RULES OF CONDUCT AND PROCEDURES

Welcome to our meeting of Stockholders. It is our desire to conduct a fair and informative meeting. Kindly observe the following Rules of Conduct and Procedures.

1. Our Company's bylaws describe requirements for the meetings of our stockholders and the Chair of the meeting will conduct the meeting consistent with those requirements.
2. Because this is a meeting of our stockholders, only our stockholders entitled to vote at the meeting, or their duly authorized proxyholders, are permitted to vote during the meeting. You need to have held stock as of the close of business on the record date in order to vote while participating in the virtual meeting. To vote, please log in as a Stockholder by entering the 16-digit control number you received with your proxy materials. If you have voted your shares prior to the start of the meeting, your shares will be voted in accordance with your proxy and there is no need to vote those shares during the meeting, unless you wish to revoke or change your vote.
3. We will strictly follow the Agenda as we conduct the meeting.
4. If there are any matters of individual concern to a stockholder and not of general concern to all stockholders, such matters may be raised separately after the meeting by contacting our Investor Relations Department.
5. Recording of the meeting is prohibited.

Thank you for your cooperation and for joining our meeting.