



NEW HIRE FORMS CHECKLIST

Welcome to Honeywell, Inc. The following checklist is meant to guide you through your New Hire Forms. Please follow the instructions below for each form. Please note the following:

- Several forms ask for an employee number (EID), department name/number, or badge number. Please leave these fields blank.
- Return all completed forms by email or fax.

RETURN THE FOLLOWING FORMS WITHIN ONE WEEK OF OFFER ACCEPTANCE TO YOUR HONEYWELL RECRUITING COORDINATOR:

- ☐ **New Hire Personal Information Form (2 pages)**
- ☐ **Military Status Information Form** – All fields marked with an asterisk (*) are required. Remaining fields are optional.
- ☐ **Individuals with Disabilities Information Form** All fields marked with an asterisk (*) are required. Remaining fields are optional.
- ☐ **Reasonable Accommodation Request Form** – Complete and return the form only if you wish to request reasonable accommodation.
- ☐ **Honeywell Employee Agreement Relating to Trade Secrets, Proprietary and Confidential Information** – Complete, sign and return [all pages](#).
- ☐ **Honeywell International Inc.: Notice For Minnesota Employees** – Complete, sign and return the form only if you are a Minnesota resident, or if you will be working in Minnesota.

It's the employees' responsibility to contact an I-9 Administrator to complete Section 2 of the I-9 Form. To identify your closest I-9 Administrator or how to complete through notary process (only for EEs who do not have an I-9 Administrator close) please contact **I9 Contact Center toll-free number: 877-2523080** or send an email with this question to: HWI9Administration@honeywell.com. Remember to bring **original and unexpired** acceptable ID documents(s) when meeting the I-9 Administrator or Notary, a list of acceptable ID document(s) is available upon completion of Steps 1 through 5 in the on-line process.

Failure to complete Section 1 & 2 of the I-9 Form in the first 3 days of employment will result in suspension and possible termination.

COMPLETE WITHIN YOUR FIRST WEEK OF EMPLOYMENT:

- ☐ **Online Instructions for Federal Withholding (W-4) & Direct Deposit** - You will receive passwords from your hiring manager to access the Honeywell Intranet upon hire, or shortly thereafter. Once you have received your passwords, follow the online process outlined in the enclosed instructions.
- ☐ **Mandatory Compliance Training for U.S. Employees** - All new hires are required to complete several on-line training courses. Once you receive your passwords to access the Honeywell Intranet, please log-on to the Learning Management System (LMS) to complete the required on-line training.

Please note, all employees must complete the Code of Business Conduct training within the first 30 days of hire.

READ AND RETAIN – NO ACTION REQUIRED:

- ☐ **Company-wide Policy: Alcohol and Drugs in the Workplace**
- ☐ **Code of Business Conduct**

NEW HIRE PERSONAL INFORMATION FORM

Private and Confidential

Welcome to the Honeywell Team! At Honeywell, total quality begins your first day on the job. To ensure we accurately build your employee profile and ensure timely delivery of your first paycheck, please provide the following information and **RETURN IMMEDIATELY** to your Recruiter. This information will be kept confidential.

All fields with an asterisk (*) are required

*Social Security Number	*First Name	*Middle Name/Initial	*Last Name	Suffix
- -				

NOTE: This is your LEGAL NAME, as it will appear on your Human Resource and Payroll records. If your legal name includes more than one first name or is a combination of a first initial and middle name, enter all of this information in the "First Name" block. For example:

First Name: R. William

Middle Name/Initial: ____

Last Name: MacDonald

Suffix: Jr.

PREFERRED SALUTATION (check one)

☐ MR ☐ MRS ☐ MS ☐ DR ☐ NONE

PREFERRED FIRST NAME or NICKNAME: _____

***U.S. HOME ADDRESS:**

* Street Address (can be only 30 characters long – use abbreviations where needed)

* City

* State

* Zip Code (5- or 9-digit)

_____ - _____

PHONE NUMBERS (with Area Code – Enter the country access code if not a U.S. phone number)

Home Phone: _____

Home Fax: _____

Other Personal Phone No:

Type (specify):

***GENDER:** ☐ Female ☐ Male

***HIGH SCHOOL GRADUATE?** ☐ Yes ☐ No

***HIGHEST EDUCATION LEVEL** (check one)

- | | | |
|--|--|---|
| <input type="checkbox"/> Less than H.S. | <input type="checkbox"/> 2-Yr College Degree | <input type="checkbox"/> Doctorate (Academic) |
| <input type="checkbox"/> H.S. Grad or Equivalent | <input type="checkbox"/> Bachelor's Degree | <input type="checkbox"/> Doctorate (Professional) |
| <input type="checkbox"/> Technical School | <input type="checkbox"/> Some Grad School | <input type="checkbox"/> Post-Doctorate |
| <input type="checkbox"/> Some College | <input type="checkbox"/> Master's Degree | |

***MARITAL STATUS:** ☐ Single ☐ Married

NEW HIRE PERSONAL INFORMATION FORM

Private and Confidential

*Social Security Number - -	*First Name	*Middle Name/Initial	*Last Name	Suffix
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*BIRTH DATE (mm/dd/yy)	/ /
BIRTH COUNTRY / STATE / LOCATION	

*U.S. CITIZENSHIP STATUS (check one) <i>To determine if you require additional clearances for Export Compliance purposes, individuals choosing ANY Citizenship Status other than U.S. Citizen should also provide supporting documents. Please submit these documents via email or fax to your HR Representative within one week of completing this form.</i>			
<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Alien Permanent (U.S. Permanent Resident) - (Provide copies of your Visa and Passport)		
<input type="checkbox"/> Asylee	<input type="checkbox"/> Alien Temporary (on work permit/visa) - (Provide copies of your Green Card & Passport)		
<input type="checkbox"/> Refugee	<input type="checkbox"/> Asylee/Refugee (Any Person unwilling or unable to return to country of nationality)		
*COUNTRIES OF CITIZENSHIP (Please list countries you are currently a citizen of. At least one is required)			
<input type="checkbox"/> United States	<input type="checkbox"/> Other (specify):		
<input type="checkbox"/> Other (specify):		<input type="checkbox"/> Other (specify):	

ETHNICITY CODE (check box) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino			
RACE (check all that apply)			
<input type="checkbox"/> White	<input type="checkbox"/> Black or African American		
<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander		
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Hispanic or Latino Ethnicity Selected Above		

Date:	
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HONEYWELL INTERNATIONAL INC.

Employee Agreement Relating to Trade Secrets, Proprietary and Confidential Information

In consideration of my employment, continued employment, compensation and the equipment, materials, facilities and Honeywell's "Trade Secrets, Proprietary and Confidential Information" (as hereinafter defined) supplied to me, I understand and agree that:

1. **Records of Inventions.** I will keep complete and current written records of all Inventions I Make during the period of time I am employed by Honeywell and promptly disclose all such Inventions in writing to Honeywell for the purpose of adequately determining Honeywell's rights in each such Invention. I will supplement any such disclosures to the extent Honeywell may request that I do so. If I have any doubt as to whether or not to disclose an Invention to Honeywell, I will disclose it.
2. **Disclosure of Inventions after Termination.** I will promptly and completely disclose in writing to Honeywell's Law Department all Inventions which I Make during the one year immediately following the end of my employment by Honeywell which relate either to my work assignment at Honeywell or to Honeywell's Trade Secrets, Proprietary and Confidential Information for the purpose of determining Honeywell's rights in each such Invention before filing any application for patents on such Inventions. I will not file any patent application relating to any such Invention without the prior written consent of Honeywell's Law Department. If I do not prove that I Made the Invention entirely after leaving Honeywell's employment, the Invention is presumed to have been Made during the period of time I was employed by Honeywell. I acknowledge that the conditions of this paragraph are no greater than is necessary for protecting Honeywell's interests in Honeywell's Trade Secrets, Proprietary and Confidential Information and in Inventions to which it is rightfully entitled.
3. **Ownership of Inventions.** Each and every Invention I Make during the period of time I am employed by Honeywell (a) which relates directly to the business of Honeywell or to Honeywell's actual or demonstrably anticipated research or development, or (b) which results from any work I perform for Honeywell is the sole and exclusive property of Honeywell, and I agree to assign and hereby assign my entire right, title and interest in each such Invention to Honeywell. Each Invention I Make during the period of time I am employed by Honeywell for which no equipment, supplies, facilities or Honeywell Trade Secrets, Proprietary or Confidential Information was used and which was developed entirely on my own time is my property, unless (a) the Invention relates directly to the business of Honeywell or to Honeywell's actual or demonstrably anticipated research or development, or (b) the Invention results from any work performed by me for Honeywell. If I assert any property right in an Invention I Make during the period of time I am employed by Honeywell, I will promptly notify Honeywell's Law Department in writing.
4. **Cooperation with Honeywell.** I will assist and fully cooperate with Honeywell in obtaining, maintaining, and asserting the fullest measure of legal protection, which Honeywell elects to obtain, maintain or assert for Inventions in which it has a property right. I will also assist and fully cooperate with Honeywell in defending Honeywell against claims of violation of the intellectual property rights of others. I will be paid my reasonable expenses in assisting, and cooperating with, Honeywell. I will execute any lawful document Honeywell requests me to execute relating to obtaining, maintaining, or asserting legal protection for any said Invention or in defending against claims of the violation of the intellectual property rights of others (including, but not limited to, executing applications, assignments, oaths, declarations, and affidavits) and I will make myself available for interviews, depositions and testimony. In the event that Honeywell is unable, after reasonable effort, to secure my signature on any document or documents needed to apply for or prosecute any patent, copyright, or other right or protection relating to an Invention, for any other reason whatsoever, I hereby irrevocably designate and appoint Honeywell and its duly authorized officers and agents as my agent

and attorney-in-fact, to act for and on my behalf to execute and file any such application or applications, and to do all other lawfully-permitted acts to further the prosecution and issuance of patents, copyrights, or similar protections thereon with the same legal force and effect as if executed by me.

5. **Pre-employment Inventions.** On Schedule A, which is an integral part of this agreement, I have completely identified (without disclosing any trade secret, proprietary or other confidential information) every Invention I Made before my employment by Honeywell in which I have an ownership interest and which is not the subject matter of an issued patent or a printed publication at the time I sign this agreement. If I become aware of any projected or actual use of any such Invention by Honeywell, I will promptly notify Honeywell in writing of said use. Except as to the Inventions listed on Schedule A or those which are the subject matter of an issued patent or a printed publication at the time I sign this agreement, I will not assert any rights against Honeywell with respect to any Invention Made before my employment by Honeywell.
6. **Honeywell's Trade Secrets, Proprietary and Confidential Information.** I will never, directly or indirectly, during or after my employment with Honeywell, misappropriate, use or disclose Honeywell's Trade Secrets, Proprietary and Confidential Information except in furthering Honeywell's business nor will I disclose or disseminate at any time Honeywell's Trade Secrets, Proprietary and Confidential Information to anyone who is not an officer, director, employee, attorney or authorized agent of Honeywell without the prior written consent of Honeywell's Law Department unless the specific item of Honeywell's Trade Secrets, Proprietary and Confidential Information: (a) is now in, or hereafter, (through no breach of this agreement) becomes general public knowledge, or (b) prior to my disclosure, dissemination or use, was lawfully acquired by me without any obligation to retain the information in confidence. In this connection, I will not publish any of Honeywell's Trade Secrets, Proprietary and Confidential Information for dissemination outside Honeywell or file any patent application relating to any Invention I Make during the period of time I am employed by Honeywell without the prior written approval of Honeywell's Law Department. I will execute any agreement relating to the protection of Honeywell's Trade Secrets, Proprietary and Confidential Information or such information of any third party whose intellectual property Honeywell is under a legal obligation to protect if Honeywell requests that I do so. I agree that I will not misappropriate, use or disclose or threaten to misappropriate, use or disclose any of Honeywell's Trade Secrets, Proprietary and Confidential Information in the course of any future employment outside of Honeywell. All documents and tangible things embodying or containing Honeywell's Trade Secrets, Proprietary and Confidential Information are Honeywell's exclusive property. I have access to them solely for performing the duties of my employment by Honeywell. I will protect the confidentiality of their content and comply with all security policies and procedures, which may, from time to time, be established by Honeywell. I will return all of them and all copies, facsimiles and specimens of them and any other tangible forms of Honeywell's Trade Secrets, Proprietary and Confidential Information in my possession, custody or control to Honeywell before leaving the employment of Honeywell.

I understand that I have the right to use or practice any skill or expertise generally associated with my employment but not special or unique to Honeywell, but that I do not have the right to use, practice or disclose Honeywell's Trade Secrets, Proprietary and Confidential Information for my own benefit or for the benefit of any third party.

7. **Trade Secrets, Proprietary or Confidential Information from Previous Employment.** I certify that I have not, and will not, disclose or use during my employment by Honeywell, any trade secrets, proprietary or confidential information which I acquired as a result of any previous employment or under a contractual obligation of confidentiality before my employment by Honeywell. I understand that Honeywell has no interest in and will not accept disclosure by me of any trade secrets, proprietary or confidential information, which belongs to a third party. If I am ever placed in a position where I will be required or am given an assignment that will require me to use, directly or indirectly, any trade secrets, proprietary or confidential information of any person, previous employer or any third party, I will promptly inform Honeywell's Law Department and my supervisor before I undertake any activity that would involve the use or disclosure of such information or present the

appearance to any such third party that I have used or disclosed such information. If I fail to do so, Honeywell may elect not to indemnify me in the event of litigation and may take such other actions, as it deems appropriate, up to and including termination of my employment.

8. **Prior Restrictive Obligation.** On Schedule B, which is an integral part of this agreement, I have completely identified all prior obligations (written and oral), which restrict my ability to perform the duties of my employment by Honeywell, including all confidentiality agreements and covenants restricting future employment.
9. **Notice to Future Employers.** For the period of two years immediately following the end of my employment by Honeywell, I will inform each new employer, prior to accepting employment, of the existence of this agreement and provide that employer with a copy of it. Honeywell has the right to inform any future employer of the existence of this agreement and to provide any future employers with a copy of it.
10. **Copyright.** As to all works prepared by me which are: (i) within the scope of my employment, or (ii) based upon information I acquired from Honeywell which is not normally made available to the public, or (iii) commissioned by Honeywell, but not within my scope of employment, I hereby agree to:
 - (a) Submit to Honeywell's Law Department and to my supervisor for approval for publication or oral dissemination;
 - (b) Assign all right, title and interest in and to the copyright in all such works to Honeywell; and
 - (c) Waive any claim of moral rights, author's rights, droit moral, or any equivalent rights to the extent necessary or permitted by law.

I hereby release and allow Honeywell to use, for any lawful purpose, any voice reproduction, photograph, or other video likeness of me made in the course of my employment.
11. **Acknowledgement of Receipt.** I acknowledge that I have received a copy of this agreement prior to accepting employment or continued employment with Honeywell and that execution of this agreement was an express condition of my employment or continued employment.
12. **Effectiveness of Agreement.** This agreement replaces any previous versions of this agreement I may have executed, shall be deemed effective as of the first day of my employment by Honeywell and shall continue throughout the entire period of time I am employed by Honeywell and my obligations will continue after, and survive, the end of my employment by Honeywell.
13. **Identity of Future Employer.** Upon termination of my employment for any reason, if reasonably requested by Honeywell, I shall advise Honeywell of the name and address of my intended future employer.
14. **Remedies.** I acknowledge that a remedy at law for any breach or threatened breach of the provisions of this Agreement would be inadequate and therefore agree that Honeywell shall be entitled to injunctive relief in case of any such breach or threatened breach. However, nothing contained herein shall be construed as prohibiting Honeywell from pursuing any other remedies available for any such breach or threatened breach against me or my then-current employer which may also include but not be limited to contract damages, lost profits and punitive damages.
15. **Successors; Binding Agreement.** This agreement binds my heirs, executors, administrators, legal representatives and assigns and inures to the benefit of Honeywell and its successors and assigns. Only a written amendment executed by both Honeywell and me can modify this agreement.

16. **Governing Law.** This agreement shall be governed by and construed in accordance with the laws of the State of New Jersey without regard to its principles of conflicts of law.
17. **Validity.** It is the desire and intent of the parties hereto that the provisions of this agreement shall be enforced to the fullest extent legally-permissible. Accordingly, if any particular provision(s) of this agreement shall be adjudicated to be invalid or unenforceable, the court may modify or sever such provision(s), such modification or deletion to apply only with respect to the operation of such provision(s) in the particular jurisdiction in which such adjudication is made. In addition, if any one or more of the provisions contained in this agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall then appear. The remaining provisions of this agreement shall remain in full force and effect. For attorneys practicing law on behalf of Honeywell who execute this Agreement, nothing in this Agreement shall be construed to restrict an attorney's ability to practice law or expand the confidential nature of information obtained by the attorney in the course of performing the attorney's legal functions beyond the scope of any applicable Rules of Professional Conduct.
18. **Definitions**
- (a) "Honeywell" collectively identifies Honeywell International Inc. (a Delaware corporation having a place of business at Columbia Road and Park Avenue, Morris Township, Morris County, New Jersey), its predecessors, designees and successors and its past, present and future operating companies, divisions, subsidiaries, affiliates and other business units, including businesses acquired by purchase of stock, merger or otherwise.
 - (b) "Trade Secrets, Proprietary and Confidential Information" means information which is not generally known in the industry in which Honeywell is engaged, which may be disclosed to me or which I may learn, observe, discover or otherwise acquire during, or as a result of, my employment by Honeywell and which includes, without limitation, any information, whether patentable, patented or not, relating to any existing or contemplated products, inventions, services, technology, ideas, concepts, designs, patterns, processes, compounds, formulae, programs, devices, tools, compilations of information, methods, techniques, and including information relating to any research, development, manufacture, purchasing, engineering, know-how, business plans, sales or market methods, methods of doing business, customer lists, customer usages or requirements, or supplier information, which is owned or licensed by Honeywell or held by Honeywell in confidence.
 - (c) "Invention" includes not only inventions (whether or not patentable), but also innovations, improvements, discoveries, ideas and all other forms of intellectual property (including, but not limited to, copyright works and mask works) – whether or not any of the foregoing constitutes trade secret or other confidential information.
 - (d) "Make" or "Made" when used in relation to Invention includes any one or any combination of (i) conception, (ii) reduction to practice, or (iii) development of an Invention and is without regard to whether I am a sole or joint inventor.
 - (e) "Termination of Employment" shall be defined as any separation from employment with Honeywell regardless of the reason, including any and all voluntary and involuntary reasons for termination. The termination date for purposes of this Agreement shall be the last day I actively perform services for Honeywell.

19. **Headings Descriptive.** The headings of the several paragraphs of this agreement are inserted for convenience only and shall not in any way affect the meaning or construction of this agreement.

Employee Name - Printed

Date

Employee Signature

SCHEDULE A

INVENTIONS I MADE BEFORE THE TERM OF MY EMPLOYMENT BY HONEYWELL IN WHICH I HAVE AN OWNERSHIP INTEREST WHICH ARE NOT THE SUBJECT MATTER OF ISSUED PATENTS OR PRINTED PUBLICATIONS:

(If there are none, please enter the word "NONE")

NOTE: Please describe each such Invention without disclosing trade secrets, proprietary or confidential information.

[Attach additional sheets if more space is needed.]

SCHEDULE B

RESTRICTIVE WRITTEN AND ORAL OBLIGATIONS:

(If there are none, please enter the word "NONE")

NOTE: Please give date of, and parties to, obligations and the nature and substance of the restriction.

[Attach additional sheets if more space is needed.]

MILITARY STATUS INFORMATION FORM

Private and Confidential

INVITATION TO IDENTIFY - 41 CFR 60-250 and 41 CFR 60-300

Honeywell has developed an Affirmative Action Plan to employ, and advance in employment, special disabled veterans, veterans of the Vietnam era, recently separated veterans (one year), other protected veterans, disabled veterans, recently separated veterans (three years), and Armed Forces Service Medal veterans. If you are in one of these categories of veterans and would like to be considered as a participant under our Plan, please complete this form. This information is voluntary, and failure to disclose it will not subject you to any adverse action. You may also identify yourself at any time in the future if you do not wish to do so now.

All fields with an asterisk (*) are required

*Social Security Number	*First Name	*Middle Name/Initial	*Last Name	Suffix
- -				

U.S. MILITARY STATUS (check one)

Refer to the Category Definitions and the Veterans Preference Advisor for Campaign/Expedition for the Other Protected Veteran category ([click here to access campaign information](#))

- | | |
|---|---|
| <input type="checkbox"/> US Vet – Era Vietnam | <input type="checkbox"/> US Vet – Other Protected Veteran |
| <input type="checkbox"/> US Vet – Era Vietnam + Other Protected Veteran | <input type="checkbox"/> US Vet – Other /Not Reported |

Military Branch (check your most recent service branch)

- | | |
|---|--|
| <input type="checkbox"/> Air Force | <input type="checkbox"/> Army |
| <input type="checkbox"/> Air Force National Guard | <input type="checkbox"/> Army National Guard |
| <input type="checkbox"/> Coast Guard | <input type="checkbox"/> Marines |
| <input type="checkbox"/> National Guard | <input type="checkbox"/> Navy |

Military Service Dates Input your most recent military service dates. This will be used to report vets separated within 1 to 3 yrs of the reporting period)

Military Entry Date (mm/dd/yyyy)	Military Exit Date (mm/dd/yyyy)
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Medal Status (select if applicable)

- ☐ U.S. Vet – Armed Forces Service Medal

Veteran Disability Status (select one if applicable) Refer to Category Definitions for description of status

- | | |
|---|---|
| <input type="checkbox"/> Disabled Veteran | <input type="checkbox"/> Special Disabled Veteran |
|---|---|

Date:

MILITARY STATUS INFORMATION FORM

Private and Confidential

MILITARY DEFINITIONS

41 CFR 60-250

The term “**special disabled veteran**” refers to a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap. The term also refers to a person who was discharged or released from active duty because of a service-connected disability.

The term “**veteran of the Vietnam era**” refers to a person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975 or between August 5, 1964, and May 7, 1975, in all other cases. The term also refers to a person who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases.

The term “**recently separated veteran**” refers to any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty.

The term “**other protected veteran**” refers to a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense.

41 CFR 60-300

The term “**disabled veteran**” means: (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.

The term “**recently separated veteran**” means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

The term “**other protected veteran**” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

The term “**Armed Forces service medal veteran**” means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).

Campaign information Veterans Link: <http://www.opm.gov/staffingportal/vgmedal2.asp>

INDIVIDUALS WITH DISABILITIES INFORMATION FORM

Private and Confidential

INVITATION TO IDENTIFY - 41 CFR 60-741

Honeywell has developed an Affirmative Action Plan to employ, and advance in employment qualified individuals with disabilities. If you have a disability and would like to be considered as a participant under our Plan, please complete this form. This information is voluntary, and failure to disclose it will not subject you to any adverse action. You may also identify yourself at any time in the future if you do not wish to do so now. This information is confidential except that: (1) supervisors and managers may be told about restrictions on the work or duties of persons with disabilities and necessary accommodations; (2) first aid and safety personnel may be informed regarding the need for possible emergency treatment; and (3) government officials reviewing compliance with the law may be informed.

All fields with an asterisk (*) are required

*Social Security Number - -	*First Name	*Middle Name/Initial	*Last Name	Suffix
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INDIVIDUAL WITH A DISABILITY? (see definition below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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REQUEST FOR A REASONABLE ACCOMMODATIONS

If you would like to request a reasonable accommodation **please complete** the Reasonable Accommodation Request Form that follows and inform your Human Resources Generalist.

Date:	
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41 CFR 60-741

The term "individual with a disability" means any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities; has a record of such an impairment; or is regarded as having such an impairment.

Please return these documents to your Recruiter immediately.

Revised 09/08/2011

Reasonable Accommodation Request Form

This form and any other documentation provided pursuant to this policy or the interactive process must be maintained in a secure, separate file, such as the medical file.

Under the Americans with Disabilities Act, an individual is eligible for a reasonable accommodation if (1) he/she is qualified to perform the essential functions of the employment position and (2) he/she has a qualifying disability that limits a major life function. You must provide written documentation from a medical provider verifying your disability and need for accommodation in addition to the information requested on this form.

Employee Information

Name	EID
Job Title	Department
SBG/SBU	Location
Telephone	Email
Supervisor's Name	Telephone Fax

- 1.) Describe the limitations your disability places on your ability to perform your job.
Please identify the job functions it affects and how it limits you.

- 2.) Describe the accommodation you are requesting.

- 3.) How will this accommodation assist you in performing the essential functions and requirements of your job?

If accommodation required return this document to your HRG

Information from the Physician

Your physician must produce a brief statement within fifteen days from your request to Honeywell that describes:

- 1.) The nature and severity of your impairment that is the reason for the accommodation request.
- 2.) A statement regarding the expected duration of the impairment and the expected duration of the need for accommodation.
- 3.) A statement describing which, if any, of the essential functions of your position you cannot perform due to your impairment. [Note to employee: Obtain a list of essential job functions from your supervisor].
- 4.) A statement describing any suggestions that your physician has for accommodations that may enable you to perform essential job functions affected by your impairment.

Information from you and your physician concerning your medical condition will be maintained in a confidential file and not in your personnel file.

The purpose of this form is to gather initial information about your request for reasonable accommodation. The Company will engage in an interactive process with you to determine whether a reasonable accommodation is required, and if so, what accommodation is appropriate. Filling out this form does not guarantee that the requested accommodation will be provided. The Company's decision to grant you an accommodation does not mean the Company agrees that you have a disability.

Employee Name

Work Telephone

Signature

Date

If accommodation required return this document to your HRG

Revised 09/08/2011

HONEYWELL INTERNATIONAL INC.: NOTICE FOR MINNESOTA EMPLOYEES

YOUR RIGHTS UNDER THE MINNESOTA PERSONNEL RECORDS STATUTE

You have a right to review your personnel file once every six months while you are employed with Honeywell. If you choose to exercise this right, you must submit a good faith, written request to review your file with your Human Resources representative. Within seven working days of receiving your request (or within 14 working days if your personnel records are stored out of state), the Company will make available for your review either your original file or an accurate copy of your file. You will have access to your file during normal operating hours either at your job site or at a nearby location. The Company may require that this review take place in the presence of a Company representative.

After you have had an opportunity to review your file, you may make a written request for a copy of the record. If you make such a request, the Company will provide you with a copy at no charge.

After your separation from employment (for whatever reason), you may review your file once annually for as long as the Company maintains the record. If you make a good faith, written request to review your file after your employment with the Company has ended, the Company will provide a copy of your file at no cost. If, after reviewing your file, you dispute specific information contained in the record, the Company may agree to remove or revise the disputed information. If no such agreement is reached, you are entitled to submit a written statement of no more than five pages explaining your position. This position statement will be included in your file, along with the disputed information, for as long as the Company maintains the record. The Company will not retaliate against you for asserting your rights under the Minnesota Personnel Records Statute. The full text of this statute, which sets forth all your available rights and remedies, is available at <http://www.leg.state.mn.us/leg/statutes.asp>.

I acknowledge that the Company has provided me with notice of my rights and available remedies under the Minnesota Personnel Records Statute.

Date: _____ Signature: _____

Chapter 194, Laws of New Jersey, 2009, Relating to

Employer Obligation to Maintain and Report Records

Regarding Wages, Benefits, Taxes and Other Contributions and Assessments Pursuant to State Wage, Benefit and Tax Laws

Wage Payment Law (N.J.S.A. 34:11-4.1 et seq.) and

Wage and Hour Law (N.J.S.A. 34:11-56a et seq.)

Each employer must keep a record of each employee which contains the following information:

1. The name of the employee;
2. The address of the employee;
3. The birth date of the employee if the employee is under the age of 18;
4. The total hours worked by the employee each day and each workweek*;
5. The earnings of each employee, including the regular hourly wage, gross to net amounts with itemized deductions, and the basis on which wages are paid;
6. Regarding each employee who receives gratuities, the total gratuities received by the employee during the payroll week;
7. Regarding each employee who receives gratuities, daily or weekly reports completed by the employee containing the following information:
 - (a) the employee's name,
 - (b) the employee's address,
 - (c) the employee's social security number,
 - (d) the name and address of the employer,
 - (e) the calendar day or week covered by the report, and
 - (f) the total amount of gratuities received; and
8. Regarding each employee for whom the employer claims credit for food or lodging as a cash substitute for the employee who receives food or lodging supplied by the employer, information substantiating the cost of furnishing such food or lodgings, including but not limited to the nature and amount of any expenditures entering into the computation of the fair value of the food or lodging and the date required to compute the amount of the depreciated investment in any assets allocable to the furnishing of the lodgings, including the date of acquisition or construction, the original cost, the rate of depreciation and the total amount of accumulated depreciation on such assets.

The employer may use any system of time keeping provided that it is a complete, true and accurate record.

The employer must keep the wage and hour records described above for a period of six years.

The employer must keep the wage and hour records described above at the place of employment or in a central office in New Jersey.

* This requirement does not apply with regard to those employees who are covered by the exceptions set forth at N.J.S.A. 34:11-4.6e. and 34:11-56a20, which includes but is not limited to individuals employed in a bona fide executive, administrative, professional or outside sales capacity.

Prevailing Wage Act (N.J.S.A. 34:11-56.25 et seq.)

The Prevailing Wage Act applies to employers only under certain circumstances.

Specifically, it applies only when an employer enters into a contract in excess of the prevailing wage contract threshold amount for any public work (as the term “public work” is defined at N.J.S.A. 34:11-56.26) to which any public body is a party or for public work to be done on a property or premises owned by a public body or leased or to be leased by a public body.

Each public works contractor must submit to the public body or lessor which contracted for the public works project a certified payroll record containing the following employee information:

1. Name;
2. Address;
3. Social security number;
4. Craft or trade;
5. Actual hourly rate of pay;
6. Actual daily, overtime and weekly hours worked in each craft or trade;
7. Gross pay;
8. Itemized deductions;
9. Net pay paid to the employee;
10. Any fringe benefits paid to approved plans, funds or programs on behalf of the employee; and
11. Fringe benefits paid in cash to the employee.

Each public works contractor must, within 10 days of payment of wages, submit the certified payroll record to the public body or the lessor which contracted for the public works project.

Each public works contractor which employs one or more apprentices on a public works project must maintain with its records written evidence that the apprentice or apprentices are registered in an approved apprenticeship program while performing work on the project.

Unemployment Compensation Law (N.J.S.A. 43:21-1 et seq.),

Temporary Disability Benefits Law (N.J.S.A. 43:21-25 et seq.) and

Family Leave Insurance Benefits Law, P.L. 2008, c. 17.

Payroll records: Each employing unit must maintain a record for each worker engaged in employment, which record must contain the following information about the worker:

1. Full name, address and social security number;
2. Total remuneration paid in each pay period showing separately cash, including commissions and bonuses; the cash value of all compensation in any medium other than cash; gratuities received regularly in the course of employment if reported by the employee, or if not so reported, the minimum wage rate prescribed under applicable laws of this State or of the United States, or the amount of remuneration actually received by the employee, whichever is higher, and service charges collected by the employer and distributed to workers in lieu of gratuities and tips;
3. An entry under the heading “special payments” of the amount of any special payments, such as bonuses and gifts, which have been paid during the pay period but which relate to employment in a prior period. The following shall be shown separately under this heading: cash payments, cash value of other remuneration, the nature of such payments, the period during which the services were performed for which special payments were payable;
4. The date hired, rehired and returned to work after temporary layoff;
5. The date separated from employment and the reason for separation;

6. Such information as may be necessary to determine remuneration on a calendar week basis; and
7. The number of base weeks (as the term “base week” is defined in N.J.S.A. 43:21-19(t)) and wages.

All records referred to in 1. through 7. above must be kept safe and readily accessible at the New Jersey place of business of the employing unit.

All records referred to in 1. through 7. above must be retained for the current calendar year and for the four preceding calendar years.

Once an employer becomes inactive, the employer must keep all records referred to in 1. through 7. above for the subsequent six quarters.

Wage reporting: Each employer (other than employers of domestic service workers) must electronically file a WR-30, “Employer Report of Wages Paid,” with the Division of Revenue, within the Department of the Treasury, within 30 days after the end of each quarter. The WR-30 lists the name, social security number and wages paid to each employee and the number of base weeks worked by the employee during the calendar quarter.

Each employer of domestic service workers (as the term “domestic service worker” is defined at N.J.A.C. 12:16-13.7(b)) must file an annual, rather than quarterly, WR-30 with the Division of Revenue, within the Department of the Treasury.

Contribution reporting: Each employer (other than employers of domestic service workers) must electronically file an NJ-927, “Employer’s Quarterly Report,” with the Division of Revenue, within the Department of the Treasury, and remit the corresponding unemployment insurance, supplemental workforce fund, workforce development partnership fund, temporary disability insurance and family leave insurance contribution payments, within 30 days after the end of each quarter. The NJ-927 lists the total of all wages paid, the wages paid in excess of the taxable maximum, the taxable wages on which contributions are due, the number of workers employed during the pay period, the number of workers insured under a “private plan” for temporary disability insurance and the number of workers insured under a “private plan” for family leave insurance.

Each employer of domestic service workers (as the term “domestic service worker” is defined in N.J.A.C. 12:16-13.11(c)) must file an annual, rather than quarterly, NJ-927H, “Domestic Employer’s Annual Report,” with the Division of Revenue, within the Department of the Treasury.

Temporary Disability Insurance and Family Leave Insurance information: Each employer must retain all records pertaining to any election to discontinue a private plan for temporary disability insurance and/or family leave insurance benefits and must make such records available for inspection by the Division of Temporary Disability Insurance for a one-year period from the date that the private plan is terminated.

Each employer having a private plan for temporary disability insurance and/or family leave insurance must, within 10 days after the Division of Temporary Disability Insurance has mailed the employer a request for information with respect to a period of disability, furnish the Division with any information requested or known to the employer which may bear upon the eligibility of the claimant.

Each employer having two or more approved private plans in effect during a calendar half-year or any portion thereof must, on or before the 30th day following the close of the calendar half-year, file a report showing the amount of taxable wages paid during such calendar half-year to employees while covered under each such private plan.

Each employer who provides temporary disability insurance to its employees through a self-insured private plan must, for the six-month periods ending June 30 and December 31 of each calendar year during which the self-insured private plan is in effect, file a statement with the Division of Temporary Disability Insurance, on or before the 30th day following the end of the respective six-month period showing:

1. The number of claims received during the six-month period,
2. The number of claims accepted during the six-month period,
3. The amount of benefits paid during the six-month period, and
4. Such other information as the Division of Temporary Disability Insurance may require with respect to the financial ability of the self-insurer to meet the self-insured's obligations under the plan.

On or before the 30th day following the close of each calendar year during which a self-insured private plan for temporary disability insurance is in effect, the employer must file a report with the Division of Temporary Disability Insurance showing:

1. The amount of funds available at the beginning of that year for payment of disability benefits,
2. The amount contributed by workers during that year,
3. The amount contributed by the employer during that year,
4. The amount of disability benefits paid during that year,
5. Direct cost of administration of the plan during that year, and
6. The number of employees covered by the plan as of December 31.

Each employer who provides family leave insurance to its employees through a self-insured private plan must for the one-year period ending December 31 of each calendar year during which a self-insured private plan is in effect file a statement with the Division of Temporary Disability Insurance, on or before the 30th day following the end of the one-year period showing the following information with regard to each of the following types of claims: care of a sick child, care of a sick spouse, care of a sick domestic partner, care of a sick civil union partner, care of a sick parent, bonding by biological parent with a newborn child, bonding by domestic partner or civil union partner of biological parent with a newborn child, bonding by individual with newly adopted child:

1. The number of claims for family leave insurance benefits received during the one-year period,
2. The number of claims for family leave insurance benefits accepted during the one-year period,
3. The number of workers who received family leave insurance benefits during the one-year period,
4. The amount of family leave insurance benefits paid during the one-year period,
5. The average weekly family leave insurance benefit during the one-year period,
6. The amount of sick leave, vacation leave or other fully paid time, which resulted in reduced benefit duration during the one-year period,
7. With regard solely to family leave insurance benefit claims to care for sick family members, the amount of intermittent family leave insurance benefits paid during the one-year period, and
8. The average duration of family leave insurance benefits, in days, during the one-year period.

The information reported in 1. through 8. above must be broken down by sex and by age group, beginning at 25 years and under and increasing in increments of 10.

On or before the 30th day following the close of each calendar year during which a self-insured private plan for family leave insurance is in effect, the employer must file a report with the Division of Temporary Disability Insurance showing:

1. The amount of funds available at the beginning of that year for payment of family leave insurance benefits,
2. The amount contributed by workers during that year,
3. The direct cost of administration of the plan during that year,
4. The number of employees covered by the plan as of December 31, and
5. Such other information as the Division of Temporary Disability Insurance may require with respect to the financial ability of the self-insurer to meet the self-insured's obligation under the plan.

Workers' Compensation Law (N.J.S.A. 34:15-1 et seq.)

Upon the happening of an accident or the occurrence of any occupational disease, an employer who has insurance coverage or utilizes a third-party administrator shall promptly furnish the insurance carrier or the third-party administrator with accident or occupational disease information.

Within three weeks after an accident or upon knowledge of the occurrence of an occupational disease, every insurance carrier, third-party administrator, statutory non-insured employer, including the State, counties, municipalities and school districts, and duly authorized self-insured employer not utilizing a third-party administrator must file a report designated as "first notice of accident" in electronic data interchange media with the Division of Workers' Compensation through the Compensation Rating and Inspection Bureau in a format prescribed by the Compensation Rating and Inspection Bureau. When filed by an insurance carrier or third-party administrator, the report must also be sent to the employer. If the employer disagrees with the report, the employer may prepare and sign an amended report and file the amended report with the insurance carrier or third-party administrator. The amended report must then be filed electronically with the Division through the Compensation Rating and Inspection Bureau.

Every insurance carrier providing workers' compensation insurance and every workers' compensation self-insured employer shall designate a contact person who is responsible for responding to issues concerning medical and temporary disability benefits where no claim petition has been filed or where a claim petition has not been answered. The full name, telephone number, mailing address, email address and fax number of the contact person must be submitted to the Division of Workers' Compensation utilizing the Division's contact person form in the manner instructed on the form.

Each employer, when directed to do so by the Division of Workers' Compensation, must submit to the Division of Workers' Compensation copies of such medical certificates and reports as it may have on file.

Gross Income Tax Act (N.J.S.A. 54A:1-1 et seq.)

Employer's Quarterly Report: The Employer's Quarterly Report, NJ-927, reports New Jersey Gross Income Tax withheld, unemployment insurance, supplemental workforce fund, workforce development partnership fund, family leave insurance and temporary disability insurance wage and withholding information.

Each employer is required to electronically file an Employer's Quarterly Report, NJ-927, for each calendar quarter, regardless of the amount of tax actually due for a particular quarter. Quarterly reports are due on the 30th day of the month following the end of each quarter.

Employers of "domestic service workers" may report and pay New Jersey Gross Income Tax withheld on an annual, rather than quarterly, basis on an NJ-927H.

Records to be kept: Every employer is required to keep all pertinent records available for inspection by authorized representatives of the New Jersey Division of Taxation. Such records must include the following:

1. The amounts and dates of all wage payments subject to New Jersey Gross Income Tax;
2. The names, addresses and occupations of employees receiving such payments;
3. The periods of their employment;
4. Their social security numbers;
5. Their withholding exemption certificates;
6. The employer's New Jersey Taxpayer Identification Number;
7. Record of weekly, monthly, quarterly remittances and/or returns and annual returns filed;
8. The dates and amounts of payments made; and
9. Days worked inside and outside of New Jersey for all nonresident employees.

Contact Information

If an employee or an employee's authorized representative wishes to contact a State representative in order to provide information to or file a complaint with the representative regarding an employer's possible failure to meet any of the requirements set forth above, he or she may use the following contact information:

For possible failure to meet the record keeping or reporting requirements of the **Wage Payment Law, Wage and Hour Law or Prevailing Wage Act:**

Phone: 609-292-2305
E-mail: wagehour@dol.state.nj.us
Mail: New Jersey Department of Labor and Workforce Development
Division of Wage and Hour Compliance
P.O. Box 389
Trenton, NJ 08625-0389

For possible failure to meet the record keeping or reporting requirements of the **Unemployment Compensation Law, Temporary Disability Benefits Law or Family Leave Insurance Benefits Law:**

Phone: 609-292-2810
E-mail: emplaccts@dol.state.nj.us
Mail: New Jersey Department of Labor and Workforce Development
Division of Employer Accounts
P.O. Box 947
Trenton, NJ 08625-0947

For possible failure to meet the record keeping or reporting requirements of the **Workers' Compensation Law:**

Phone: 609-292-2515
E-mail: dwc@dol.state.nj.us
Mail: New Jersey Department of Labor and Workforce Development
Division of Workers' Compensation
P.O. Box 381
Trenton, NJ 08625-0381

For possible failure to meet the record keeping or reporting requirements of the **Gross Income Tax Act:**

Phone: 609-292-6400
E-mail: nj.taxation@treas.state.nj.us
Mail: New Jersey Department of the Treasury
Division of Taxation
Information and Publications Branch
P.O. Box 281
Trenton, NJ 08625-0281



This notice must be conspicuously posted. Not later than December 7, 2011, each employee must also be provided a written copy of the notice or, for employees hired after November 7, 2011, a written copy of the notice must be provided at the time of the employee's hiring. See N.J.A.C. 12:2-1.3 for alternate methods of posting and distribution by electronic means.

Coventry Workers' Comp Network

Employee Information Materials

PLEASE REVIEW THE DOCUMENT.

If I am hurt on the job and live in the service area described in this information, I understand that:

1. I must choose a treating doctor from the list of doctors in the network. Or, I may ask my HMO primary care physician to agree to serve as my treating doctor.
2. I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go anywhere.
3. The insurance carrier will pay the treating doctor and other network providers.
4. I might have to pay the bill if I get health care from someone other than a network doctor **without** network approval.

You can click on Link which will take you to the Coventry site to select a doctor. The location where you will be working may have an Approved Medical Facility or Doctor who will see you in the event of an On the Job Injury. If you choose to use these services please inquire from your Manager.

AFTER REVIEWING THIS DOCUMENT, PLEASE SIGN PAGE "9" AND FAX THAT PAGE TO SEDGWICK CMS AT 210-332-1680 Fax

To All Employees:

Your employer is committed to your health and safety at the workplace. Our first concern is to keep injuries from happening. If you are injured, we want to help you get better and return to work as soon as it is medically safe.

Your employer has chosen Coventry Workers' Comp Network as its workers' compensation health care network. It is a network built around occupational health care providers.

We will provide services through our network of medical providers and facilities. Coventry Workers' Comp Network is a nationally recognized company that specializes in treating injured workers and helping them return to work.

The network includes occupational health clinics and doctors who will provide you with medical treatment. Your doctor will also manage your return to work with your employer.

Under the program, you will receive:

- a primary treating doctor;
- other occupational health services and specialists;
- emergency health care services; and
- medical care if you are working or traveling outside of the geographic services area.

The Coventry network has been built to provide you with timely and quality medical care. It is easy to access. It is here to provide you with quality medical care and assist you in returning to health and a productive life.

The enclosed materials will give you information to help you through your work related injury or illness.

Coventry Workers' Comp Network

Information, Instructions and your Rights and Obligations

Dear Employee:

Your employer has chosen Coventry Workers' Comp Network to manage the health care and treatment you may receive if you are injured. Coventry Workers' Comp Network is a certified workers compensation health care network. The State of Texas has approved this network to provide care for work related injuries. This program includes a network of health care providers who are trained in treating work related injuries. They are also trained in getting people back to work safely. The Coventry Workers' Comp Network service area includes the greater Dallas, greater Houston, Austin/San Antonio, Amarillo, Central Texas, North East Texas, El Paso, Lubbock, Panhandle, Midland, Rio Grande Valley, Texarkana, Nacogdoches, Central East Texas, Central West Texas, Abilene, Victoria, Corpus Christi, Orange, Laredo, and Wichita Falls areas. These areas are shown on the enclosed map.

If you are injured at work, tell your supervisor or employer as soon as you can. The enclosed information will help you to seek care for your injury. Also, your employer will help with any questions about how to get treatment through the Coventry Workers' Comp Network. You may also contact your workers' compensation insurer for any questions about your care and treatment for a work related injury. Coventry and your employer have formed a team to provide timely health care for injured workers. The goal is to return you to work as soon as it is safe to do so.

Your Rights and Obligations...

Choosing a Treating Doctor

If you are hurt at work and you live in the network service area, you must choose a treating doctor from the Coventry Workers' Comp Network. This is required for you to receive coverage of the costs for the care of your work related injury. If at the time you are injured you belong to a health maintenance organization (HMO), you may choose your HMO primary care physician as your treating doctor. You must have chosen the doctor as your primary care doctor prior to your injury. We will approve the choice of your HMO doctor if he or she agrees to the terms of the network contract. The doctor must also agree to abide by applicable laws.

All injured workers whose date of injury occurred prior to September 1, 2005 and who are treating with non-network providers will be advised to select a new Treating Doctor from the list of participating providers in the Certified HCN if the injured worker's employer has elected to use a workers' compensation network, if the injured worker lives in the Certified HCN service area, if the carrier determines the injury will be subject to the network and if the employer/carrier has notified the injured worker in writing of the Certified HCN

requirements. You may also request a doctor you chose as your HMO primary care doctor before you were hurt. You must do this upon receipt of this notice.

If your treating doctor leaves the network we will tell you in writing. You will have the right to choose another treating doctor from the list of network doctors. If your doctor leaves the network and you have a life threatening or acute condition for which a disruption of care would be harmful to you, your doctor may request that you treat with him or her for an extra 90 days.

If you believe you live outside of the service area, you may request a service area review by calling your insurer. You should provide proof to support your belief. Within 7 days of receiving your request for review, the insurer will tell you its decision. If you do not agree with the final decision of the insurer you have the right to file a complaint with the Texas Department of Insurance. Your complaint must include your name, address, telephone number, a copy of the insurer's decision and any proof you sent to the insurer for review. A complaint form is available on the department's web site at www.tdi.state.tx.us. You may also ask for a form by writing to the HMO Division, Mail Code 103-6A, Texas Department of Insurance, P. O. Box 149104, Austin, Texas 78714-9104.

When waiting for the insurer to make a decision or the Texas Department of Insurance to review your complaint, you may choose to receive all health care from the network. You may be required to pay for health care services received out of the network if it is finally decided that you do live in the network's service area.

A provider listing is available at your worksite and through the network website. The direct URL is <http://www.talispoint.com/firsthealth/?AE=997291691&CAID=CVTHCN>. It is updated every three months. It identifies providers who are taking new patients.

Changing Doctors

It may happen that you become dissatisfied with your first choice of a treating doctor. You can select an alternate treating doctor from the list of network treating doctors in the service area where you live. We will not deny a choice of an alternate treating doctor. Before you can change treating doctors a second time, you must get permission from us.

Referrals

You do not have to get a referral if you have an emergency health condition. All health care services that you request will be made available by the network on a timely basis, as required by your medical condition. This includes referrals. All health care services, including referrals, will be made available no more than 21 days after you make a request.

Payment for Health Care

Network doctors have agreed to look to the insurer for payment for your health care. They will not look to you for payment. If you obtain health care from a doctor who is not in the network without prior approval from Coventry, you may have to pay for the cost of that care. You may

only access non-network health care providers and still be eligible for coverage of your medical costs if one of the following situations occurs.

- Emergency care is needed. You should go to the nearest hospital or emergency care facility.
- You do not live within the service area of the network.
- Your treating doctor refers you to an out of network provider or facility. This referral must be approved by Coventry Workers' Comp Network.
- You have chosen your HMO primary care doctor. Your doctor must agree to abide by the network contract and applicable laws.

Complaints

You have the right to file a complaint with Coventry Workers' Comp Network. You may do this if you are dissatisfied with any aspect of network operations. This includes a complaint about your network doctor. It may also be a general complaint about the Coventry Workers' Comp Network. Please read the enclosed Coventry Complaint Procedures, or call the Coventry Workers' Comp Network Complaint Line at (800)262-6122 to have your questions answered.

**Coventry Workers' Comp Network
Attention: Grievance Coordinator
3200 Highland Avenue
Downers Grove, IL 60515
Grievance Coordinator – Fax Line (630) 737-2077
ComplaintsandGrievances@cvty.com**

Texas law does not permit **Coventry** to retaliate against you if you file a complaint against the network. We also can not retaliate if you appeal the decision of the network. The law also does not permit us to retaliate against your treating doctor if he or she files a complaint against the network or appeals the decision of the network on your behalf. You also have the right to file a complaint with the Texas Department of Insurance. The Texas Department of Insurance complaint form is available on the department's web site at www.tdi.state.tx.us or you may request a form by writing to the HMO Division, Mail Code 103-6A, Texas Department of Insurance, P. O. Box 149104, Austin, Texas 78714-9104.

What to do if you are injured while on the job...

If you are injured while on the job tell your employer as soon as possible. A list of network doctors in your service area is posted at your worksite. A complete list of doctors is also available. You will be given more instructions on how to get treatment through the Coventry Workers' Comp Network. Or, you may contact us directly at the following address and/or toll-free telephone number:

**Coventry Workers' Comp Network
720 Cool Springs Boulevard
Suite 300
Franklin, TN 37067**

800/873-0055

We will help you get an appointment with a network doctor.

In case of an emergency...

If you are injured and it is an emergency, you should seek treatment at the nearest emergency facility as soon as possible. This also applies if you are injured outside the service area. It also applies if you are injured after normal business hours.

After you receive emergency care, you may need ongoing care. You will need to select a network doctor from the list that your employer has given you. The doctor you choose will oversee the care you receive for your work related injury. Except for emergency care you must obtain all health care and specialist referrals through your treating doctor.

Emergency care does not need to be approved in advance. “Medical emergency” is defined in Texas laws. It is a medical condition that comes up suddenly. There are acute symptoms that are severe enough that a reasonable person would believe that you need immediate care or you would be harmed. That harm would include your health or bodily functions being in danger or a loss of function of any body organ or part.

Non-emergency care...

Report your injury to your employer as soon as you can. Select a network treating doctor from the list given to you by your employer. Go to that doctor to be treated.

Treatment prescribed by your doctor may need to be approved in advance. You or your doctor are required to request approval from the insurer or the network for a specific treatment or services before the treatment or service is provided. You may continue to need treatment after the approved treatment is provided. For example, you may need to stay more days in the hospital than what was first approved. If so, the added treatment must be approved in advance.

The following treatment requests must be approved in advance:

- All surgeries CPT Codes 1-6 and G codes which represent a surgical procedure) with a billed amount greater than \$500.00, including spinal and artificial disc surgery. Pre Auth Request should include specific hardware to be used for the procedure.
- Spine surgery
- Inpatient Hospitalization
- Intradiscal Electrothermal Annuloplasty (IDET)
- Physical Medicine and Rehabilitation after 8 visits
- Home health care/aides, physical therapy/aides

- Occupational therapy after 8 visits
- Chiropractic treatments after 8 visits
- Work hardening (non-exempted) and work conditioning program
- Acupuncture
- Repeat MRI/CT scans and standing MRI procedures other than x-rays (preauthorization required on MRI and CT procedures after initial diagnostic procedures)
- Electromyography (EMG) and nerve conduction velocity (NCV) testing
- Repeat diagnostics and MRI's (MRI/Scan of the spine within the first 4 weeks or repeat of all MRI for all body parts)
- Epidural steroid injections
- Facet injections
- Trigger point injections
- SI Joint injections
- Botox injections
- Joint Steroid Injection
- Durable Medical Equipment (DME) billed charges greater than \$500 per item (either purchase or expected cumulative rental)
- TENS units
- External and implantable bone growth stimulators
- Spinal cord stimulators
- Psychological testing and psychotherapy, repeat interviews, and biofeedback unless the service is part of a pre auth or division exempted returned rehabilitation program.
- Psychotherapy, with social worker, psychologist or psychiatrist
- Biofeedback
- Chronic pain mgmt./interdisciplinary pain rehabilitation
- Skilled nursing visits
- Nursing home, skilled nursing facility, convalescent or residential care admissions
- Investigational or experimental procedures service or device for which there is early, developing scientific or clinical evidence demonstrating the potential efficacy of the treatment, service, or device but that is not yet broadly accepted as the prevailing standard of care.
- Chemical Dependency programs
- Discograms
- Power Traction Devices such as Vax-D
- Drugs not included in the Division's formulary
- Required treatment plans
- Treatment and services that exceed or are not addressed by the Commission adopted treatment guidelines protocols and are not in a treatment plan pre auth by the carrier.
- Treatment of an injury or diagnosis that is not accepted by the carrier following the treating doctors examination to define the compensable injury
- Repeat individual diagnostic study, with a reimbursement established in the current Medical Fee Guideline of greater than \$350 or without a reimbursement rate in Medical Fee Guidelines (unless other wise specified)

The number to call to request one of these treatments is 866/286-0281.

If a treatment or service request is denied, we will tell you in writing. This written notice will have information about your right to request a reconsideration or appeal of the denied treatment. It will also tell you about your right to request review by an Independent Review Organization through the Texas Department of Insurance.

Employee Acknowledgment of Workers' Compensation Network

I have received information that tells me how to get health care under workers' compensation insurance.

If I am hurt on the job and live in the service area described in this information, I understand that:

5. I must choose a treating doctor from the list of doctors in the network. Or, I may ask my HMO primary care physician to agree to serve as my treating doctor.
6. I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go anywhere.
7. The insurance carrier will pay the treating doctor and other network providers.
8. I might have to pay the bill if I get health care from someone other than a network doctor **without** network approval.

Signature

Date

Printed Name

I live at:

Street Address

City

State

Zip Code

Name of Employer _____

Name of Network _____

NETWORK NOTICE

Coventry Workers' Comp Network

To All Employees:

Your employer has chosen Coventry Workers' Comp Network to provide health care if you are injured at work. Coventry Workers' Comp Network is a certified workers' compensation health care network. This network includes medical providers that have been chosen to treat your work related injuries. They are easy to access and dedicated to giving you quality care. The following information will help you if you are injured at work.

- **If you are hurt at work and it is a life threatening emergency, you should go to the nearest emergency room. If you are injured at work after normal business hours or while working outside your service area, you should go to the nearest care facility.**

The following applies if you are hurt at work and it is not an emergency.

- Tell your employer as soon as you can.
- Choose a treating doctor from the Coventry network service area where you live.
- If you are a member of a health maintenance organization (HMO) at the time you are injured, you have the right to choose your HMO primary care doctor as your treating doctor. To do this, you must have chosen the doctor as your primary care doctor before your work related injury occurred. Coventry will approve this choice if your HMO doctor agrees to abide by the terms of the network contract and comply with required laws.
- You must obtain all treatment and referrals for your injury from your treating doctor.
- Your treating doctor will be paid by your workers' compensation insurer and will not bill you for treatment.
- If you receive treatment for your injury from providers who are not in the Coventry network, you may have to pay for that care.
- Information about the Coventry network is available by calling toll free 800/873-0055 or by writing to Coventry Workers' Comp Network, 720 Cool Springs Boulevard, Suite 300, Franklin, TN 37067. A list of

Coventry doctors is posted at the work site and is also available from your employer.

- You may be required to get certain treatments approved in advance. Treatment that requires this is listed in your network information materials. You may also request the list from your employer.
- If the doctor leaves the network and you have a life threatening condition or an acute condition you may continue to treat with a network doctor for 90 days. This must be requested by the doctor.

COVENTRY WORKERS' COMP NETWORK EMPLOYER INFORMATION FORM

Welcome To Your Workers Compensation Health Care Provider Network Program.

Your insurance carrier has chosen Coventry Workers' Comp Network, a workers compensation health care network certified by the State of Texas, to offer a workers' compensation health care provider network program. The necessary materials to implement the program are enclosed to help prepare you when an injury occurs.

Components Of Program:

- Preferred provider network
- Employee educational materials
- Toll-free first report of injury
- Utilization management (Pre-authorization)
- Telephonic and on-site case management (may include vocational services)
- Complaint process

Employer Instructions:

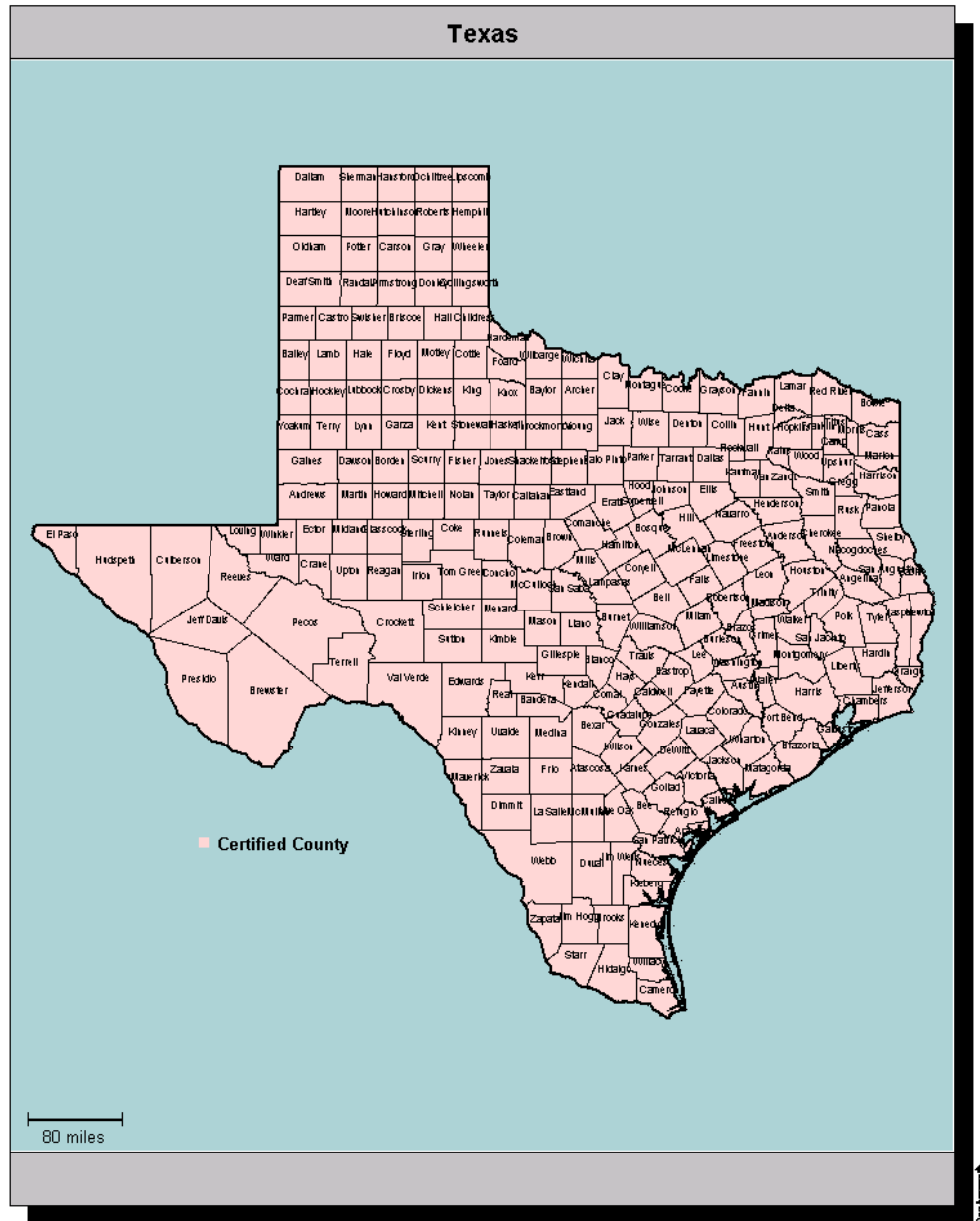
- Read the enclosed network educational materials and post the **"Notice of Network"**.
- Distribute network educational materials when initiating the program, within 3 days of hiring an employee and at the time of injury.
- Document the method of delivery of educational materials, to whom the materials were delivered, the location of the delivery and the date delivered.
- Be sure that all employees sign the **Employee Acknowledgment** letter and maintain it in employee's personnel file. An employee who refuses to sign remains subject to network requirements. Document a refusal to sign the acknowledgment in the employee's personnel file.
- Review the provider panel postings to ensure that the suggested medical providers are within the geographical service area of the worksite. You may call Coventry at 1-800-243-2336 for additional doctors.
- When an injury occurs, report it immediately to your claims administrator. If necessary, provide or arrange transportation of the injured employee to the network provider, or if appropriate, to the nearest emergency facility.

Coventry Workers' Comp Network - Certified in the following 254 Texas counties:

Anderson	Coleman	Glasscock	Kendall
Andrews	Colorado	Goliad	Kenedy
Angelina	Comal	Gonzales	Kent
Aransas	Comanche	Gray	Kerr
Armstrong	Concho	Grayson	Kimble
Archer	Cooke	Grimes	King
Atascosa	Coryell	Gregg	Kinney
Austin	Cottle	Guadalupe	Kleberg
Bailey	Crane	Hale	Knox
Bandera	Crockett	Hall	Lamb
Bastrop	Crosby	Hamilton	Lamar
Baylor	Culberson	Hansford	Lampasas
Bee	Dallas	Hardeman	LaSalle
Bell	Dallam	Hardin	Lavaca
Bexar	Dawson	Harris	Lee
Blanco	Deaf Smith	Harrison	Leon
Borden	Delta	Hartley	Liberty
Bosque	Denton	Haskell	Limestone
Bowie	Dewitt	Hays	Lipscomb
Brazoria	Dickens	Hemphill	Live Oak
Brazos	Dimmit	Henderson	Llano
Brewster	Donley	Hidalgo	Loving
Briscoe	Duval	Hill	Lubbock
Brooks	Eastland	Hockley	Lynn
Brown	Ector	Hood	Madison
Burleson	Edwards	Hopkins	Marion
Burnet	Ellis	Howard	Martin
Caldwell	El Paso	Houston	Mason
Callahan	Erath	Hudspeth	Matagorda
Calhoun	Falls	Hunt	Maverick
Cameron	Fannin	Hutchinson	McCulloch
Camp	Fayette	Jack	McLennan
Carson	Fisher	Jackson	McMullen
Cass	Floyd	Jasper	Medina
Castro	Foard	Jeff Davis	Menard
Chambers	Franklin	Jefferson	Midland
Cherokee	Fort Bend	Jim Hogg	Milam
Childress	Freestone	Jim Wells	Mills
Clay	Frio	Jones	Mitchell
Cochran	Gaines	Johnson	Motley
Collin	Galveston	Irion	Montague
Collingsworth	Garza	Karnes	Montgomery
Coke	Gillespie	Kaufman	Moore

Morris	Reagan	Sterling	Walker
Nacogdoches	Red River	Stonewall	Waller
Navarro	Reeves	Sutton	Ward
Newton	Roberts	Somervell	Washington
Nolan	Robertson	Swisher	Webb
Nueces	Rockwall	Tarrant	Wharton
Ochiltree	Runnels	Taylor	Wheeler
Oldham	Rusk	Terrell	Wichita
Orange	Sabine	Terry	Wilbarger
Palo Pinto	San Augustine	Throckmorton	Willacy
Panola	San Jacinto	Travis	Williamson
Parker	San Patricio	Titus	Wilson
Parmer	San Saba	Tom Green	Winkler
Pecos	Schleicher	Trinity	Wise
Polk	Scurry	Tyler	Wood
Potter	Shackelford	Upshur	Yoakum
Presidio	Shelby	Upton	Young
Rains	Sherman	Uvalde	Zapata
Randall	Smith	Val Verde	Zavala
Real	Starr	Van Zandt	
Refugio	Stephens	Victoria	

Approved Service Area



Online Instructions for Federal Withholding (W-4) and Direct Deposit

As a new hire, you will need to set up your Federal Withholding (W-4) information by completing an online tax withholding form.

You can elect to have your paycheck automatically deposited into your bank account by completing an online direct deposit form.

Direct deposit enrollment can only be made using a **U.S. commercial bank, credit union, savings bank, or thrift institution**. You may choose up to four accounts at up to four different institutions. Honeywell's US payroll system does not transfer pay internationally.

The on-line process is quick and easy. Instructions for completing these forms are below. Before you begin, make sure that you have your EID and LDAP password. You should receive your EID/password within 1-2 business days of your actual start date.

1. Go to <http://honeywell.com/pages/employee-access.aspx>
2. Select the geographic region. This will be USA.
3. Sign in using your EID and LDAP password
4. Select the "Compensation, Benefits & Career Development Portal" link
5. Sign in again, using your EID and LDAP password.
6. Select the "Compensation, Savings & Pay" link.
7. Select the "Pay & Deductions" Link.
8. At this point you can select "Set Up or Change Direct Deposit" or "Change Your Withholding (W-4)".
9. Once you make your selection, follow the instructions for completing the applicable form(s).
10. **Important** - When finished, remember to hit the "SUBMIT" button.
11. Changes are made in "Real Time".

Direct Deposit Authorization Forms can also be obtained by clicking on the downloadable form available through the above link. You can manually complete the form and fax to payroll at 480-592-4492. If you complete the form and fax to payroll, please allow up to two weeks for processing. For further information, please call the payroll help desk at 877-258-3699, option #2.

NOTE: If you choose not to set up your federal withholding online your W-4 information will default to "Single" and "Zero".

Steps for Completing Electronic I-9 Form at a Honeywell Facility

Please read through these instructions carefully and completely. The I-9 Form contains two sections: Section 1 to be completed by the new hire/rehire and Section 2 to be completed by an authorized I-9 administrator after your supporting original document (s) is/are reviewed.

- **Section 1** may be completed any time after you have accepted the offer of employment with Honeywell and **must be completed by the end of your first day.**
- **Section 2** may **not** be completed before your hire date and must be completed by your third day of work.

Failure to comply will result in an unpaid suspension on day four (4) of your employment. Further failure to comply will result in termination on day nine (9) of your employment. All Honeywell hires and rehires should follow the below instructions. If you have any questions, please call the I-9 Support Team at **877 252 3080**.

Dear EE: if your hire date is on a weekend, please remember your Mgr to contact I-9 Support Team for further details, for your case: The 3 days to complete your I-9 Form includes **Sat and Sun.**

Step 1: Open the I-9 Management Website to Complete Section 1

1. Open your Internet Explorer Web browser and type **http://www.newi9.com** in the address bar and press **Enter**.
2. On the **I-9 Management Welcome** page, "**10221**" in the **Employee Name or Code** field.
3. Click **Go**.

Step 2: Login

1. In the **Enter the text above** field, enter the characters displayed in the picture above the field.
2. Click **Continue**.

Step 3: Complete the I-9 information.

1. In the fields provided, enter your name, address, date of birth, Social Security number, email address and Telephone Number.
Note: If you are unsure about your hire date, you may leave that field blank.
2. Check the correct box indicating your citizenship status, and enter required information:
 - If Lawful Permanent Resident: enter your Alien#/ USCIS#
 - If Alien authorized to work: enter last day you are eligible to work in US and Alien#/ USCIS# or I-94 number, NOTE: If you obtained your I-94 from CBP in connection with your arrival in US, include; Passport # and Country of Issuance.
3. Click **Continue**.
Note: A message will display with the applicable fields

highlighted in green if there are mistakes you need to correct.

Step 4: Review Your Information

1. Carefully review your information. If any information is incorrect, click the **Change Information** link.
2. Sign your I-9 electronically by selecting the checkbox.
Note: To change the language to English or Spanish, click the appropriate link.

3. Click **Continue**.

Step 5: Logout

1. Review your information in the **Employee Summary** section.
Review the list of employment eligibility documents you will be asked to present on your first day of work.
Note: The list of documents varies according to the citizenship status you entered in Step 3. You must bring the original documents for the I-9 Administrator to view. Expired documents are not acceptable. You may print a copy of this page for your records
2. Click **Logout**.
3. When the "thank you" page opens, close the Internet Explorer Web browser to ensure your information is cleared from the browser's memory.

Step 6: Present Documents to I-9 Administrator for Section 2

Employees Starting at a Honeywell Facility: You should contact an I-9 Administrator to complete Section 2 of the I-9 Form. Bring **original** supporting document (s) with you when you meet with the I-9 Administrator. If you do not know who to contact on your first day of work, please call I-9 Support Team Contact Center: **877 252 3080** to obtain additional information for completing your I-9 Form.

Remote Employees Completing I-9 at a Honeywell Facility: To determine the closest Honeywell location, please call the I-9 Support Team Contact Center: **877 252 3080**. You will need to provide to the I-9 Support Team the location where you will be working during your first 3 days of work (city, state). The I-9 Support Team will provide the address of a local Honeywell facility and the I-9 Administrator contact information so you can schedule a meeting during your first 3 days of work. Bring **original** supporting document (s) with you when you meet with the I-9 Administrator.

Bulletin

Mandatory Compliance Training for U.S. Employees

Please read through the instructions to better understand what training you must complete as an employee of Honeywell. Each employee must complete the Code of Business Conduct training within 30 days of hire and the rest within 60 days of hire. See list at bottom for course requirements.

To Complete the Training Online

- Log into the LMS: <https://honeywell.onsaba.net/Saba/Web/Main> .
- In the “*What do you want to do*” box (box number 2) on the LMS home page click on **Search Learning Catalog**.
- At the next screen toward the bottom you can enter the course number/offering number and then click on search. Enter the number: **00066829**
- The screen will change and at the bottom you will see the Code module offering listed.
- To the right you click on register and then click on launch content.
- These course completions will be automatically tracked through the LMS.

For your information, here’s a cross-reference between the compliance training modules and Learning Management System (LMS) courses:

<u>Course Name</u>	<u>LMS Offering Number</u>
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ALL EMPLOYEES

Honeywell Code of Business Conduct	(within 30 days of hire)	00066829
Preventing Workplace Harassment	(within 60 days of hire)	00070916

ADDITIONALLY FOR ALL BAND 3 AND ABOVE EMPLOYEES

Avoiding Conflicts of Interest	(within 60 days of hire)	00068869
Antitrust Essentials	(within 60 days of hire)	00061917
Careful Communication	(within 60 days of hire)	00061954

CODE OF BUSINESS CONDUCT



ONE
HONEYWELL

Honeywell



LETTER FROM OUR CEO

Dear Colleagues:

As Honeywell continues to grow, we must stay focused on our expectations and commitment to integrity and Honeywell's Twelve Behaviors. Our Code of Business Conduct is a roadmap to help you navigate the operating environments in our four businesses, which include some of the most dynamic sectors of the global economy.

We have great positions in good industries, and we have a responsibility to conduct ourselves with the highest levels of integrity in every aspect of everything we do. Our integrity helps ensure that we continue to sustain the credibility of our brand, maintain our strong reputation, and build on our track record of growth and performance.

Our Code and our Twelve Behaviors applies to everyone and unites us as one Honeywell. Take the time to read through Honeywell's

Code and understand the guidance. If you have any questions about our Code, or need help understanding how it applies to the work you do, take the time to seek advice from any of the resources listed. Our Company will never tolerate retaliation against anyone for asking questions or raising concerns in good faith, so you can always feel comfortable coming forward. It's also our expectation that should you observe any of your colleagues not following the Code you should report your concerns immediately through one of the reporting channels.

I'm counting on you to uphold our continued commitment to integrity at Honeywell.

Sincerely,

David M. Cote
Chairman and CEO

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HONEYWELL BEHAVIORS

- **Growth and Customer Focus** recognizes that we need to think differently in order to grow. The customer is the cornerstone of our success. Effective employees do a superb job for customers every day in quality, delivery, value and technology. They aggressively pursue new opportunities through superior sales and marketing, globalization and technology roadmaps supported by Design for Six Sigma Plus.
- **Leadership Impact** means thinking like a leader regardless of your job, delivering on commitments, and being a role model for others. All leaders demonstrate passion for their work and care about the people in the organization. Each employee must be able to: [1] conceptualize an issue, [2] develop an action plan to address the issue, and [3] execute the plan.
- **Get Results** requires consistently meeting commitments to the business and to others. Quickly translate business requirements into actions by defining “who does what by when” to ensure plans are executed.





- **Makes People Better** encourages excellence in peers, subordinates and/or managers. Be a positive influence in the development of others.
- **Champions Change** requires a continuous improvement mindset to make decisions and take actions that are in the best interest of customers, shareowners, and the organization. It reflects a constant commitment to do things better. It expects individuals to adapt and be supportive of organizational and business change that ensures the long-term strength of our Company, regardless of personal impact.
- **Fosters Teamwork and Diversity** defines success in terms of the whole team. Employees must understand and capitalize on the fact that Honeywell's workforce is composed of individuals who represent a great diversity of values, opinions, backgrounds, cultures and goals. Recognizes diversity as an important value and develop
- diverse teams. Effective team leaders not only meet the expectations of their role as leaders, but they also set and meet the expectations for team members.
- **Global Mindset** is viewing the business from all relevant perspectives and seeing the world in terms of integrated value chains.
- **Intelligent Risk Taking** recognizes that generating greater returns requires taking greater risks. While using sound business judgment, has the courage to take action where outcomes are uncertain but where potential rewards are great. Business decisions often need to be made based on incomplete information.
- **Self-Aware/Learner** individuals recognize their behaviors and how they affect those around them. Employees must accurately assess their own strengths and weaknesses and take action to improve.



- **Effective Communicator** means providing timely and concise information to others, and using clear and thoughtful oral and written communications to influence, negotiate and collaborate effectively. Leaders and employees need to appreciate that effective communication is about listening and being listened to but is not always about being in agreement.
- **Integrative Thinker** decides and takes actions by applying intuition, experience, and judgment to the data available. Demonstrates the ability to assimilate various and conflicting information or opinions into a well-considered decision. Understand the implications of individual actions or recommendations on other systems, markets, processes and functions.
- **Technical or Functional Excellence** means being capable and effective in a particular area of expertise. Employees must remain aware of advances and current thinking in their fields and look for ways to apply the latest technologies to their work.



INTRODUCTION TO OUR CODE

The Honeywell Code of Business Conduct (our "Code") is designed to provide guidance to each of us regarding Honeywell's standards of integrity and compliance in all our business dealings. Our Code is an integral element of the Honeywell Behaviors. It describes the basic rules of conduct that we, as one Honeywell, are expected to follow. In addition, it provides helpful resources in the event we have a question or concern about proper conduct.

Our Code defines what Honeywell expects from each of us and how we treat:

- Each other
- Our Company
- Our customers
- Our suppliers
- Our shareholders
- Our communities and our world

What Honeywell Expects from Each of Us

Our Company's growth starts with each of us – we are key to our Company's character and central to its leadership and success.

Who Must Follow Our Code

Our Code applies to all employees, officers and directors of Honeywell. Where appropriate, business partners working on our Company's behalf should also familiarize themselves with and follow our Code. If your job responsibilities require you to interact with representatives working on behalf of Honeywell, be sure to inform them of their responsibility to act in accordance with this Code and provide them with a copy. Their behavior must be consistent with our Code, other Honeywell policies and applicable laws and regulations.

Our Shared Obligations

We all have a personal responsibility to know and follow the Code and other Company policies, procedures and guidelines that apply to our job responsibilities at Honeywell. Many of these are cited in the appropriate section of the Code. Others can be found in the Honeywell Policy Manual. We must never ignore or seek to circumvent the Code for any reason. If you need help understanding our Code or a specific policy, procedure or guideline, or how they apply to your scope of responsibilities, seek guidance from any resource listed in "Asking for Advice and Voicing Concerns."



Additional Obligations for Managers and Supervisors

Honeywell managers and supervisors have a special duty to foster a culture of integrity and compliance. This means that managers and supervisors should serve as role models for integrity and compliance in all of their interactions. It also means that managers and supervisors should ensure that colleagues who report to them feel comfortable raising questions and concerns without fear of retaliation, that any concerns or questions will be addressed in a professional and timely manner, and that we will not compromise our standards of integrity and compliance to obtain business results.

Managers and supervisors should also consider the character and behavior of colleagues whom they are considering for promotion. Promotions are a privilege only extended to those who exemplify Honeywell's Behaviors and values in a manner consistent with this Code.

Complying with the Law

Although our Code addresses some of the common challenges that multinational companies like Honeywell face, it cannot address every situation that may arise in our workplace. When in doubt as to whether an activity is proper, you should seek guidance through one of the avenues discussed in "Asking for Advice and Voicing Concerns."

Laws and regulations are complex and subject to change, and often vary from country to

country. Company policies may also be subject to change, and may vary greatly depending on the country in which we are operating. For these reasons, we must take care to familiarize ourselves with the policies, procedures and laws that apply to our particular job functions and locations in which we operate. If a local law conflicts with our Code, comply with local law. If a local custom or practice conflicts with our Code, comply with the Code.

Your business or region may have policies and practices that require more from you than required by this Code. The same may be true of local law. In all such instances, you must follow the stricter policy, practice or law. If you have any doubts about the lawfulness or appropriateness of a proposed action, seek advice by following the steps set out in "Asking for Advice and Voicing Concerns."

This Code is intended to be consistent with and refer to certain key corporate policies, which are included in the Honeywell Policy Manual. The Honeywell Policy Manual may provide greater detail than is provided by this Code. In some instances, the Policy Manual may provide additional policies not covered by this Code. The Honeywell Policy Manual is located on the Honeywell Intranet.

It is important to note that our employment rights are governed by the laws of the countries in which we do business, as well as the rules in place in the locations where we work. Our Code attempts to clarify Honeywell's rights and

expectations as an employer, but does not create any contractual employment rights for employees.

In the United States and other countries, employment by Honeywell is considered “at-will.” This means that you have the right to terminate your employment at any time and for any reason, and Honeywell may exercise the same right, consistent with applicable laws. If local laws differ from the provisions of this Code, follow the laws of the country in which you work.

Asking for Advice and Voicing Concerns

While working on behalf of Honeywell, you may face difficult situations. Many times your common sense, good judgment, our Code, and Company policies and procedures will be enough to guide you. However, there may be times in which you need additional help to make the right choice. In these cases, you have several resources available to you. These include:

- Your manager or supervisor
- Your Human Resource representative
- Your Integrity and Compliance Representatives (I&C Reps) and Business Conduct Leaders (BCLs)
- A member of the Law Department or Global Security
- A member of the Integrity and Compliance Office

- Local Honeywell formal complaint, grievance processes
- ACCESS Integrity and Compliance Helpline

The ACCESS Integrity Helpline is a 24-hour service. It is answered by an independent third-party provider that accommodates all of the languages that Honeywell employees speak. You may make a report using the helpline by dialing:

800-237-5982, (Note: Dialing from outside the U.S. requires a country calling code found at www.att.com/traveler), or refer to the Integrity and Compliance website at <http://teamsites.honeywell.com/sites/compliance> for a listing of additional country-specific helpline numbers

You may also report issues by mail or email to:

Honeywell International
Attn: ACCESS
P.O. Box 2245
Morristown, NJ 07962-2245

access.integrity.helpline@honeywell.com

If you become aware of a situation that may involve a violation of this Code, Company policy or any applicable law or regulation, you have a responsibility to report it. Please note that failure to comply with our Code and Company policies can have serious consequences. Consequences may include disciplinary action, up to and including termination, as well as possible civil or criminal penalties.

Honeywell will treat all reports confidentially to the extent possible, consistent with the law, Company policy and the Company's need to conduct a thorough investigation. Suspected violations may be reported by identifying yourself or by remaining anonymous. In Europe, specific processes have been implemented to comply with rules that limit anonymous reporting. You may contact the Integrity and Compliance Office with any questions.

All reports will be investigated promptly and thoroughly, consistent with applicable law and, upon the advice and approval of the Law Department, may be reported to the appropriate authorities. Appropriate corrective or disciplinary action for Code violations will be taken whenever necessary.

Honeywell Will Not Tolerate Retaliation

It is important that you feel comfortable raising your questions and concerns. Honeywell will not tolerate any form of retaliation against you for making a good faith report of actual or potential misconduct. Making a report in "good faith" means your report is honest, sincere and complete to the best of your knowledge.

If you feel an act of retaliation has occurred, you should report your concerns via one of the methods outlined in "Asking for Advice and Voicing Concerns."





ONE HONEYWELL

HOW WE TREAT EACH OTHER

Promoting a positive work environment based on mutual respect and a commitment to health and safety is the key to maintaining the best possible workforce and to providing growth opportunities for our stakeholders.

Our Company recognizes and rewards our individual talents by providing compensation and benefits that are competitive. We also promote development through training that broadens work-related skills.

Respecting Each Other and Promoting a Positive Workplace

Honeywell respects and values the diversity reflected in our various backgrounds, experiences and ideas. Together, we provide an inclusive work environment that fosters respect for all of our coworkers, clients and business partners. Our workplace is one that reflects the diversity of the communities in which we operate and we are committed to provide employees a workplace that is free from unlawful discrimination, harassment or personal behavior not conducive to a productive work climate. This policy applies to all phases of the employment relationship, including hiring, promotion, demotion, transfer, layoff or termination, compensation, use of facilities and selection for training or related programs.

If you know or suspect that unlawful discrimination or harassment has occurred, you should report the situation immediately via one of the reporting channels described in “Asking for Advice and Voicing Concerns.”

For more information, see our *Workplace Harassment, Equal Employment Opportunity* and *Employees and Applicants with Disabilities* policies, as well as our *Covered Veterans Statement*.

Protecting Personal Data

At Honeywell, we are committed to promoting a work environment and operating our businesses in a manner that fosters confidence and trust. To accomplish this goal, we must properly manage the personal data provided to us by our colleagues, customers, suppliers and others. “Personal data” includes any information that may identify an individual. Examples of personal data include name, physical address, email address, employee identification number, government identification number or any combination of information that might identify someone. We should only collect, access, use or disclose personal data for appropriate business purposes. In addition, we should use the minimum amount of personal data needed to accomplish a task. We must not share this information with anyone, either inside or outside our Company, who does not have a business need to know it. Further, we must take steps to properly secure such data at all times.

Many countries have their own legal requirements governing the use of personal data, and Honeywell must comply with those laws. For example, some countries limit the transfer of personal data to countries that have different rules governing personal data. Contact

a member of the Law Department if you have questions in this area.

Company policies, practices and training programs are designed to assure that only authorized personnel access personal data. If you believe that personal data have been disclosed or used inappropriately, you should contact the Law Department immediately. Failure to do so could subject our Company to fines and/or regulatory action.

For more information, see our *Data Privacy policy*.

Substance Abuse

Substance abuse limits our ability to do our work safely, which puts us all in jeopardy. For this reason, we may never work on behalf of Honeywell while under the influence of alcohol, illegal drugs, misused prescription drugs or over-the-counter medications. This applies at all times while you are performing in your Honeywell role or on behalf of Honeywell even if the use occurs after hours or off Company premises. In addition, we may never use, possess, transfer or sell illegal drugs or alcohol, or misuse prescription drugs or over-the-counter medications, during working hours or while on Company premises. Our Company makes an exception to this rule when alcohol is transferred in a sealed container for authorized gift purposes or is used in moderation at an authorized Company event.

For more information, see our *Alcohol and Drugs in the Workplace* policy.

A Violence-Free Workplace

We work to prevent any acts or threats of violence in our workplace as part of our pledge to health and safety. Individuals who engage in violence or threats of violence may be subject to disciplinary action, up to and including termination of employment, as well as possible criminal prosecution. You should report all threats and acts of violence to your supervisor, local Human Resources representative or Global Security immediately. If you feel that someone is in immediate danger, you may also contact the local authorities.

For more information, see our *Violence Prevention* policy.

Providing a Healthy and Safe Workplace

By integrating health, safety and environmental considerations into all aspects of our business, we protect our people and the environment, achieve sustainable growth and accelerated productivity, drive compliance with all applicable regulations and develop the technologies that expand the sustainable capacity of our world. Our health, safety and environment management systems reflect our values and help us meet our business objectives. If we believe that conditions are in any way unsafe, we must stop work immediately. Refer to the section on Protecting the Environment for more information.

We must make sure that our facilities are secure at all times. This means we allow only authorized individuals access to our worksites. If you believe that someone is attempting to improperly access a Honeywell facility, contact Honeywell Global Security.





ONE HONEYWELL

HOW WE ACT
IN THE BEST
INTEREST
OF OUR
COMPANY

We should conduct Honeywell business free from outside influences or personal bias, and make business decisions based on the best interests of Honeywell.

Avoiding Conflicts of Interest

As part of our duty to uphold our Company's reputation, we must avoid improper conflicts of interest. A "conflict of interest" occurs when our personal interests interfere with, or appear to interfere with, our ability to perform our jobs without bias. We may not engage in any interest, investment or association in which a conflict of interest might arise. If you have a potential or actual conflict of interest, you must disclose it by speaking with your supervisor or by contacting the Law Department or the Honeywell Integrity and Compliance Office. Conflicts of interest are often easily avoided if disclosed in advance.

The following sections describe situations that may create conflicts of interest. It is important to remember that conflicts may also be created when a member of your household or immediate family is the individual involved.

Gifts and Business Entertainment

Developing strong working relationships with our customers, suppliers and other business partners is important to our growth. Business gifts and entertainment are sometimes used to strengthen these bonds. However, we must exercise particular caution when offering or accepting business courtesies. Exchanging

Integrity in Action

Q: *Barry has received an invitation to a holiday party hosted by one of our suppliers. He works closely with this supplier and would love to attend, since the party is sure to include fine wine and gourmet dishes. May Barry accept the invitation?*

A: *Barry should consult with his supervisor or the Law Department to determine whether it is appropriate to attend. Factors to consider include the cost of the meal, whether the supplier is actively bidding on Honeywell work, whether Barry is involved in the Honeywell procurement decision-making process and whether there are other business related reasons to go to the dinner.*

gifts and entertainment can result in conflicts of interests. If not handled properly, they may also lead to the appearance of improper payments, kickbacks or corruption. You may not accept or provide any gift, favor or entertainment if it is made for an improper purpose, or if you know it would violate our policies, the law or the gift policy of the recipient's company.

Integrity in Action

Q: *At an offsite meeting, a vendor who has been providing services to Honeywell for several months invites Denisha to lunch. She accepts, allowing the vendor to pay for the meal. Are her actions acceptable?*

A: *Occasional meals and nominal gifts are ordinarily acceptable, so long as they don't raise a question about Denisha's objectivity. Customer entertainment and gifts should be discussed in advance with your supervisor. The supervisor should evaluate the business purpose for the meal, the setting and the cost of the meal, and the frequency of the vendor's invitations.*

Generally, we can offer or accept a gift, favor or entertainment as long as it:

- Does not make the recipient feel obligated or give the appearance of an obligation
- Does not exceed generally accepted local business practices
- Is of nominal value
- Cannot be construed as a bribe or payoff
- Does not violate applicable law, Company policies or the policies of the recipient's company
- Is not solicited

These rules do not apply to unsolicited promotional materials of a general advertising nature, such as imprinted pencils, memo pads and calendars, so long as what is given does not create or appear to create any obligation. Additionally, in keeping with national custom, ceremonial presentations may be permitted as long as what is accepted is not in violation of any law, cannot be viewed as a bribe and would not embarrass you or Honeywell if disclosed.

Gifts should not be accepted from suppliers or potential suppliers (or other business partners or potential business partners) during or in connection with contract negotiations with the supplier. In addition, we should avoid soliciting gifts from suppliers or other business partners for Honeywell functions or employee awards.

If you are unsure whether you should offer or accept a business gift or entertainment, you should seek guidance. Customer entertainment and gifts must be discussed in advance with your supervisor.

Stricter laws govern gifts offered or made to government officials. These laws apply not only to government officials, but also to employees of state-owned or state-controlled companies. You must comply strictly with these laws and regulations. Never offer or accept a business courtesy if doing so violates a law or regulation, will cause embarrassment for Honeywell, or will reflect negatively on the Company's reputation. For more information, see the "No Commercial Bribery and No Improper Payments

to Government Officials” section of our Code and our policies on *Business Courtesies for U.S. Government Officials, Government Relations and Anticorruption*. If you have any questions or concerns please consult the Law Department.

Financial Interests

As Honeywell employees, we generally should avoid doing business with any company in which we have a personal financial interest. There may be situations where our personal financial interest in a company with which Honeywell does business is permissible. However, such situations should be reviewed by the Law Department or the Integrity and Compliance Office to determine the best course of action.

In addition, you may not purchase or maintain a significant financial interest in a customer, competitor or business partner that does business with or potentially does business with Honeywell unless you receive approval from the Law Department. Always ensure you are able to make business decisions with Honeywell's best interests in mind.

Outside Employment

From time to time, you may wish to engage in work outside our Company. In doing so, you must ensure that any outside employment does not create a conflict of interest. We must never use Honeywell tangible and intangible property, including documents, Information Technology assets, facilities, and intellectual property to conduct non-Honeywell business.

Integrity in Action

Q: *Ana, a procurement specialist, has developed strong working relationships with several Honeywell suppliers over the years. One of these suppliers asks Ana if she would be interested in doing some consulting work for their firm. Since she would only work for the supplier over the weekends, the outside employment wouldn't affect her ability to perform her job duties at Honeywell. May she accept this offer?*

A: *Even though Ana will only be working for this supplier when not performing work for Honeywell, this outside employment may still be considered a conflict of interest. Ana should consult her supervisor to confirm that this outside employment will not interfere with her job responsibilities. In addition, even if Ana decides to decline the supplier's offer of employment, she should report the employment offer to her supervisor. She and her supervisor may also consult the Law Department or Human Resources for additional guidance.*

Business with Friends and Family Members

Business relationships with family members and friends can result in a conflict of interest, or the appearance of a conflict. For this reason, you should never be involved with or attempt to influence the bidding, negotiating or contracting process between yourself, a family member or a close friend and Honeywell. This rule applies even in indirect situations where you, your family member or close friend owns or works on behalf of another company with which Honeywell does, or is considering doing, business.

In addition, we need to avoid improper reporting relationships. This means we may not directly or indirectly supervise, or work under the supervision of, a family member or someone with whom we have a close personal relationship.

Improper Personal Benefits

A conflict of interest may also arise when a director, officer or employee, or a member of his or her immediate family, receives improper personal benefits because of his or her position at Honeywell. Such benefits may include gifts or loans from an entity or person with whom our Company does business. We must avoid accepting any such improper benefit.

In addition, a conflict of interest arises if a Honeywell employee assists a competitor to Honeywell's detriment. For example, providing confidential information to a spouse or partner who works for a competitor would constitute a conflict of interest and violate our Code.



Corporate Opportunities

In order to make objective business decisions on behalf of Honeywell, we must never compete with our Company. This means we may not take for ourselves any business or investment opportunities that we discover through our position at Honeywell or through Company property or information. In addition, we must never help anyone else take such business or investment opportunities for personal gain. This includes our family members and friends.

Safeguarding Company Property and Information

Honeywell's Physical Property

Theft, damage, carelessness and waste have a direct impact on our Company's success. We must therefore commit to protecting our Company's physical assets from theft, damage, loss or misuse. This includes our facilities, vehicles, business equipment, merchandise and supplies. If you suspect any form of fraud or theft, you should report it to your manager or supervisor immediately.

Authorized occasional personal use of certain Company equipment, such as telephones or internet, is sometimes appropriate. However, we must ensure our personal use is limited, does not interfere with our ability to do our work for Honeywell and does not violate Company policy or law. Never use Honeywell property for personal gain or that of another person or organization. You must also return any Company property you possess at the end of your employment.

Honeywell's Confidential Information

We are each entrusted with our Company's confidential information. We must protect this sensitive information at all times. This generally includes any nonpublic information that might be of use to competitors or others, which may be harmful to the Company if disclosed. Examples include business or marketing plans, supplier information, product design, manufacturing processes, existing and future merchandising information and employee information.

We must never allow others to access Honeywell's confidential information. We must take care not to lose, misplace or leave confidential information (or technologies containing such information including computer, laptops, cell phones, PDAs and software.) unattended. If we lose Company equipment or an item containing confidential Honeywell information (for example, a Honeywell laptop, BlackBerry, thumb drive or the like), we should report the loss immediately to Honeywell Global Security.

Integrity in Action

Q: *Emilie often works through her lunch breaks, taking business calls at restaurants and in common areas in the building. Everyone around her seems engaged in their own conversations, so she assumes they aren't really paying attention to her. Can she discuss Honeywell business this way?*

A: *It depends. Emilie may take phone calls in public places, but she must exercise extreme caution when discussing Honeywell business. Any confidential information should not be discussed in public places, even if she assumes others are not listening to her conversations.*

Integrity in Action

Q: *Troy carries his Honeywell laptop on Company travel so he can use his free time on airplanes, trains, waiting areas and other public places to work on business-related documents. Is this a problem?*

A: *It may be. It is impossible to know who may be sitting or passing nearby in any public place. When laptops and similar devices are used in public places for Company business, you must ensure that your screen is protected from onlookers at all times. In addition, such devices should never be left unattended.*

In addition, we may not discuss this information where it might be overheard by those who do not have a need to know it. This includes public places such as airport terminals, trains and restaurants. It also includes open areas at Honeywell, such as Company restrooms and break rooms. We may only grant access to confidential information to coworkers who have a legitimate business need to know it. We must never use confidential information about the Company for personal gain or disclose it to others for their gain.

For more information, see our *Data Privacy* and *Confidential Information Security Program* policies.

Honeywell's Intellectual Property

We work diligently to protect our Company's intellectual property. "Intellectual property" includes any of our Company's patents, trademarks, copyrights or other intangible assets, such as ideas, inventions, processes, or designs created on Company time, at Company expense, using Company resources or within the scope of our job duties. We will identify any new inventions we make and will direct them to the Law Department for patent, copyright or trade secret protection. You should report any suspected misuse of our Company's intellectual property to the Law Department.

Respecting the Intellectual Property Rights of Others

We respect the intellectual property rights of others. This means we must never knowingly infringe on the copyrights, trademarks or patents of others. We may not download unlicensed software onto Company computers or duplicate, publish or distribute copyrighted materials. We will not download songs, photographs and videos without consent from the rightful owner. In addition, we will not disclose or use the confidential information of former employers.

See our Licensing of *Honeywell Intellectual Property* policy for more details.

Using Information Technology Resources

Honeywell provides many of us access to various electronic communications systems to use in our daily work. This includes computer

and phone systems, laptops, cell phones, PDAs and software. We have a duty to safeguard these systems and the technologies provided to us at all times. This means we must each do our part to prevent damage, harm, loss and unauthorized access to these resources. Be sure to follow all security measures and internal controls in place for the resources you use.

Remember that electronic messages (such as emails, instant messages and text messages) are permanent records of your communications. These communications can be altered and forwarded without your permission. For this reason, take particular care when drafting any electronic messages on Company letterhead or when using Honeywell resources.

Exercise good judgment and integrity when using these systems and technologies. Do not download or send inappropriate, sexually explicit, illegal or offensive material via these resources. You also may not use these resources to conduct outside work. To the extent permitted by local law, you should not have an expectation of privacy when using Company resources, as Honeywell may monitor your personal use. However, it is important to note that our Company will not interfere in our personal lives unless our conduct impairs our work performance or adversely affects our work environment or Honeywell's reputation.

For more information, see our *Acceptable Use of Information Resources* and *Acceptable Use of Handheld Devices* policies.

Social Media and Networking Sites

Social media have changed the way many of us share information on a daily basis. While social media create new opportunities for communication and collaboration, such media also bring additional responsibilities that we must know and follow. "Social media" sites include a vast array of Web sites and online resources. These include social networking sites (such as Facebook, MySpace and LinkedIn), blogs, photo and video sharing sites, forums and chat rooms, among many others. If your position at Honeywell requires posting on such sites, you must only post information for authorized Honeywell business purposes and only post information that complies with this Code and Company policies. In your personal social media interactions, act responsibly and be careful to protect our reputation at all times. Never post confidential information about Honeywell or our colleagues, customers, suppliers or business partners on any such sites.

Avoiding Insider Trading

In order to protect investors, securities laws make it illegal for those with "material inside information" about a company to trade in its securities. "Material inside information" is information that is not generally available to the investing public and, if disclosed, would reasonably be expected to affect the price of a security or would influence your decision

to buy, sell or hold a security. Examples of material inside information include earnings announcements, mergers, acquisitions and dispositions, the outcome of major litigation, a change in control of the Company and a change in senior management. This list of examples is not exhaustive, and material inside information may arise in connection with other events not listed here. You should consult the *Insider Trading Policy* for a more detailed discussion on material inside information.

During the course of your work with Honeywell, you may learn about material information regarding Honeywell or another company that is not yet public. You may have access to this material inside information through your job duties with Honeywell or through other ways such as attending formal or informal meetings, overhearing a conversation or seeing a document on a copy machine. Using this information or conveying this information to others for financial or other personal gain is a violation of our policy on insider trading, and may also violate securities laws.

To avoid violating our *Insider Trading Policy* and securities laws, do not:

- Buy or sell shares in any company, including Honeywell, either directly or through family members or other persons or entities, if you have material inside information about that company

- Recommend buying or selling shares in any company, including Honeywell, to anyone if you have material inside information about that company
- Convey material inside information to others outside the Company unless it is necessary for the Company's business activities

Certain individuals, because of their positions with the Company and including the Company's directors, officers and other key employees involved in certain financial and other forecasting activities, are viewed as possessing material inside information and are designated as "insiders". These individuals are subject to additional restrictions (such as pre-clearance authorization) which are more fully described in the *Insider Trading Policy*.

If you have material inside information about a company (including Honeywell), you may only trade in that company's securities once the information is made publicly available to ordinary investors through appropriate media sources.

Violations of securities laws may subject the individuals involved to severe consequences, including both civil and criminal prosecution. If you have questions or need guidance in this area please consult the Law Department.





ONE HONEYWELL

HOW WE TREAT OUR CUSTOMERS

Building mutually beneficial relationships with our customers is important to our success as a Company. Maintaining such relationships requires that we provide safe, quality products and uphold the law in all our interactions with both commercial and government clients.

Providing Quality Products and Services

We strive to provide products and services that meet or exceed our customers' requirements for quality, reliability and value.

We are expected to comply with all quality control standards that govern our job duties. This includes applicable laws and regulations, as well as internal control procedures designed to promote the safe, quality manufacture of goods. We are also expected to follow all contract specifications and honor built-in client specifications at all times.

In addition to holding ourselves accountable for quality goods and services, we must also hold our suppliers and other business partners accountable to ensure the quality of the products and services they provide to us.

Seeking Business Openly and Honestly

Our actions in the marketplace define who we are as a Company. By competing on the quality of our goods and services, we uphold Honeywell's reputation. We will never seek to limit the competitive opportunities of our rivals in deceitful or fraudulent ways.

Integrity in Action

Q: *Min learns of a potential problem discovered during routine production line testing. The extent to which the problem could affect product safety is unknown at this time, and Min isn't sure what to do. Should Min speak up about this, even if she doesn't know all the details?*

A: *Yes. Producing and selling potentially unsafe products could result in customer and employee injury. Min should report the problem immediately, even if she isn't sure how production will be affected. Min should make her supervisor, quality assurance contact or health and safety representative aware of the issue as soon as possible. If Min believes her concerns are not being adequately considered, she should consider raising them to the Law Department or via the Helpline, as discussed in "Asking for Advice and Voicing Concerns."*

In addition, we never take advantage of anyone through unfair dealing practices. This means that we are careful not to misrepresent the quality, features or availability of our products or services. In addition, we do not disparage or make untrue statements about our competitors' products or services. We seek to win business based on the quality of our products and our people, not through any improper means.

Integrity in Action

Q: *Thomas works closely with third-party distributors who resell Honeywell products. A company interested in distributing Honeywell products approaches Thomas and offers to pay for his daughter's private school tuition in exchange for exclusive right to resell Honeywell's products in a specific sales region. What should Thomas do?*

A: *Thomas should end the discussion immediately and report the matter to the Law Department. Honeywell will not tolerate the solicitation or receipt of improper kickbacks in exchange for awarding contracts.*

Q: *Charlene is concerned that Honeywell will likely lose a big contract if she doesn't pay a local official a bribe. What should Charlene do?*

A: *Charlene should not pay a bribe or take any actions that could give the appearance that Honeywell will condone the payment of bribes to win a contract. No contract is worth violating the law or our standards of business integrity. The potential long-term damage to Honeywell's reputation and credibility more than offsets the short-term gain of winning the contract.*

No Commercial Bribery and No Improper Payments to Government Officials

We may not solicit, give or receive commercial bribes or unlawful kickbacks. We should also be careful to avoid even the appearance of such improper conduct. "Commercial bribery" generally includes any situation where a Honeywell employee or someone acting on Honeywell's behalf offers or gives something of value with the intent to improperly influence a business action or decision. Unlawful "kickbacks" generally include any situation where an employee receives an improper personal benefit in exchange for taking or refraining from taking an action on behalf of Honeywell. Honeywell will not tolerate commercial bribery or unlawful kickbacks, whether it is done directly or through a third party.

In addition to avoiding commercial bribery and unlawful kickbacks, we comply with all applicable anticorruption laws regarding improper payments to government officials. "Improper payments" include both direct and indirect payments or an offer, promise or authorization of a payment or anything of value to a government official for purposes of improperly influencing government acts or decisions in order to obtain or retain business or otherwise secure a business advantage. Note that improper payments can take the form of cash, gifts or lavish entertainment.

"Government officials" include officials of government entities, international organizations and political parties, employees of state-

owned companies, and even employees of government-owned or -controlled companies and joint venture partners.

Honeywell prohibits improper payments to government officials. It is important to remember that engaging in bribery, or even appearing to engage in such activity, can expose you and Honeywell to criminal liability.

Never retain a third party to make an improper payment to a government official or enter into any transaction where you suspect a third party is making such payments. Doing so violates our Code and anticorruption laws. We must carefully screen all third parties using our due diligence procedures before retaining them.

For more information, please see our *Anticorruption* policy.

For more information related to non-government persons or entities, see the “Gifts and Business Entertainment” section of our Code.

Compliance with International Competition Laws

Fair competition creates a healthy marketplace. It ensures our clients the best and most innovative products and services at the lowest prices. In order for Honeywell to compete lawfully and with integrity, we must comply with the competition laws in place in the countries where we do business. If competition laws apply to your job function, you must know and follow them at all times.

Integrity in Action

Q: *Geri and Carol work together in Honeywell's buying group. Carol overhears a phone conversation between Geri and a potential supplier to Honeywell. Over the course of the call, it becomes clear that Geri plans to award a large contract to this supplier, even though the supplier's proposal does not offer Honeywell the best overall value. It also becomes clear that she's going to get a large sum of money in return. What should Carol do?*

A: *Carol should report what she heard to the Law Department immediately. It would appear that Geri is accepting a kickback from this supplier, which is illegal and can have severe consequences for the individuals involved, the supplier and Honeywell.*

Integrity in Action

Q: *Alejandro has a good friend who works for a Honeywell competitor. While at lunch one afternoon, his friend reveals her company's intent to raise prices on products in direct competition with his own. Alejandro says nothing in response to this, but feels this information could be important for Honeywell to use in making future business decisions. What should he do?*

A: *Alejandro should end the conversation immediately and provide a written summary of the incident to the Law Department. Engaging in discussions and acting on nonpublic information such as pricing could create the impression of an illegal collaboration between Honeywell and a competitor, which could have serious consequences for both companies and the individuals involved.*

Competition laws are often complex, and generally forbid discussing any topics with competitors that may restrain trade. Such topics include (but are not limited to) price fixing, bid rigging, or dividing or allocating markets, territories or clients. You should not discuss any of these topics with a competitor and if a competitor attempts to discuss any of these topics with you, you must stop the conversation immediately. Then, you should

report the incident to your local supervisor, who will work with you in consultation with our Legal Department. If you are attending a trade association meeting—or a social event, for example—exercise particular caution during discussions with competitors.

In addition, competition laws prohibit formal or informal agreements with suppliers, distributors or clients that may restrict competition. Such agreements may include tying products, fixing resale prices or refusing to sell to particular clients or buy from particular suppliers.

Through our work, we may obtain competitor information from our customers or other public sources. We must be particularly careful to handle this information in accordance with Company policy.

Please note that violating these laws may subject both the individuals involved and our Company to severe consequences.

For more information, see our *Antitrust Compliance* policy. If you have any additional questions, seek guidance from our Legal Department before acting.

Following Accurate Billing Procedures

Our reputation in the marketplace is a critical company asset. For that reason, we reflect accurately on all invoices to customers the sale price or cost of goods or services sold and other

terms of sale. We each have a responsibility to maintain accurate and complete records in order to allow Honeywell to uphold this commitment. Never falsify any record – time card, expense report, sales numbers, test or quality records, or any other kind of record created during the course of your work for our Company – or make misleading or artificial entries on Honeywell's books or records.

Respecting Customer Property

At times, our customers may share their confidential information with us so that we may provide them with products and services. It is our responsibility to use, store and carefully safeguard any such information in a manner that complies with all applicable laws. We



each must take the necessary steps to secure this information and ensure it is used only for approved business purposes.

Interacting with Government Customers

For some of us, our work involves contracts with government entities, including government-owned or -controlled companies. In these cases, we have a duty to know and follow applicable Company policies and the established laws, rules and regulations that govern our interactions with government customers. It is important to note that these rules may be more strict and complex than those governing our dealings with commercial clients.





We must always conduct ourselves with honesty and integrity when attempting to win government work. This means, in part, that:

- We may not take actions that would give Honeywell an unfair competitive advantage, such as obtaining or using sensitive procurement information
- All representations we make, including pricing and bids, must be accurate and complete
- We must never offer, solicit, promise, give or accept any form of bribe or kickback to or from an actual or potential government customer
- We must never solicit or accept any form of bribe or gift from a supplier in exchange for favorable treatment in the award or performance of a government contract
- We must ensure we only use reputable consultants, sales agents or other professional service independent contractors for legitimate legal purposes

For more information see the “No Commercial Bribery and No Improper Payments to Government Officials” section of our Code and our *Business Courtesies for U.S. Government Officials, Government Relations and Anticorruption* policies.

All statements and records that we provide to government customers (including facility and quality reports and cost and pricing data) must be accurate. We must record our time accurately and identify and assign our time only to projects

on which we work. In addition, we must take care to avoid mischarging any costs. We must follow all contract terms and may never use government property, equipment or supplies in a manner that would be inconsistent with applicable law or contractual agreements.

We must follow all applicable rules and regulations that govern how we engage current or former government employees in discussions about potential job opportunities at Honeywell. We are each responsible for avoiding these types of conflicts of interest. Contacting or engaging in employment-related discussions with current or former government employees is subject to unique rules and procedures. These rules may also restrict the work that former government employees perform on our Company's behalf.

Please refer to our *Hiring or Engaging Former Government Employees* policy.

We are also expected to safeguard classified and other sensitive information we acquire in connection with the work we do for our government clients. As required by the terms of our government contracts and other applicable regulations, we make this information available only to those who have a business need to know it and who have obtained the appropriate government clearance or other approvals. We must not share, distribute or disclose classified or otherwise sensitive government information in a manner that would violate the terms of our government contracts.



ONE HONEYWELL

HOW WE TREAT OUR SUPPLIERS

Honeywell's suppliers are our partners in our ongoing drive for customer satisfaction. The high caliber of the materials, goods and services they provide is linked directly to the quality, reliability, value and prompt delivery of Honeywell products to our customers.

Seeking Long-Term Supplier Relationships

Together, we strive to build long-term relationships with our suppliers. We use only legitimate, business-related criteria when choosing suppliers. Our Company will enter into representation or supplier agreements only with companies believed to have demonstrated a record of and commitment to integrity. In addition, we never take unfair advantage of our suppliers through abuse of confidential information, misrepresentation of material facts or any other unfair dealing practice.

At Honeywell, we allow suppliers to compete fairly on the quality of their products and services. We will not be influenced by gifts or favors of any kind from our suppliers or potential suppliers. An occasional meal or entertainment in the normal course of business relations may be permissible, as long as:

- The representative of the supplier is in attendance
- Such hospitality is not excessive or unusual in nature
- The hospitality complies with applicable laws and is not otherwise prohibited by this Code

In addition, when practical, hospitality should be reciprocated.

For more information, see the “Gifts and Business Entertainment” and “Interacting with Government Customers” sections of our Code.

Protecting Supplier Assets

We treat supplier confidential information with the same care as we treat Honeywell confidential information. We will not reproduce software provided to us by a supplier, nor will we incorporate it in to our own internally developed software unless we are expressly permitted to do so by license.



ONE HONEYWELL

HOW WE TREAT OUR SHARE- HOLDERS

At Honeywell, we strive every day to build value for the shareholders who have placed their trust in our Company and in each of us. To achieve this goal and create growth opportunities for our shareholders, we must do business with transparency and integrity.

Honest and Accurate Books and Records

Our shareholders rely on us to maintain accurate and complete books and records. These documents form the basis for all of our public disclosures and filings, which aim to give our shareholders and the public an accurate view of our Company's operations and financial standing. In addition, Honeywell uses these documents to analyze Company operations and make important business decisions.

We have a duty and a legal obligation to make sure that the information we submit in all Company records is complete, accurate and understandable. This includes, but is not limited to, all of the information we provide in the following records:

- Accounting and financial records
- Payroll documents
- Timecards and time recording systems
- Travel and expense reports
- Measurement, product testing and performance records
- Customer and supplier records
- Design and engineering records
- Export and import declarations and records

Honest and accurate books and records play a significant role in our Company's reputation. As such, we must **never** make a false representation in Company documents.

Our Company's transactions will be executed only in accordance with management's general or specific authorizations. See our *Delegation of Authority* policy and *Schedule of Executive Approvals* for more information.

Financial Disclosures and Fraud

Those of us with finance and accounting responsibilities have a special duty to ensure that our Company's financial statements are true and fair. Since Honeywell is a U.S.-based public company, we must submit various financial reporting and other filings to U.S. regulatory authorities. It is critical that these documents are accurate and timely. Therefore, if you have related responsibilities, you must comply with the legal and regulatory requirements that govern these reports. You must also know and follow Honeywell's internal controls that govern the same. Inaccurate, incomplete or untimely records or reporting may result in legal liability for those involved.

Anyone found to have engaged in financial fraud will be subject to disciplinary action and could face substantial civil and criminal liability. You must report any suspected accounting or auditing irregularities immediately. Honeywell will not tolerate retaliation against you for disclosing, in good faith, questionable or improper accounting or financial matters.

Audits and Investigations

We all share a responsibility to cooperate with external and internal audits and investigations. This means we must provide auditors and investigators the information to which they are entitled, and maintain the confidentiality of the investigation. In addition, we may never attempt to interfere with or improperly influence their review. Refusal to cooperate with an internal Honeywell or government investigation may result in disciplinary action. If you have any questions about what information an auditor or investigator is requesting and entitled to obtain, consult with the Law Department or Corporate Audit. If a governmental investigation occurs, management must contact the Law Department as soon as possible before proceeding.

Records Management

It is our shared responsibility to retain Honeywell business records as long as needed for business purposes or longer, if required by tax, regulatory or other standards. In addition, we need to know when and how to destroy these business records. Follow all rules set forth in our *Records*

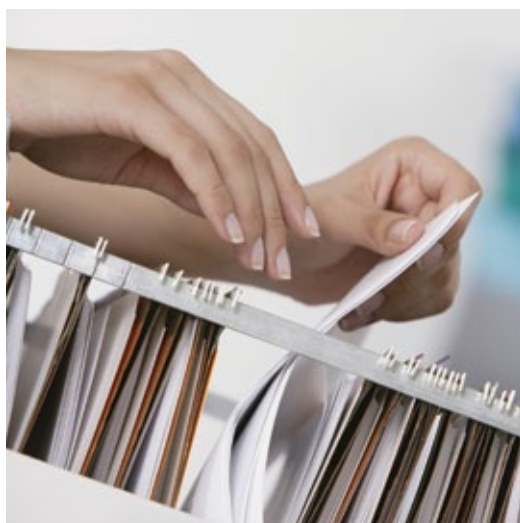
Management policy. The *Records Management* policy includes the Records Retention Schedule, which provides guidance regarding the length of time various records should be retained. Honeywell encourages employees to review their records on a regular basis and to purge old documents in accordance with the Records Management policy.

If you know that documents in your control may be relevant to a lawsuit or government investigation, do not alter, conceal or destroy them. In some cases, the Law Department may instruct you to preserve certain documents that might otherwise be destroyed under Honeywell's Records Management policy. In such cases, you should follow the instructions provided by the Law Department.

Inquiries from the Media and Analysts

We strive to provide clear and accurate information to the media, financial analysts and the general public. This helps us maintain integrity in our relationships with our external stakeholders, which in turn strengthens our corporate reputation. Since accurate information is so crucial, only certain individuals may communicate with the media and financial analysts. If you receive a request for information from the media, forward it to Corporate Communications. If you receive a request from an analyst or member of the investment community, forward it to Investor Relations.

See our *External Communications* policy for more information.





ONE HONEYWELL

HOW WE
TREAT OUR
COMMUNITIES
AND OUR
WORLD

In order to grow as a Company, we must work to have a positive impact on the communities that sustain us. We must work to respect and protect not only the communities where we live and work, but also our planet and its inhabitants.

Protecting the Environment

We are committed to health, safety and the environment, and to creating Sustainable Opportunity everywhere we operate. As part of this commitment:

- We minimize the environmental footprint of our operations through prevention of illness, injury and pollution.
- We actively promote and develop opportunities for expanding sustainable capacity by increasing fuel efficiency, improving security and safety, and reducing emissions of harmful pollutants.
- We are committed to compliance with all of our health, safety, environmental and legal requirements everywhere we operate.
- Our commitment to health, safety and the environment is an integral aspect of our design of products, processes and services, and of the lifecycle management of our products.
- Our management systems apply a global standard that provides protection of both human health and the environment during normal and emergency situations.
- We identify, control and endeavor to reduce emissions, waste and inefficient use of resources and energy.

- We are open with stakeholders and work within our communities to advance laws, regulation and practices that safeguard the public.
- We abide by our Company's own strict standards in cases where local laws are less stringent.
- Our senior leadership and individual employees are accountable for their role in meeting our commitments.
- We measure and periodically review our progress and strive for continuous improvement.

If you have a concern about workplace health, safety or environment, please contact your local supervisor, a member of the Health, Safety and Environment function or visit the *HSE website*: <http://inside.honeywell.com/hser>.

Respecting Human Rights

Our Code, along with other Honeywell policies, establishes practices and standards that address a broad range of human rights and workplace issues. Honeywell respects and values the diversity reflected in our various backgrounds, experiences and ideas. Together,

we provide each other an inclusive work environment that fosters respect for all of our coworkers and business partners. Refer to the section titled “Respecting Each Other and Promoting a Positive Workplace” for more information.

Our Company does not condone or employ child labor. At Honeywell, we will not employ anyone under the age of sixteen, even if authorized by local law. If local law is stricter than Company policy, we will comply with that law.

In addition, we will never use forced, indentured or involuntary labor in any of our operations. As part of our commitment to our communities and our world, Honeywell will not tolerate any instances of human trafficking or other forced labor. We will also never conduct business with any third parties who engage in human trafficking or forced labor.

Making Political and Charitable Contributions

Our Company understands the many ways in which the political process enriches our communities. Freedom of belief and conscience are fundamental rights, and we are free to communicate our opinions verbally, in writing or in graphical form without threat of censorship. However, when we participate in such activities, we should do so on our own time, at our own expense and ensure that our activities do not conflict with the Code.

We should not use Honeywell property for personal political activities. In addition, we should never engage in any political activities on Honeywell’s behalf, unless authorized by the Government Relations function. Never coerce a coworker, especially those with whom you have a reporting relationship, to support your particular causes.

As interested citizens, Honeywell employees are free to make individual personal contributions to candidates of their choice. Employees who are U.S. citizens or who are U.S.-based permanent residents are eligible to participate in the Honeywell International Political Action Committee (HIPAC) provided they meet certain legal requirements. To determine if you are eligible to participate in the HIPAC, contact the Honeywell Government Relations Department or the general counsel of your business unit.

Lobbying activities are highly regulated. Therefore, we may not make any contacts with government officials in an attempt to influence legislation, regulation, policy or other governmental actions on Honeywell’s behalf without authorization from the Government Relations function. For more information, please see our *Government Relations* policy.

Honeywell is committed to social responsibility in every step of the Company’s activities. Oftentimes, our Company will support charitable activities in our local communities. Honeywell may engage in such charitable activities, so long

as both the charity and the activity have been approved by management, the Law Department or Honeywell Hometown Solutions.

You may not send emails in an attempt to raise money for an unapproved charity or any other fundraiser on Honeywell's network. In addition, you may not use Honeywell assets, including Company time, for personal charitable pursuits.

Complying with International Trade Controls

Honeywell is committed to compliance with all applicable trade laws. This includes import and export control laws, as well as regulations in the countries where our Company does business.

Export control laws govern the transfer of goods, services and technology to another country. Note that export controls govern many types of exchanges of information across national borders, including email transmissions and web access to different servers that could contain export controlled technical data. The U.S. also controls the transmission of certain export-controlled technical data to non-U.S.-persons within the United States.

Import laws and regulations govern the importation of goods. Such laws ensure only admissible goods enter into the importing country, and that the correct amount of duties and taxes are paid on those goods. Honeywell must maintain, among other things, accurate information on the commodity/nomenclature, commercial value and country of origin of all imported goods.

As Honeywell continues to expand globally, those of us who deal with the importation of goods and export-controlled items, technology and services have an obligation to understand and comply with applicable regulations. This includes import and export laws, technology control plans, the conditions and provisos of export license authorizations that may apply to their business or facility and Honeywell's *International Trade Compliance* policy.

A large, three-dimensional sign for the Honeywell Global Headquarters. The sign is divided into three horizontal sections. The top section is red and features the word "Honeywell" in large, white, sans-serif capital letters. The middle section is black and features the words "Global Headquarters" in white, sans-serif capital letters. The bottom section is also black and features the number "101" in white, sans-serif capital letters. The sign is set against a background of greenery and a clear sky.

Honeywell

Global Headquarters

101

WAIVERS OF OUR CODE

In extremely limited circumstances, Honeywell may find it appropriate to waive a provision of our Code. Approval of any action not compliant with this Code must be sought in advance and may be granted only by the Chief Executive Officer or General Counsel of Honeywell. All waivers for members of the Board of Directors or for executive officers of Honeywell require

the pre-approval of the Board of Directors (or a subcommittee thereof) and will be promptly disclosed when required by regulation or law. When a waiver is granted, the Board or responsible Committee shall ensure that appropriate controls are in place to protect the Company and its shareowners.

Honeywell

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