

November 24, 2020

Dear Valued Supplier,

As we approach the end of the year, I want to convey my appreciation for your role in delivering affordable, high-quality products and services that serve our customer's missions. Through collaboration and perseverance, we continue to strengthen our relationship, while maintaining a focus on ethics and integrity within our own organizations as well as those of our partners.

Lockheed Martin's [Supplier Code of Conduct](#) which is referenced in all purchase orders, expresses the ethical expectations we hold for ourselves and you as a supplier to our company. Today, we ask that you pay special attention to the section below concerning gifts and business courtesies:

In particular, note that our employees who are in any way involved in procurement decisions are subject to even more strict limitations, and may not accept any business courtesies, with the exception of very low value promotional items. In any business relationship, our suppliers must ensure that the offering or receipt of any gift or business courtesy is permitted by law and regulation; does not violate the rules and standards of the recipient's organization; is consistent with reasonable marketplace customs; and will not adversely impact the reputation of Lockheed Martin.

As we state in our purchase orders, we value relationships that are grounded in a shared commitment to performing in accordance with the highest standards of professional business conduct. To assist you in maintaining an effective ethics program, including a written code of conduct, we provide a variety of free, self-serve [Ethics Resources for Suppliers](#), such as a live webinar series and a set of simple guides on each of the 12 elements of an effective ethics program. Suppliers can also apply to work one-on-one with a Lockheed Martin Ethics Officer on their ethics program.

We recommend downloading the free [Small Business Toolkit](#) developed by the Defense Industry Initiative on Business Ethics and Conduct. The Toolkit contains guidance for setting up an ethics program, template policies, procedures and compliance training, and much more.

Please contact Lockheed Martin's toll-free Ethics Helpline at 1-800-563-8442 (for hearing or speech impaired: 1-800-441-7457) or ethics.suppliers@lmco.com with any questions.

From our Lockheed Martin business community to yours, we extend our very best wishes for a happy holiday season to you, your employees and your families. Thank you, again, for your collaboration this past year, and we wish you prosperity and joy in the New Year.

Sincerely,
Janusz Zakręcki



President of the Management Board
Managing Director