

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. 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 login 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 vote has been received by the Company's inspector of elections 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. Stockholders were able to submit questions until 24h prior to the meeting for the Q&A session that will immediately follow the formal portion of the annual meeting.
5. The Company does not intend to address any questions that are, among other things:
 - irrelevant to the business of the Company or to the business of the meeting;
 - related to material non-public information of the Company;
 - related to personal grievances;
 - derogatory references to individuals or that are otherwise in bad taste;
 - repetitious statements already made by another stockholder;
 - in furtherance of the stockholder's personal or business interests; or
 - out of order or not otherwise suitable for the conduct of the meeting as determined by the Chair or Corporate Secretary in their reasonable judgment.
6. If there are any matters of individual concern to a stockholder and not of general concern to all stockholders, or if a question posed was not otherwise answered, such matters may be raised separately after the meeting by contacting our Investor Relations Department.
7. Recording of the meeting is prohibited.

Thank you for your cooperation and for joining our meeting.