

November 10, 2016

Dear Supplier:

CNS values the business and trust of the suppliers and subcontractors which provide materials and services for the Y-12 National Security Complex in Oak Ridge, Tennessee and the Pantex Plant in Amarillo, Texas. Suppliers and subcontractors are an integral part of CNS's goals and objectives, and the support demonstrated in helping CNS achieve those goals and objectives is appreciated.

A key factor in the success of CNS is a well-founded reputation for maintaining the highest standards of professional and ethical conduct. As the Holiday Season approaches, please be reminded of CNS's commitment to conducting all business activities in compliance with the highest standards of professional and ethical conduct and to complying with the ethical standards of CNS, its suppliers, subcontractors and customers, and applicable laws and regulations.

CNS policy requires that business be conducted in a manner to avoid even the perception that favorable treatment was sought or received as the result of a gift, gratuity, entertainment, or similar transaction. It is understood that offering occasional business courtesies of nominal value is intended as a gesture of good will. However, to minimize the potential for misunderstanding or even the appearance of improper conduct at CNS, offers of anything other than those of a very nominal amount that are clearly of a promotional nature; i.e., hats, pens or paperweights with a company logo on them, are discouraged. Gifts of perishable food items are discouraged and gifts of money (e.g., cash or items with cash value like gift certificates/cards) may not be given or received under any circumstances. The cooperation of CNS suppliers and subcontractors in this regard is greatly appreciated.

CNS has Ethics Offices that oversee a vigorous company-wide effort to promote ethical business behavior. The Ethics Helplines (865-576-1900 at Y-12 and 806-477-6777 at Pantex) are available to provide guidance to CNS employees, suppliers, and subcontractors about these and other policy issues, and to offer a confidential mechanism for reports of possible improper or illegal activity. Questions or concerns may also be directed to the undersigned.

In closing, the responsibilities for ensuring ethical business standards are met have been stressed to CNS employees, and it is requested that the contents of this letter be conveyed to supplier and subcontractor employees who deal with CNS. On behalf of CNS, best wishes for a happy and safe holiday.

Sincerely yours,



Richard K. Atwood
Supply Chain Business Manager

RKA:dm

c: B. S. Skelton
J. C. Nobles, Jr.

This document has been reviewed by a CNS Dual Authority DC/RO and confirmed to be UNCLASSIFIED.
Name: Kevin Shipp
Date: 11/08/2016



Digitally signed by Kevin C (SKS) Shipp
DN: c=US, o=U.S. Government,
ou=Department of Energy, ou=Y-12
National Security Complex, ou=CAS,
ou=people, cn=Kevin C (SKS) Shipp
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