Accordingly, we are proud to announce Albany's Ethics Absolutes. The Ethics Absolutes are based on our long-standing Business Ethics Policy and are designed to articulate the major rules clearly and succinctly.

Following these Ethics Absolutes is a condition of your employment with Albany.

Don't steal from the Company.	Don't distort or hide information.
Don't take advantage of your position at Albany to get personal favors or advantages.	Don't give away our confidential or inside information.
Don't bribe and don't take bribes.	Don't break the law.
Don't exchange competitive information with the competition.	Don't mix business with politics.
Keep our information systems secure.	Don't look the other way.

Don't be afraid to ask questions or address concerns!

Albany's Ethics Absolutes

Don't steal from the Company.

This obviously means money, but also means time and assets (tangible and intangible).

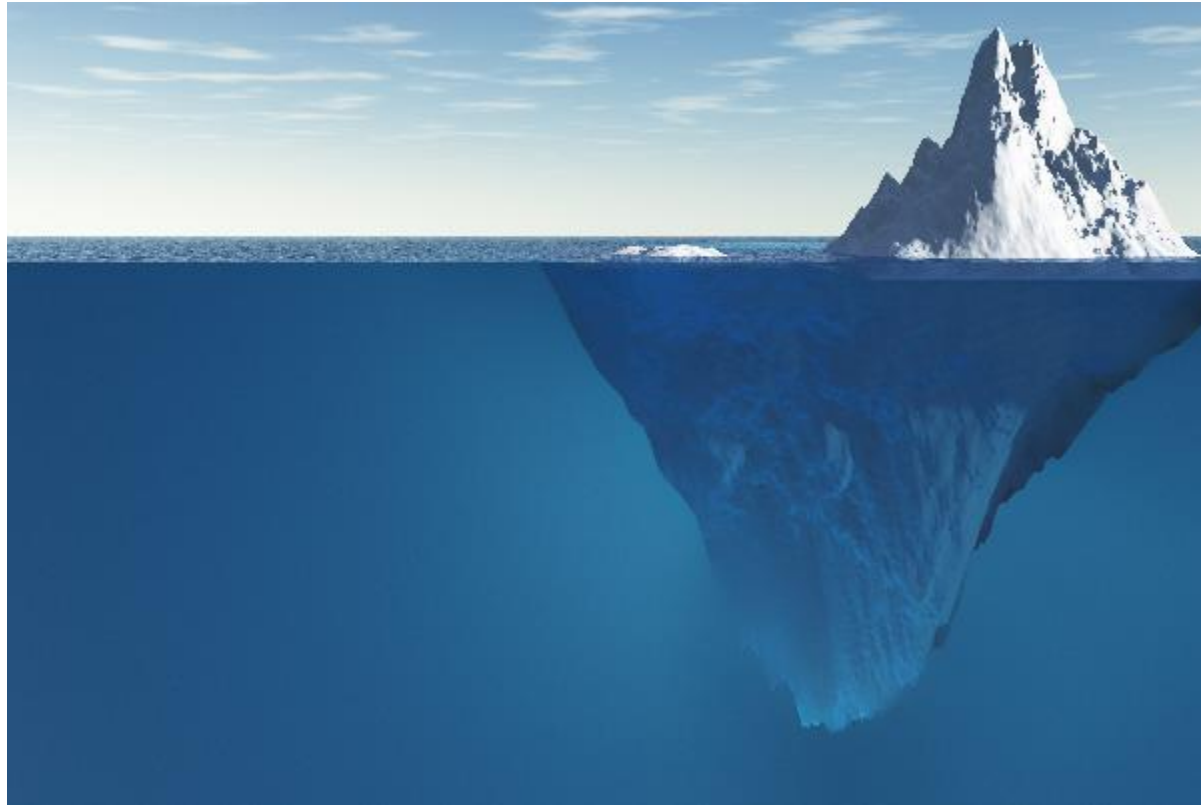


Albany's Ethics Absolutes



Don't distort or hide information.

Don't distort or hide information. If there is good news or bad news, report it to the right person, right away.



Albany's Ethics Absolutes

Don't take advantage of your position at Albany to get personal favors or advantages.

Even the nicest gift from a vendor is not going to be worth anything near the value of your job with the Company.



Albany's Ethics Absolutes



Don't give away our confidential or inside information.

If you have access to confidential information, make sure that it stays inside the Company.



Albany's Ethics Absolutes



Don't bribe and don't take bribes.

Don't bribe anyone and don't take bribes from anyone ever, anywhere, for any reason. We very strictly adhere to all anti-corruption laws. A business partner looking to bribe or be bribed is not a partner with whom we want to work.



Albany's Ethics Absolutes



Don't break the law.

Don't break any law, anywhere. If you don't know the law or think you may have a question about it, ask the Company's lawyers. That's why we have them.



Albany's Ethics Absolutes



Don't exchange competitive information with the competition.

Engaging in anti-competitive activity with the competition is illegal. Do not discuss Albany's business outside of Albany, and under no circumstances should you exchange pricing, market plans, or other competition-sensitive information with competitors.



Albany's Ethics Absolutes

Don't mix business and politics.

Don't use the Company's funds or assets for or in aid of any candidate for political office or for nomination to any such office.

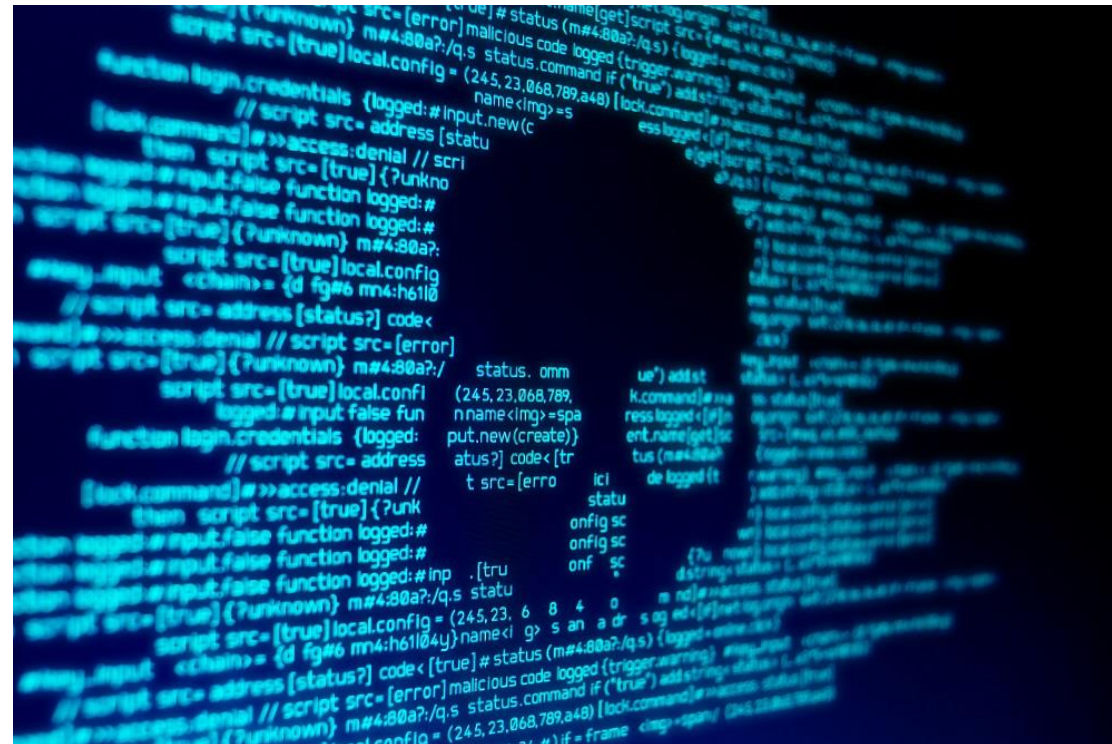


Albany's Ethics Absolutes



Keep our information systems secure.

Don't allow cyber criminals to access our confidential information or damage our systems. Be suspicious of outside emails, especially if the request seems urgent. Even a small breach can leave us without access to critical systems for hours or days or result in the loss of important data.



Albany's Ethics Absolutes



Don't look the other way.

Don't look the other way when you think someone may be violating an Ethics Absolute. You have an obligation to report your suspicions, even if you turn out to be wrong. As long as you make a claim in good faith, you are protected from retaliation related to the concerns you raise. You can do it anonymously if you want.

