# UNITED STATES SECURITIES AND EXCHANGE COMMISSION

Washington, D.C. 20549

# FORM 8-K

CURRENT REPORT
Pursuant to Section 13 OR 15(d)
of The Securities Exchange Act of 1934

Date of Report (Date of earliest event reported): March 27, 2014

# LOCKHEED MARTIN CORPORATION

(Exact name of registrant as specified in its charter)

Maryland (State or other jurisdiction of incorporation) 1-11437 (Commission File Number) 52-1893632 (IRS Employer Identification No.)

6801 Rockledge Drive Bethesda, Maryland (Address of principal executive offices)

20817 (Zip Code)

 $(301)\ 897\text{-}6000$  (Registrant's telephone number, including area code)

ck the appropriate box below if the Form 8-K filing is intended to simultaneously satisfy the filing obligation of the registrant under any of the following isions:
Written communications pursuant to Rule 425 under the Securities Act (17 CFR 230.425)
Soliciting material pursuant to Rule 14a-12 under the Exchange Act (17 CFR 240.14a-12)
Pre-commencement communications pursuant to Rule 14d-2(b) under the Exchange Act (17 CFR 240.14d-2(b))
Pre-commencement communications pursuant to Rule 13e-4(c) under the Exchange Act (17 CFR 240.13e-4(c))

# Item 8.01 Other Events.

Lockheed Martin Corporation (the "Corporation") intends to amend its internal Corporate Policy Statement CPS-730 *Compliance with the Anti-Corruption Laws* and internal Cross Function Procedure CRX-011 *International Consultants*, effective ten days following the filing of this Current Report on Form 8-K. The amendments are routine and update the Corporation's internal procedures pertaining to compliance with the anti-corruption laws and the acquisition of services of international consultants to reflect title and officer changes.

This Current Report on Form 8-K is being filed by the Corporation on behalf of its former subsidiary, Lockheed Corporation. In 1976, Lockheed Corporation, then known as Lockheed Aircraft Corporation, entered into a Consent Agreement with the Securities and Exchange Commission in which Lockheed Aircraft Corporation agreed, among other things, to file a Form 8-K at least ten days prior to the proposed effectiveness of any amendment to its policy statement and procedures for complying with the Foreign Corrupt Practices Act. Accordingly, the Corporation hereby files Corporate Policy Statement CPS-730 Compliance with the Anti-Corruption Laws and Cross Function Procedure CRX-011 International Consultants.

# Item 9.01. Financial Statements and Exhibits.

Exhibit No.	<u>Description</u>
99.1	Corporate Policy Statement CPS-730 Compliance with the Anti-Corruption Laws
99.2	Cross Function Procedure CRX-011 International Consultants

# **SIGNATURES**

Pursuant to the requirements of the Securities Exchange Act of 1934, the registrant has duly caused this report to be signed on its behalf by the undersigned hereunto duly authorized.

Date: March 27, 2014

Lockheed Martin Corporation

by: /s/ Stephen M. Piper

Stephen M. Piper

Vice President and Associate General Counsel

# EXHIBIT INDEX

No.	<u>Description</u>
99.1	Corporate Policy Statement CPS-730 Compliance with the Anti-Corruption Laws
99.2	Cross Function Procedure CRX-011 International Consultants



Corporate Headquarters

Corporate Policy Statement CPS-730

Revision: 5 Effective:

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Current policies and procedures are on the Lockheed Martin Intranet

# Compliance with the Anti-Corruption Laws

Introduction and Responsibilities
Description of the Foreign Corrupt Practices Act
Description of the U.K. Bribery Act
Other Anti-Corruption Laws
Operational Directions
Financial and Accounting Directions
Hospitality Guidelines
Training
Corporate Internal Audit

Form C-730-1, Internal Certification to the VP & Controller—Compliance with the Anti-Corruption Laws

Form C-730-2, International Business Venture Anti-Corruption Questionnaire

Form C-730-3, Anti-Corruption Law Certification

Form C-730-4, International Subcontractor Anti-Corruption Questionnaire

General Applicability Statement

# 1.0 Policy

1.1 Lockheed Martin Corporation will conduct every international business transaction with integrity, regardless of differing local manners and traditions, and will comply with:

- The laws and regulations of the United States, particularly the Foreign Corrupt Practices Act (FCPA);
- The anti-corruption laws and regulations of those countries in which the Corporation operates, including the U.K. Bribery Act of 2010;
- The Consent Decree dated April 13, 1976, between Lockheed Aircraft Corporation and the Securities and Exchange Commission;
- · Lockheed Martin policies and procedures; and
- The Lockheed Martin Code of Ethics and Business Conduct, Setting the Standard.

1.2 Any real or apparent inconsistency between U.S. and foreign anti-corruption laws must be referred to the Vice President & General Counsel - Lockheed Martin International or designee for

resolution. Any questions regarding compliance with these laws or this Policy Statement must be referred to the element's Legal Counsel, who will consult with the Vice President & General Counsel - Lockheed Martin International or designee as necessary.

# 2.0 Applicability

- 2.1 This policy applies to all directors, officers, and employees of the Corporation and all of its wholly owned subsidiaries and, by written agreement flowing down all appropriate provisions, to any representative, distributor, reseller, consultant, offset broker, or any other person or firm by whatever name known, of U.S. or any other nationality, who has or is likely to have contact with a foreign customer (including contact in the U.S.) and is retained to provide services directly related to obtaining, retaining, or facilitating business or business opportunities, in or with any foreign country or foreign firm ("consultant"), as defined in CRX-011, International Consultants.
- 2.2 The Responsible Officer, with the assistance of the Vice President & General Counsel Lockheed Martin International or designee, must ensure that entities controlled (but not wholly owned) by the Corporation (normally an ownership interest over 50%) adopt policies implementing this policy, and that entities in which the Corporation has a substantial (but not controlling) ownership interest (i.e., 20%-50%), have adopted appropriate controls and are taking the steps necessary to comply with the FCPA, the U.K. Bribery Act, and other applicable anti-corruption laws (collectively the "Anti-Corruption Laws") by all of their directors, officers, employees, and consultants. The "Responsible Officer" is the element's senior executive.

# 3.0 Introduction and Responsibilities

- 3.1 Brief descriptions of the FCPA, the U.K. Bribery Act, and other Anti-Corruption Laws are in sections 4.0, 5.0, and 6.0, respectively. For guidance on providing gifts and hospitality to U.S. government officials and non-government entities in accordance with U.S. law, refer to CPS-008, Gifts, Gratuities, and Other Business Courtesies. Operational directions designed to ensure that the Corporation and its personnel comply fully with both the spirit and the letter of the Anti-Corruption Laws are in section 7.0. Instructions designed to ensure compliance with the financial and accounting provisions of the FCPA are in section 8.0. Form C-730-1 is an example of the Internal Certification to the Vice President & Controller—Compliance with the Anti-Corruption Laws, which must be signed annually by the Responsible Officer. The Hospitality Guidelines in section 9.0 provide directions on furnishing hospitality to foreign officials and quarterly and annual reporting requirements. Training requirements are addressed in section 10.0.
- 3.2 It is the individual responsibility of each director, officer, employee, and consultant of the Corporation and its wholly owned subsidiaries, by action and supervision as well as continuous review, to ensure strict compliance with this policy. Any violation of this policy may result in disciplinary action, up to and including termination.
- 3.3 Any officer or employee who suspects or becomes aware of any violation of this policy must immediately report the violation to the Responsible Officer. Any director who suspects or becomes aware of any violation of this policy must immediately report the violation to the chairman of the Audit Committee and the Senior Vice President, General Counsel & Corporate

Secretary, who will cause an investigation to be conducted. Agreement monitors must direct consultants to inform them immediately of any suspected violation. The agreement monitor must immediately report the suspected violation to the Responsible Officer. The Responsible Officer, upon receiving a report from an officer, employee, or agreement monitor, must immediately inform the element's Legal Counsel, who will cause an investigation to be conducted. The Responsible Officer also must report the suspected violation in writing to the Vice President & General Counsel - Lockheed Martin International or designee with a copy to the element's Legal Counsel. Alternatively, any officer, employee, or consultant who suspects or becomes aware of any violation of this policy may report it directly to the Vice President & General Counsel - Lockheed Martin International or designee, the corporate Vice President Ethics & Sustainability, or the element's Ethics Officer or through the Ethics Helpline (anonymously, if desired). Lockheed Martin prohibits retaliation against anyone who reports misconduct in good faith.

- 3.4 The Vice President & General Counsel Lockheed Martin International or designee is responsible for giving advice on the interpretation and application of the Anti-Corruption Laws and this policy and helping element Legal Counsel, the business area Vice Presidents & General Counsels, the business area Executive Vice Presidents, and the Senior Vice President Corporate Strategy & Business Development ensure that the affected personnel are fully informed of the requirements and prohibitions of the Anti-Corruption Laws and this policy.
- 3.5 Each business area Vice President & General Counsel and Executive Vice President is responsible for ensuring that all affected business area personnel are fully informed of the prohibitions and requirements of the Anti-Corruption Laws and this policy, and for adopting and enforcing appropriate controls and taking the steps necessary to effect compliance with this policy by all officers, employees, and consultants in the business area. The Senior Vice President Corporate Strategy & Business Development, with the assistance of the Vice President & General Counsel Lockheed Martin International or designee, is responsible for ensuring that all Corporate Strategy & Business Development personnel are fully informed of the prohibitions and requirements of the Anti-Corruption Laws and this policy, and for adopting and enforcing appropriate controls and taking the steps necessary to effect compliance with this policy by all officers, employees, and consultants in Corporate Strategy & Business Development.
- 3.6 Before acquiring an ownership interest of 20% or more in an entity, the Senior Vice President Corporate Strategy & Business Development (for corporate acquisitions) or the appropriate business area Executive Vice President or designee (for other acquisitions, including interest in joint ventures) must ensure that the Vice President & General Counsel Lockheed Martin International or designee is advised of the controls that are proposed to be implemented to ensure compliance with this policy.

# 4.0 Description of the Foreign Corrupt Practices Act

Accounting and Recordkeeping Controls

4.1 The FCPA requires certain U.S. companies, including Lockheed Martin, to establish accounting and recordkeeping controls that will prevent the use of "slush funds" and "off-the-books" accounts, which have been used in the past by some companies as a means of making and

concealing questionable foreign payments. In particular, the FCPA requires companies to establish and keep books, records, accounts, and controls that accurately and fairly reflect their transactions and disposition of their assets. The FCPA also requires all directors, officers, and employees of the Corporation to record accurately, and in a fully transparent manner, all expenses incurred by the Corporation regardless of the amount.

# Anti-Bribery Provisions (Prohibitions)

4.2 The FCPA prohibits U.S. persons (and non-U.S. persons while in the United States) from corruptly promising, authorizing, offering, or giving money or anything of value, directly or indirectly through agents or intermediaries, to foreign officials to assist in "obtaining or retaining business." Specifically, the FCPA prohibits any act corruptly done in furtherance of an offer, payment, promise to pay, gift, promise to give, or authorization of the giving of "anything of value" to:

- Any foreign official (see paragraph 4.10);
- Any foreign political party or party official or any candidate for foreign political office; or
- Any person (including any consultant), while knowing (or being aware of a high probability) (see paragraph 4.12 for the FCPA's knowledge standard) that all or a portion of such money or thing of value will be offered, given, or promised, directly or indirectly, to any foreign official, any foreign political party or party official, or any candidate for foreign political office

for purposes of (a) influencing any act or decision or inaction of the foreign official, foreign political party, party official, or candidate for foreign political office or securing any improper advantage; or (b) inducing such foreign official, party, party official, or candidate to use his, her, or its influence with a foreign government or instrumentality thereof to affect or influence any act or decision of such government or instrumentality to assist in obtaining or retaining business for or with, or directing business to, any person.

# Facilitating Payments and Affirmative Defenses

4.3 The FCPA contains a limited exception for facilitating or expediting payments to any foreign official, political party, or party official, "the purpose of which is to expedite or secure performance of a routine governmental action." The term "routine governmental action" does not include any decision by a foreign official on whether, or on what terms, to award new business to or continue business with a particular party, or any action taken by a foreign official involved in the decision-making process to encourage a decision to award new business or to continue business with a particular party. It also does not include misuse or abuse of a foreign official's discretionary authority or deviation from the foreign official's official duties. Lockheed Martin prohibits facilitating payments. Personal Safety Payments are allowed as provided in paragraphs 7.8-7.11.

- 4.4 The FCPA also contains two affirmative defenses for:
  - "Reasonable and bona fide" expenditures, such as travel and lodging expenses, incurred by or on behalf of a foreign official, party official, or candidate that are directly related to the promotion, demonstration, or explanation of products or services or the execution or performance of a contract with a foreign government or agency of a foreign government; and
  - Payments to foreign officials that are lawful under the written laws and regulations of the foreign official's country.
- 4.5 Regardless of the FCPA, the facilitating payment exception and the affirmative defenses to the prohibitions in paragraph 4.2 cannot be used or relied upon except in accordance with the Operational Directions in section 7.0.

# Penalties—Fines and Imprisonment

4.6 The FCPA's penalties for violation of the anti-bribery provisions include fines of up to \$2,000,000 per violation for companies and fines of up to \$100,000 and/or imprisonment for up to five years per violation for individuals. The FCPA prohibits a company from reimbursing a director, officer, employee, or consultant for the amount of the fine involved. Individuals are subject to criminal liability under the FCPA regardless of whether the company has been found guilty or prosecuted for a violation.

# **Applicability**

- 4.7 As amended in 1998, the jurisdictional reach of the FCPA extends to "any person," including any foreign person or firm, that commits a prohibited act in the United States. The FCPA applies to foreign nationals, foreign corporations (including foreign subsidiaries of U.S. companies), and other foreign entities whose directors, officers, employees, or agents commit a corrupt act while in the United States.
- 4.8 The FCPA, as amended, also applies to U.S. nationals and U.S. companies that commit prohibited acts outside the United States, regardless of the use of any instrumentality of interstate commerce. A U.S. company may be held liable for the acts of its directors, officers, employees, or agents (including its foreign subsidiaries) outside the United States, regardless of the nationality of the person taking the action and regardless of the use of an instrumentality of interstate commerce.
- 4.9 A U.S. company may be held vicariously liable under the FCPA for the corrupt conduct of its foreign subsidiaries outside the United States if the U.S. company authorized or participated in the conduct. Any U.S. national who is a director, officer, employee, or agent of a foreign subsidiary also may be held liable under the FCPA for acts in furtherance of the bribery of a foreign official, whether or not such acts are performed within or outside the territory of the United States.

# Key Terms

- 4.10 As used in this policy, "foreign official" means:
  - Any officer or employee of a foreign (U.S. or non-U.S.) government, its armed forces, or any department, agency, or instrumentality of a foreign government, such as a state-owned or -controlled company;

- Any person acting in an official capacity for or on behalf of that government or department, agency, or instrumentality; and
- Any official, employee, or person acting on behalf of a public international organization such as the World Bank or the European Community.
- 4.11 The prohibition against payments to foreign officials includes offering or giving "anything of value" with the intent of corruptly influencing the official's actions to assist in obtaining or retaining business. The thing of value given can be of any kind, not just money, and there is no minimum amount or threshold of value that must be exceeded before the gift, travel, entertainment, or payment becomes illegal.
- 4.12 It is unlawful under the FCPA to make a payment to a third party intermediary, while knowing that all or a portion of the payment will go directly or indirectly to a foreign official. Intermediaries may include joint venture partners, consultants, teammates, or other persons acting on behalf of the Corporation. Under the FCPA, "knowing" conduct requires awareness or a firm belief that the agent, representative, or other third party is making a corrupt payment, or a substantial certainty that this will occur. The FCPA knowledge standard also is met where there is awareness of a high probability that the corrupt payment will be made, unless there is actual belief to the contrary. Willful ignorance (sticking one's head in the sand) is not excused. There may be circumstances in which a director, officer, employee, or consultant of the Corporation becomes aware of facts which, while in and of themselves do not cause the individual either to know or believe that a foreign official will be the ultimate recipient of a bribe, should cause suspicion. In these circumstances, if the individual fails to take steps to allay that suspicion, he or she may risk prosecution under the FCPA, as the director, officer, employee, or consultant may be accused of having had the requisite knowledge for a violation.
- 4.13 Although the FCPA does not define "instrumentality" of a foreign government, the term should be construed to include entities that are wholly or partially owned by a foreign government, such as the Saudi Arabian Airlines Corporation ("Saudia") or a specially chartered private corporation entrusted with quasi-governmental functions, as well as organizations such as ARABSAT, because the majority of the membership of those organizations is composed of foreign governments and quasi-governmental entities. An entity partially owned by a foreign government will be deemed to be an "instrumentality" for FCPA purposes under this policy when the foreign government holds the majority of the entity's subscribed capital, controls the majority of the votes attached to the shares issued by the entity, or can appoint the majority of the entity's administrative or managerial body or supervisory board. An entity also will be deemed to be an "instrumentality" under this policy where the foreign government has a significant ownership interest representing less than a majority but is the single largest shareholder, has the power to appoint board members (less than a majority), combined with negative veto powers, and has the power to exercise effective or de facto control. This list is not exhaustive. Questions about whether an entity is an instrumentality must be referred for resolution to the element's Legal Counsel who will consult with the Vice President & General Counsel Lockheed Martin International or designee as necessary.

# 5.0 Description of the U.K. Bribery Act

# Commercial Bribery

- 5.1 Unlike the FCPA, the U.K. Bribery Act also prohibits bribery in the private sector. The U.K. Bribery Act prohibits:
  - Offering, promising, or giving a financial or other advantage to another person, whether a national of the U.K., U.S. or elsewhere, with the intention of inducing or rewarding a person to perform certain functions improperly, where there is an expectation that those functions are to be performed in good faith, impartially, or in a position of trust; and
  - Requesting, agreeing to receive, or accepting a financial or other advantage from another person whether a national of the U.K., U.S. or elsewhere, intending that, in consequence, a relevant function or activity (as explained above) should be performed improperly or as a reward for the improper performance of a relevant function.

Accordingly, in order to comply with the U.K. Bribery Act, the provisions and principles relating to activities involving "foreign officials" in this policy also must be taken into account when dealing with private persons (both in the U.S. and elsewhere).

# Bribery of a Foreign Public Official

5.2 Like the FCPA, the U.K. Bribery Act prohibits persons from offering, promising, or giving a financial or other advantage to a foreign public official with the intent to influence the official in his or her capacity as such and with the intent to obtain or retain business or an advantage in the conduct of business. The term "foreign public official" includes individuals holding a legislative, administrative, or judicial position, whether appointed or elected, of a country or territory outside the U.K.; individuals exercising a public function (e.g., public agencies and state-owned enterprises) outside of the U.K.; and officials or agents of public international organizations.

# Failure to Prevent Bribery by Commercial Organizations

5.3 The U.K. Bribery Act makes it a crime for commercial organizations, such as Lockheed Martin, to fail to prevent bribery by persons associated with the organization. A commercial organization will be criminally liable if a person associated with it offers, promises, or gives a financial or other advantage to another person to obtain or retain business or a business advantage for the organization. A "person associated with the organization" is a person or firm that performs services for or on behalf of the organization and includes employees, agents, and subsidiaries.

# Adequate Procedures Defense

- 5.4 It is a defense to the failure to prevent bribery offense if the commercial organization can demonstrate that it had adequate procedures in place designed to prevent persons associated with the organization from undertaking such bribery. These adequate procedures should be based on the six broad principles for bribery prevention provided by U.K. government guidance:
  - Proportionate procedures that a corporation has anti-bribery procedures that are proportionate to the corporation's bribery risks and to the nature, scale, and complexity of the corporation's operations;

- Top level commitment that a corporation has top level management who are committed to preventing bribery and who foster a culture where bribery is unacceptable;
- Risk assessment that a corporation conducts an informed assessment of the nature and extent of potential bribery risks on a regular basis and documents those efforts;
- Due diligence that a corporation applies proportionate due diligence procedures to mitigate identified bribery risks;
- Communication that a corporation communicates its bribery prevention policies and procedures to its members, including through training, in a
  manner that is proportionate to the corporation's bribery risks; and
- Monitoring and review that a corporation monitors and reviews its anti-bribery procedures and makes improvements where necessary.
- 5.5 This policy (CPS-730) is part of Lockheed Martin's adequate procedures designed to prevent bribery. Understanding and following this policy are therefore critical.

# **Hospitality and Promotional Expenditures**

5.6 Reasonable and proportionate incidental business hospitality of a small value which seeks to improve Lockheed Martin's image, to better present Lockheed Martin's services, or to establish a cordial business relationship is permissible under the U.K. Bribery Act, provided that the purpose of the hospitality is not to induce improper action or secure an improper business advantage. Whether the hospitality is provided for bona fide reasons and the reasonableness and proportionality of the hospitality will be determined by the surrounding circumstances.

# **Facilitating Payments**

5.7 Unlike the FCPA, the U.K. Bribery Act does not contain an exception for facilitating payments. Offering, promising, or giving a financial or other advantage, regardless of its size or amount, to any foreign public official is a violation of the U.K. Bribery Act if it is done with the intent to influence the foreign public official in his or her official capacity and to obtain or retain business or a business advantage. Similarly, offering, promising, or giving a financial or other advantage, including a payment, regardless of its size or amount, to another person violates the general bribery provisions of the U.K. Bribery Act if it is done with the intent to induce or reward improper performance of a relevant function or activity, or when knowing or believing that acceptance of the advantage would itself constitute the improper performance of a relevant function or activity. Lockheed Martin prohibits facilitating payments. Personal Safety Payments are allowed as provided in paragraphs 7.8-7.11. A payment made by an individual who reasonably believes that his or her health or safety would be threatened without the payment is not a prohibited facilitating payment under this policy.

# Penalties and Imprisonment

5.8 Persons convicted of commercial bribery or bribery of a foreign public official are subject to imprisonment up to 10 years and an unlimited fine. Commercial organizations convicted of commercial bribery or bribery of a foreign public official are subject to an unlimited fine and debarment from contracts under Article 45 of the E.U. Public Sector Directive. Commercial organizations convicted of failure to prevent bribery are subject to an unlimited fine. Additionally, senior officers (directors, managers, company secretaries, or similar officers) of a corporation that commits an offense of either commercial bribery or bribery of a foreign public official also may be guilty of the offense if it was committed with the consent or connivance of that senior officer.

# **Applicability**

5.9 The U.K. Bribery Act provisions related to commercial bribery and bribery of foreign officials (including U.S. public officials) apply to offenses committed in the U.K. and offenses committed outside of the U.K. where the person has a close connection with the U.K. (e.g., a British citizen or other category of passport holder, a person ordinarily resident in the U.K., or an entity incorporated in the U.K.). Provisions related to the failure to prevent bribery extend to organizations incorporated or formed in the U.K. and organizations carrying on a business or part of a business in the U.K., regardless of the place of incorporation or where the offense is committed. For example, Lockheed Martin could be subject to liability for bribes paid in a third country because it carries on a business or part of a business in the U.K. Lockheed Martin could be regarded as carrying on a business or part of a business in the U.K. if it has a demonstrable business presence in the U.K.

# 6.0 Other Anti-Corruption Laws

All countries that signed the Organization for Economic Cooperation and Development (OECD) Convention on Combating Bribery of Foreign Public Officials in International Business Transactions have adopted laws criminalizing bribery of foreign officials. Additionally, many other countries have adopted anti-corruption laws. Click here to view the list of countries that signed the Convention.

# 7.0 Operational Directions

# **Application**

7.1 These Operational Directions apply to all directors, officers, and employees of the Corporation and all of its wholly owned subsidiaries and others to whom this policy applies by written agreement. These Operational Directions will control, even though local law or custom may permit business standards that are less exacting. At times, observance of the Directions may place the Corporation in a noncompetitive position. However, strict compliance with the Directions and their underlying policies and goals is of greater value to the Corporation than any business which may be lost.

# Specific Prohibitions and Requirements

7.2 Unless permitted by this policy, no offer, payment, promise to pay, or authorization to pay or provide any money, gifts, entertainment, travel, or anything of value will be made by or on behalf of the Corporation to:

- Any foreign official, including any member of the armed forces, and including any official, employee, or person acting on behalf of a public
  international organization;
- Any foreign political party, official of a foreign political party, or candidate for foreign political office; or
- Any person, while knowing or being aware of a high probability that all or a portion of any payment will be offered, given or promised, directly
  or indirectly, to any of the above.

7.3 In accordance with the Anti-Corruption Laws, CPS-008, Gifts, Gratuities, and Other Business Courtesies, and CPS-716, Compliance with the Anti-Kickback Act of 1986, Lockheed Martin prohibits all commercial bribery in the private sector in connection with its business anywhere in the world. Specifically, all directors, officers, and employees of the Corporation and all of its wholly owned subsidiaries, and others to whom this policy applies by written agreement are prohibited from (a) offering, promising or giving a bribe in any form (money, business courtesy, or kickback) to another person; and (b) requesting, agreeing to receive or accepting a bribe in any form (money, business courtesy, or kickback) from another person in connection with any current or prospective Lockheed Martin commercial business for the purpose of improperly obtaining or rewarding favorable treatment. "Business courtesies" are gifts, gratuities, favors, benefits, loans, commissions, discounts, forbearances, or other tangible or intangible items having monetary value for which fair market value is not paid by the recipient. Such courtesies include but are not limited to cash, honoraria, entertainment and recreation (tickets, passes, fees, etc.), services, training, transportation, discounts, promotional items, lodging, meals, drinks, door prizes, or use of a donor's time, materials, equipment, or facilities

7.4 The prohibitions apply to payments, gifts, and entertainment on behalf of the Corporation, whether or not they involve the use of corporate resources (e.g., personal expenditure or entertainment).

7.5 Questions as to whether foreign government-owned or -controlled commercial enterprises are government instrumentalities for purposes of this policy must be referred for resolution to the element's Legal Counsel who will consult with the Vice President & General Counsel - Lockheed Martin International or designee as necessary.

# Facilitating Payments and Affirmative Defenses

7.6 Although the FCPA permits facilitating or expediting payments of money, gifts, or other things of value to foreign officials, Lockheed Martin prohibits such facilitating or expediting payments because they are illegal under the U.K. Bribery Act and the laws of many other countries. If any Lockheed Martin director, officer, employee, or consultant believes that a facilitating or expediting payment must be made, the element's Legal Counsel and the Vice

President & General Counsel - Lockheed Martin International or designee must be consulted in advance to try to find a solution that does not include the making of the payment. Personal Safety Payments are allowed as provided in paragraphs 7.8-7.11.

7.7 Except for hospitality provided in accordance with section 9.0, no director, officer, employee, or consultant of the Corporation may rely on either of the FCPA's affirmative defenses, described in paragraph 4.4, without the prior written approval of the Vice President & General Counsel - Lockheed Martin International or designee.

# Personal Safety Payments

7.8 Lockheed Martin recognizes that its personnel operating outside of the U.S. may confront situations where payment is demanded to avoid physical harm. In these very limited circumstances, "Personal Safety Payments" may be made. Examples of such circumstances include:

- Being stopped by persons claiming to be police, military, or paramilitary personnel, who demand payment as a condition of passage of persons;
- Being threatened with imprisonment for a routine traffic or visa violation unless a payment is made; and
- Being asked by persons claiming to be security personnel, immigration control, or health inspectors to pay for (or to avoid) an allegedly required
  inoculation or similar procedure.

7.9 Only under these or similar circumstances, and only where there is an imminent threat to the health or safety of Lockheed Martin personnel, may a Personal Safety Payment be made without prior approval.

7.10 If the need for a Personal Safety Payment can be anticipated, or if circumstances permit, the element's Legal Counsel or the Vice President & General Counsel - Lockheed Martin International or designee should be consulted before making any payment.

7.11 After a Personal Safety Payment is made, and as soon as possible (but no more than seven days) after the danger has passed, the payment must be reported to the element's Legal Counsel and the Vice President & General Counsel - Lockheed Martin International or designee, and on an expense report, reflecting accurately the amount paid, the recipient, the means of payment, and the circumstances under which the payment was made. The element's Legal Counsel will investigate and document the circumstances surrounding the Personal Safety Payment and work with Finance to ensure that the payment is promptly and accurately recorded in the Corporation's books and records. A copy of the report documenting the investigation will be provided to the Vice President & General Counsel - Lockheed Martin International or designee by the element's Legal Counsel.

# Hospitality

7.12 Provision of hospitality, transportation, meals, lodging, models, or mementos of reasonable value must comply with the Hospitality Guidelines (section 9.0) issued by the Vice President & General Counsel - Lockheed Martin International or designee. If the proposed hospitality is clearly within the guidelines (including the Hospitality Rules for Foreign Officials described in section 9.0), no prior written approval is required. Otherwise, the prior written approval of the element's Legal Counsel or the Vice President & General Counsel - Lockheed Martin International or designee must be obtained. Elements may require additional approvals.

# Political and Charitable Contributions

- 7.13 Consistent with CPS-004, Political Activity, under no circumstances will any money, assets, property, or other thing of value of the Corporation or any of its subsidiaries or other legal entities be contributed, loaned, or made available to any non-U.S. candidate, party, or political committee.
- 7.14 Lockheed Martin, its subsidiaries and affiliates may make charitable contributions in accordance with CRX-251, Charitable Contributions. Charitable contributions may not be made at the suggestion, request, or at the behest of any foreign official to obtain any improper advantage or to a charity owned, controlled, or connected to a foreign official. Before authorizing a contribution, sufficient due diligence must be conducted to confirm that none of the money contributed by Lockheed Martin will be paid, directly or indirectly, to or for the benefit of any foreign official or otherwise paid, directly or indirectly, to or for the benefit of any foreign official party, organization, or public international organization to improperly influence any foreign official, government employee, or candidate for public office, or any official of a public international organization, in the performance of his or her officials duties, or to obtain any improper advantage. This due diligence must be conducted by the element's Legal Counsel or the Vice President & General Counsel Lockheed Martin International or designee.

# Anti-Corruption Due Diligence Requirements

- 7.15 Before engaging any international partner, a risk-based anti-corruption due diligence must be conducted to determine whether there is a reasonable risk that the international partner could pay or authorize improper payments to a foreign official. This requirement extends to international consultants, joint venture partners, teammates, and suppliers. The due diligence requires fact-collecting on the potential international partner, consultation with the element's Legal Counsel, and anti-corruption certification by the potential international partner. The extent of the due diligence will vary depending on the risk factors raised by the potential international partner. Primary responsibility for fact-collecting on the potential international partner rests with the responsible Business Development executive and will include obtaining a completed Form C-730-2, International Business Venture Anti-Corruption Questionnaire, from potential international joint venture partners and international teammates, and providing it to the element's Legal Counsel for review.
- 7.16 Supporting documentation for the due diligence must be maintained for five years after completion of the due diligence or after conclusion of the business relationship with the international partner, whichever is later.

# **International Consultants**

7.17 Due diligence must be conducted on all international consultants in accordance with CRX-011.

# **International Joint Ventures**

- 7.18 Any joint venture agreement with an international partner in connection with an international business opportunity must comply with CPS-016, Mergers, Acquisitions, Divestitures, Business Ventures, and Investments, and must be approved in writing by the element's Legal Counsel and the business area Vice President & General Counsel before the agreement is entered into. Before providing approval, the business area Vice President & General Counsel and the element's Legal Counsel must ensure that adequate risk-based anti-corruption due diligence has been conducted on the proposed international joint venture partner and that the joint venture agreement contains adequate Anti-Corruption Law compliance provisions.
- 7.19 Responsible Business Development personnel will consult with the element's Legal Counsel to determine the appropriate level of due diligence based on potential Anti-Corruption Law exposure. At a minimum, the due diligence must include a completed Form C-730-2, International Business Venture Anti-Corruption Questionnaire. As part of the due diligence process, potential international joint venture partners also may be required to complete Form C-730-3, Anti-Corruption Law Certification. Element Legal Counsel may recommend additional investigation as warranted.
- 7.20 The appropriate due diligence, determined under paragraph 7.19, must be performed by or under the direction of the element's Legal Counsel, with assistance from the responsible Business Development personnel.
- 7.21 In addition to the approvals required by CPS-016, the due diligence required by paragraph 7.20 must be reviewed by the business area Vice President & General Counsel and the Vice President & General Counsel Lockheed Martin International or designee, who will determine whether the due diligence establishes sufficient evidence of likely future compliance with the Anti-Corruption Laws and satisfactorily mitigates potential anti-corruption risks. If additional due diligence is required, the element's Legal Counsel will perform it, with the assistance of the business area Vice President & General Counsel and the Vice President & General Counsel Lockheed Martin International or designee as necessary. If no additional due diligence is required and the joint venture agreement contains adequate Anti-Corruption Law compliance provisions, the element may enter into the joint venture agreement, provided that the requirements of CPS-016 have been satisfied. No joint venture with a proposed international joint venture partner may be entered into until the satisfactory completion of Anti-Corruption Law due diligence evidenced by the written confirmation of the element's Legal Counsel and the business area Vice President & General Counsel Lockheed Martin International or designee.

# **International Teaming Agreements**

7.22 Any teaming agreement with an international teammate in connection with an international business opportunity must comply with CPS-009, New Business Opportunity Management, and CPS-720, Compliance with the Antitrust Laws. Additionally, an international teaming agreement requires satisfactory Anti-Corruption Law due diligence of the proposed international teammate and provisions requiring compliance with applicable Anti-Corruption Laws

7.23 Responsible Business Development personnel will consult with the element's Legal Counsel, who will determine, with the corporate Global Supply Chain Operations Legal Counsel as appropriate, the extent of required due diligence based on potential Anti-Corruption Law exposure. At a minimum, the due diligence must include a completed Form C-730-2, International Business Venture Anti-Corruption Questionnaire. Potential international teammates also may be required to complete Form C-730-3, Anti-Corruption Law Certification. Element Legal Counsel may recommend additional investigation as warranted.

7.24 Due diligence will be performed under the direction of the element's Legal Counsel with assistance from appropriate Business Development personnel. Element Legal Counsel, in consultation with the business area Vice President & General Counsel and the Vice President & General Counsel - Lockheed Martin International or designee as necessary, will determine whether the due diligence performed is sufficient and satisfactory.

7.25 If additional due diligence is required, the element's Legal Counsel will perform it with the assistance of the business area Vice President & General Counsel and the Vice President & General Counsel - Lockheed Martin International or designee as necessary. If no additional due diligence is required and the teaming agreement contains adequate Anti-Corruption Law compliance provisions, the element may enter into the teaming agreement, provided that the requirements of CPS-009 and CPS-720 have been satisfied. No teaming agreement with a proposed international teammate may be entered into until the satisfactory completion of Anti-Corruption Law due diligence evidenced by the written confirmation of the element's Legal Counsel and the business area Vice President & General Counsel and the written concurrence of the Vice President & General Counsel - Lockheed Martin International or designee.

# **International Suppliers**

7.26 The Corporation will conduct risk-based Anti-Corruption Law due diligence on international suppliers of goods and services in its global supply chain. Through the supplier registration process, Global Supply Chain Operations will require international suppliers, when retained and on a periodic basis thereafter, to provide relevant information to evaluate compliance risk under the Anti-Corruption Laws. The Global Supply Chain Operations Legal Counsel, in consultation with the Vice President & General Counsel - Lockheed Martin International or designee, will review the prospective supplier's registration form and consider other risk factors (such as whether the supplier is in a high risk country on the Transparency International Corruption Perceptions Index) to determine whether further due diligence is

required. Such due diligence may include obtaining a completed Form C-730-4, International Subcontractor Anti-Corruption Questionnaire, from the supplier. Any further due diligence will be conducted by the Global Supply Chain Operations Legal Counsel with assistance from the Vice President & General Counsel - Lockheed Martin International or designee, and element Legal Counsel as appropriate. Global Supply Chain Operations will include appropriate provisions in its acquisition procedures to implement this requirement.

7.27 The Corporation will conduct risk-based Anti-Corruption Law due diligence on other third parties performing services on its behalf such as freight forwarders and customs brokers. This due diligence will be performed in accordance with risk assessment guidance that may be issued periodically by the Vice President & General Counsel - Lockheed Martin International or designee.

# 8.0 Financial and Accounting Directions

- 8.1 The corporate Vice President & Controller ensures that the accounting and recordkeeping activities of the Corporation adhere to the highest standards and conform to this policy. Yet with regard to ethics, legality, and propriety, each officer and employee involved with financial and accounting functions has an obligation that transcends normal reporting requirements. Each such individual must be alert to possible violations of the following financial and accounting directions and must report suspected violations to the corporate Vice President & Controller and the element's Legal Counsel.
- 8.2 All cash, bank accounts, investments, and other assets of the Corporation always must be recorded accurately in any books or records of the Corporation. In accordance with CPS-011, Internal Control, and the Corporate Controller's Manual, personnel responsible for the Corporation's financial books, records, and internal accounting controls periodically must review these books, records, and controls to ensure their compliance with the Anti-Corruption Laws. Bank accounts should be opened or closed only upon the prior written approval of the corporate Vice President & Treasurer or an Assistant Treasurer of Lockheed Martin Corporation. Anonymous ("numbered") accounts must not be maintained. See Treasurer's Operating Instruction TOI-10-1, Establishment/Closure of Bank Accounts.
- 8.3 Payments must not be made into anonymous bank accounts or other accounts not in the name of the payee or of an entity known to be controlled by the payee.
- 8.4 Except for regular, approved cash payroll payments and normal disbursements from petty cash supported by signed receipts or other appropriate documentation, payments must not be made in cash. Checks must not be drawn to the order of "cash," "bearer," or similar designations.
- 8.5 Fictitious invoices, over-invoices, or other misleading documentation must not be used.
- 8.6 Fictitious entities, sales, purchases, services, loans, or financial arrangements must not be used.

- 8.7 Check requests must be in writing and contain a complete explanation of the purpose of and authority for the payment. The explanation must accompany all documents submitted in the course of the issuing process. The explanation must be kept on file at the paying location.
- 8.8 Payments for Lockheed Martin purchase orders must be made in accordance with CPS-113, Acquisition of Goods and Services. No purchase orders may be entered into with, and no payments may be made to, a foreign official or an officer or official of a foreign government-owned or -controlled commercial enterprise. Any such purchase orders and related payments must be made to the foreign government or foreign government-owned or -controlled commercial enterprise.
- 8.9 Commercial card payments must be made in accordance with CRX-327, Commercial Cards, and must be made only for a legitimate business purpose. No commercial card payment may be made to a foreign official or an officer or official of a foreign government-owned or -controlled commercial enterprise. Any such payment must be made to the foreign government or foreign government-owned or -controlled commercial enterprise.
- 8.10 Payments for any services rendered to the Corporation by a foreign official or an officer or official of a foreign government-owned or -controlled commercial enterprise, including honorarium payments and reimbursement of expenses, must be made solely to the foreign government agency or instrumentality employing the individual. Payments must be made by check directly to the foreign government agency or instrumentality, or by wire to its named bank account in the foreign government agency's or instrumentality's country, or by wire through its duly authorized correspondent bank in the United States. No such payment may be made without the prior written approval of the business area Vice President & General Counsel or the Vice President & General Counsel
- 8.11 Receipts, whether in cash or checks, must be deposited promptly in a bank account of the Corporation. Any director, officer, or employee who suspects the possibility that a bribe, kickback, or over-invoice is associated with a particular receipt or payment, or that an understanding exists that all or a portion of a receipt or payment will be rebated, refunded, or otherwise paid in contravention of the laws of any jurisdiction, must immediately report that suspicion to the Responsible Officer, the chief financial officer of the element, and the element's Legal Counsel. Consultants must immediately report such suspicions to their agreement monitors, who must immediately refer the matter to the Responsible Officer, the chief financial officer of the element, and the element's Legal Counsel. The Responsible Officer must report any such suspicion in writing to the Vice President & General Counsel Lockheed Martin International or designee with a copy to the element's Legal Counsel.
- 8.12 See paragraphs 9.22-9.25 for annual reporting requirements.

# 9.0 Hospitality Guidelines

9.1 These Hospitality Guidelines apply with respect to officials or employees of foreign governments, or agencies or instrumentalities of foreign governments, in all countries, including such activities in the United States. Guidance for hospitality related to U.S. government officials is in CPS-008.

Note: Hospitality must not be provided to any employee or other member of a *commercial* enterprise (who is not a foreign official) with the intention of inducing or rewarding him or her to perform certain functions improperly. Further, no Lockheed Martin director, officer, or employee may request, agree to receive, or accept a financial or other advantage from any employee or other member of a commercial enterprise (whether a national of the U.K., U.S., or elsewhere), intending that, in consequence, a function or activity will be performed improperly or as a reward for the improper performance.

- 9.2 All hospitality offered on behalf of Lockheed Martin must be directly related to Lockheed Martin business (that is, the sale of its products and services) or otherwise directly in support of its business interests. Non-business related hospitality is not permitted. Any question as to whether hospitality is directly related to Lockheed Martin business must be referred to the element's Legal Counsel for resolution.
- 9.3 Hospitality always must be reasonable and proportionate in amount; offered in good faith only in connection with the promotion, demonstration, or explanation of company products or services, or the execution or performance of a contract with a foreign government or an agency; lawful under applicable local law; and appropriate under the circumstances so as not to create an appearance of impropriety. Hospitality must never be offered or provided in return for any favor or benefit to Lockheed Martin or to influence improperly any official decision.
- 9.4 Unless otherwise provided in the Hospitality Rules for Foreign Officials or approved by the element's Legal Counsel or the Vice President & General Counsel Lockheed Martin International or designee in writing, expenses for meals and refreshments must not exceed the following U.S. dollar amount per person per day:
  - Breakfast–\$50.00
  - Lunch-\$100.00
  - Dinner–\$150.00
  - Refreshments–\$50.00
- 9.5 Higher amounts may be appropriate in a specific country but must be approved by the element's Legal Counsel or the Vice President & General Counsel Lockheed Martin International or designee, supported by a written legal opinion obtained from outside counsel stating that the higher amounts comply with the country's laws and regulations and are not unreasonable or excessive. The element's Legal Counsel or the Vice President & General Counsel Lockheed Martin International or designee may rely on an existing legal opinion from outside counsel they deem applicable if it is not more than two years old.
- 9.6 The frequency of hospitality must be carefully monitored, as the cumulative effect of frequent hospitality may give rise to the appearance of impropriety. Hospitality provided to a foreign official by an element must not exceed six events in any calendar year. An "event" is one

or more instances of hospitality provided to a foreign official in one day. For example, an "event" may be a single dinner for one or more foreign officials at the Paris Air Show, or it may be lunch, dinner, and hotel accommodations for a foreign official visiting a Lockheed Martin facility for one night. For purposes of this paragraph, an "event" does not include meals or refreshments and snacks served in Lockheed Martin facilities in the context of business meetings during normal business hours. An "event" also does not include local ground transportation (other than rental vehicles operated by foreign officials) for foreign officials between an airport, hotel, restaurant, and Lockheed Martin facility, the giving of marketing gifts bearing the Lockheed Martin logo that cost less than \$100, or any hospitality specifically required by a contract in writing. Where an element anticipates hospitality for a foreign official in excess of six events in any calendar year, the element's Legal Counsel must provide prior written approval.

- 9.7 Unless otherwise provided in the Hospitality Rules for Foreign Officials, if Lockheed Martin will pay airfare or lodging expenses for foreign government officials or employees in connection with a plant visit or similar activity, the element must send invitations or itineraries, or both, to the foreign officials or employees to inform them of the hospitality that Lockheed Martin is proposing to provide, enable consultation with their superiors, and give them the option to decline. The element also must obtain prior written approval or confirmation from the invitee's superior or other authorized official that the visit and proposed hospitality are permissible. If the confirmation or approval is verbal, a file memorandum documenting the conversation is sufficient. If obtaining prior approval is not practical for very senior invitees, the element's Legal Counsel must obtain a written legal opinion from outside counsel that addresses the particular circumstances of the visit and confirms that the visit is lawful under applicable local law.
- 9.8 When a plant visit is specifically required by the terms of a contract with a foreign government customer or Foreign Military Sales contract, prior written approval or confirmation from the invitee's superior or other authorized official is not required, but all hospitality expenses related to the visit must comply with these Hospitality Guidelines unless approved in writing by the element's Legal Counsel. Whenever feasible, payment or reimbursement must be made to the foreign government or agency involved, not directly to the individual official incurring the expense.
- 9.9 Refreshments, meals, or mementos of reasonable value that otherwise comply with these Hospitality Guidelines that are furnished in connection with trade shows; association meetings; official governmental functions; or ceremonial, commemorative, or celebratory functions such as ship launchings, airplane rollouts, deliveries, or demonstrations, are permissible. Opinions from the element's Legal Counsel and outside counsel are not required with respect to the foreign government officials' or employees' participation in such an event if foreign government officials or employees from three or more countries are invited and the refreshments, meals, or mementos to be offered are of reasonable value and otherwise comply with these Hospitality Guidelines, and are not offered to influence improperly any official decision. Element Legal Counsel should be notified at least 15 days before the event. The notification must generally describe the event; the per person cost of the refreshments, meals, and mementos offered; and any other relevant aspects of the event.
- 9.10 Cash gifts to foreign officials are not permitted under any circumstances. Per diem payments are similarly prohibited unless they are expressly provided for in a written contract

with a foreign government customer. Per diem payments must be paid strictly in accordance with contract requirements and payment must be made by check, not cash. When feasible, the check for per diem payments should be made payable to the foreign government customer, not to any individual foreign official. Payment always must be accompanied by appropriate documentation accurately recording the amount and nature of the payment in accordance with the contract requirement.

- 9.11 Unless otherwise provided in the Hospitality Rules for Foreign Officials, product models or pictures of little or no intrinsic value bearing the company logo or other items of small dollar value (less than U.S. \$100) that are distributed for advertising or commemorative purposes are permitted. Gifts to foreign officials valued at \$100 or more must have the prior written approval of the element's Legal Counsel, who must obtain from outside counsel a written opinion that the higher amount complies with the foreign country's laws and regulations. No item costing more than \$1,000 (regardless of intrinsic value) may be given without the prior written approval of the Vice President & General Counsel Lockheed Martin International or designee. When appropriate, a gift should be made to the customer organization, not to an individual.
- 9.12 Use of Lockheed Martin corporate aircraft to transport foreign officials is prohibited unless prior written authorization is obtained from the Senior Vice President, General Counsel & Corporate Secretary, the Vice President & General Counsel Lockheed Martin International or designee, or the corporate Vice President & Associate General Counsel-Litigation & Compliance. Authorization will not be given without review and approval by the element's Legal Counsel and the business area Vice President & General Counsel. The request must be accompanied by a legal opinion of outside counsel approving the use of the aircraft. Other non-local transportation may be approved, after legal review, on a case-by-case basis.
- 9.13 All commercial airfare for foreign officials paid for by Lockheed Martin will be coach or business class, depending on the officials' status or rank. No first class airfare for such officials will be paid for by Lockheed Martin without prior written authorization by the Vice President & General Counsel Lockheed Martin International or designee.
- 9.14 The prior written approval of the element's Legal Counsel is required for any hospitality offered to the spouse and/or children of a foreign official.

# Quarterly Hospitality Reporting Requirements

9.15 The Responsible Officer must ensure that quarterly written reports of all Reportable Hospitality offered to foreign officials are provided by Finance or its designee to the element's Legal Counsel within 30 days after the end of the first, second, and third calendar quarters.

# 9.16 "Reportable Hospitality" includes:

- Anything of value offered to foreign officials in violation of this policy or the Anti-Corruption Laws, including any facilitating payments and Personal Safety Payments (the latter of which do not violate this policy);
- Any cash payment, including a cash per diem payment, made to a foreign official;

- Any hospitality that exceeds the monetary limits of these Hospitality Guidelines without prior approval by the Legal department; and
- Hospitality provided under a contract that is not specifically required by that contract and not covered by paragraph 9.17.
- 9.17 "Reportable Hospitality" does not include:
  - Hospitality for which there is no monetary limit in these Hospitality Guidelines;
  - Any hospitality that does not exceed the monetary limits of these Hospitality Guidelines or hospitality in excess of the limits that has been
    approved in advance by the Legal department;
  - Any hospitality specifically required by a contract (other than cash payments or per diems, which are always reportable); and
  - Any hospitality that complies with this policy and the Anti-Corruption Laws.
- 9.18 The reporting of Reportable Hospitality applies even if the element's Legal Counsel subsequently has granted approval and, where applicable, obtained a written opinion from outside counsel. The quarterly written reports must specify the names and titles of recipients, countries represented, expenses incurred, and type and business purpose of the hospitality. The Responsible Officer must specifically identify any instance of Reportable Hospitality, describing the nature of the Reportable Hospitality, providing a copy of any legal opinions obtained relating to the noncompliance or potential violation, and explaining the corrective action taken or to be taken. This reporting requirement is in addition to and separate from any reports required to be made to any element's Finance organization.
- 9.19 The element's Legal Counsel must review the quarterly written reports and prepare a written report to the appropriate business area Vice President & General Counsel and the Vice President & General Counsel Lockheed Martin International or designee within 60 days after the end of each of the first three calendar quarters. The report must identify any hospitality exceeding the limits in these Hospitality Guidelines for which the element's Legal Counsel subsequently has granted approval and, where applicable, obtained a written opinion from outside counsel, and any instance of Reportable Hospitality, describing the nature of the noncompliance or potential violation and explaining the corrective action taken or to be taken. The element's Legal Counsel must post the quarterly report within the 60 day period on the Hospitality Reporting Web site. If no Reportable Hospitality was provided to foreign officials during the quarter, the quarterly report (specifying "no Reportable Hospitality") still must be posted.
- 9.20 The Hospitality Rules for Foreign Officials are approved by the Vice President & General Counsel Lockheed Martin International or designee and will be updated periodically. No hospitality may be authorized under these Hospitality Guidelines unless it complies with the Hospitality Rules for Foreign Officials or has been approved by the element's Legal Counsel or the Vice President & General Counsel Lockheed Martin International or designee based on a written opinion of outside counsel that the hospitality complies with the foreign country's laws and regulations.
- 9.21 Because foreign legal opinions may take many days to obtain, the element's Legal Counsel should be consulted as early as possible—at least five business days before the event.

#### **Annual Reporting Requirements**

9.22 Within 60 days after the end of each calendar year, each Responsible Officer must prepare a report, which must be submitted to the corporate Vice President & Controller, with respect to:

- All commissions and contingent fees; and
- Reportable Hospitality.

9.23 The Responsible Officer must certify in the report that, to the best of his or her knowledge, the information in the report is accurate and all transactions during the year complied with this policy and the Anti-Corruption Laws, except as noted. The Responsible Officer must specifically identify any instance of Reportable Hospitality, providing a copy of any legal opinions obtained relating to the noncompliance or potential violation to the Vice President & General Counsel - Lockheed Martin International or designee, and explaining the corrective action taken or to be taken. The element's chief financial officer and Legal Counsel will provide inputs and advise the Responsible Officer on preparation of the report, which must include an Internal Certification to the Vice President & Controller—Compliance with the Anti-Corruption Laws. See Form C-730-1 for a sample certification.

9.24 Within 120 days after the end of each calendar year, the corporate Vice President & Controller and the Vice President & General Counsel - Lockheed Martin International or designee must prepare a report to the corporate Executive Vice President & Chief Financial Officer and the Senior Vice President, General Counsel & Corporate Secretary, as the basis for a submission to the Audit Committee of the Board of Directors of Lockheed Martin Corporation at its next scheduled meeting with respect to:

- Compliance with the Anti-Corruption Laws and this policy;
- Unlawful or irregular payments under the Anti-Corruption Laws;
- Undisclosed/unrecorded funds or assets; and
- Entries in the books and records of the Corporation for other than the purpose described.

9.25 The corporate Executive Vice President & Chief Financial Officer and the Senior Vice President, General Counsel & Corporate Secretary each must certify in the report that, to the best of his or her knowledge, the information in the report is accurate and all transactions during the year complied with the Anti-Corruption Laws and this policy, except as noted. The chief financial officer of each element must provide input to the corporate Vice President & Controller for the report.

# 10.0 Training

All directors, officers, and employees of the Corporation and all of its wholly owned subsidiaries involved in international business are required to complete annual training on compliance with Anti-Corruption Laws in a form determined by the Legal department in consultation with the Office of Ethics and Sustainability. Annual training of international consultants will be conducted in accordance with CRX-011.

# 11.0 Corporate Internal Audit

In accordance with its annual audit plans, corporate Internal Audit periodically will assess or audit internal controls across the Corporation, assuring compliance with this policy.

# 12.0 Deviations

Any deviation from this policy requires the prior written approval of the Owner listed in Lockheed Martin Command Media Central (U.S.) (Outside U.S.) or designee. Deviations will not be granted unless legal opinions have been obtained from competent outside counsel that the conduct for which approval is sought does not violate the Anti-Corruption Laws.

Maryanne Lavan Senior Vice President, General Counsel & Corporate Secretary



Corporate Headquarters Cross Function Procedure CRX-011

Revision: 5 Effective:

Compliance

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Current policies and procedures are on the Lockheed Martin Intranet

# **International Consultants**

Obtaining Consultant Services
Terms of Agreement
Amendments and Renewals
Extensions to Agreement Term
Payment of Fees and Expenses
Administration
Violations
International Consultant Administration Manual (ICAM)
General Applicability Statement

# 1.0 Policy

It is Lockheed Martin policy to contract for international consultants in writing on a selective basis and only after determining that the special expertise needed is not available within the Corporation.

# 2.0 Applicability

2.1 This procedure applies to the acquisition of international consultant services by Lockheed Martin Corporation and its wholly owned subsidiaries. With respect to entities controlled (but not wholly owned) by the Corporation (normally an ownership interest in excess of 50%), the Vice President & General Counsel - Lockheed Martin International or designee must ensure that procedures substantially similar to this procedure are adopted. With respect to entities in which the Corporation has a substantial (but not controlling) ownership interest (i.e., 20%-50%), the Vice President & General Counsel - Lockheed Martin International or designee must ensure that such entities have adopted appropriate controls and are taking the steps necessary to effect compliance with the key requirements of this procedure by all of their directors, officers, employees, and consultants.

- 2.2 The following services are not international consultant services and are not covered by this procedure:
  - Domestic business development consultant services, which must be retained in accordance with CRX-010, Domestic Business Development Consultants.
  - Services provided on a temporary basis to supplement in-house skills, which must be acquired in accordance with normal procurement
    procedures. Examples of services provided on a temporary basis are clerical, administrative, and housekeeping services; facilities and grounds
    maintenance; and equipment servicing.
  - Services requiring professional qualifications, such as certified public accountants, attorneys, architects, registered engineers, plant physicians, and nurses, which must be acquired in accordance with normal procurement and other applicable procedures. Legal services must be contracted for in accordance with CRX-001, Performance of Legal Activities. Purchases of outside accounting and related services, and all consulting services from Lockheed Martin's independent accountants, must be contracted for in accordance with CRX-625, Control of Accounting Operations, and Controller's Manual Statement CMS-010, Purchase of Accounting and Related Services.
  - Subject to the note below, proposal or contract support services under a services contract or services subcontract, including without limitation
    post-award services (collectively, "services contract"). Such a services contract always must be entered into in accordance with normal
    procurement procedures and other applicable policies and procedures and include a written statement of work whose achievement can be
    objectively verified in terms of a tangible delivered work product such as a product or component design, a technical proposal, editing or artwork,
    or other technical service.

Note: A services contract may not be entered into for the purpose of obtaining consultant services. A services contract must not be entered into with a person or firm that is, or within the five years before the effective date of the services contract was, a consultant for any Lockheed Martin entity, unless prior written approval is obtained from the Consultant Review Board (CRB) or Consultant Review Committee (CRC) for services contracts that exceed the thresholds in the CRB/CRC Guidelines, or from the Vice President & General Counsel - Lockheed Martin International or designee, for services contracts under the CRB/CRC thresholds. For subcontracts and support services agreements requiring the approval of the CRB or CRC, or the Vice President & General Counsel - Lockheed Martin International or designee, provide all documentation, including the draft agreement or amendment, statement of work, legal opinion, economic justification, Regional President's Recommendation, and the element's approvals to Corporate Consultant Services (CCS). CCS will assemble a package for approval.

# 3.0 Definitions

Agreement Monitor - The consultant's Lockheed Martin interface for the duration of the consultant agreement; responsible for ensuring that the agreement is being performed as agreed and that value is received by the Corporation.

*CRB* - The group responsible for reviewing and approving proposed consultant arrangements that exceed certain thresholds in the CRB/CRC Guidelines. Members are the corporate Vice President Corporate Communications, the corporate Vice President & Controller, the corporate Vice President & Treasurer, and the corporate Vice President & Associate General Counsel-Litigation & Compliance. A quorum is three of the four CRB members. The Manager CCS serves as a nonvoting Executive Director.

CRC - The group responsible for reviewing and approving proposed consultant arrangements that exceed certain thresholds in the CRB/CRC Guidelines, approving corporate policies and procedures pertaining to international consultants; approving standard terms and conditions for use in all Lockheed Martin international consultant agreements; and establishing the CRB and CRC review thresholds. Members are the corporate Executive Vice President & Chief Financial Officer; Senior Vice President, General Counsel & Corporate Secretary; and Senior Vice President Corporate Strategy & Business Development (CSBD). A business area Executive Vice President participates on a rotating, non-conflict basis.

Convicted - As used in this procedure (including the forms linked to this procedure), means a finding of guilt in any court or by any judicial body, or any of the following pleas or dispositions: plea of "guilty," "no contest," or "nolo contendere"; the imposition of a sentence; or any criminal charge disposed of via deferred adjudication, probation, or agreement of any kind where the sentence is withheld or suspended pending the satisfaction of some condition (such as good behavior, community service, counseling, completion of a class, rehabilitation or other course of treatment).

Firm - A corporation, partnership, joint venture, or any other business entity.

Government Official - An officer or employee of a government or a government department, agency, or "instrumentality" (as that term is defined in CPS-730, Compliance with the Anti-Corruption Laws); or a person acting in an official capacity for a government or a government department, agency, or instrumentality; or an official, employee, or person acting on behalf of a public international organization.

International Consultant - A person or firm possessing special knowledge, expertise, skill, training, or operational experience. The capabilities possessed by a consultant generally are not available within the Corporation. As used in this procedure, "international consultant," or "consultant" includes any representative, distributor, reseller, consultant, broker, or any other person or firm by whatever name known, of U.S. or any other nationality, who has or is likely to have contact with a foreign (non-U.S.) customer (including contact in the U.S.) and is retained to provide services directly related to obtaining, retaining, or facilitating business or business opportunities, in or with any foreign country or foreign firm by (a) advising Lockheed Martin management in connection with business development, acquisition, or retention in such environment; or (b) representing Lockheed Martin in connection with sales efforts involving foreign customers, foreign firms, or foreign governments, except as specifically excluded in paragraph 2.2. An offset broker is an international consultant unless the offset broker does not and will not have contact with foreign customers or offset authorities on behalf of Lockheed Martin and the offset broker has or will have offset credits from independent transactions not on behalf of Lockheed Martin. See CRX-454, Offset/Countertrade Commitments.

Note: In any instance where it is not clear whether a person or firm is a consultant, the matter must be referred to the element's Legal Counsel or the Vice President & General Counsel - Lockheed Martin International or designee for resolution.

# 4.0 Compliance

4.1 All international consultants must comply with the laws and regulations of the foreign countries in which they operate (except to the extent inconsistent with U.S. law) and the laws and regulations of the

United States, particularly the Foreign Corrupt Practices Act (FCPA) (see CPS-730) and the Consent Decree dated April 13, 1976 between Lockheed Aircraft Corporation and the Securities and Exchange Commission. Any real or apparent inconsistency between U.S. and foreign law must be referred to the Vice President & General Counsel-International or designee for resolution.

- 4.2 Lockheed Martin will contractually require its consultants to be bound by the applicable provisions of its Code of Ethics and Business Conduct, Setting the Standard (the "Code").
- 4.3 The use of a person or firm who has been convicted of a felony offense, or who is debarred, suspended, proposed for debarment, or otherwise ineligible for government procurement programs, may affect Lockheed Martin's present responsibility in connection with government contracts and impair its ability to defend against certain types of legal actions. In most cases a person or firm who has been charged with or convicted of a felony offense in any jurisdiction or country, or who is presently listed by any government agency as debarred, suspended, proposed for debarment, or otherwise ineligible for government procurement programs, will not be retained as an international consultant. See CRX-022, Convicted, Debarred, or Suspended Persons or Firms. The element's senior executive may authorize an exception following consultation with the Vice President & General Counsel Lockheed Martin International or designee.
- 4.4 No payments to or agreements with any consultant will be made in violation of U.S. law, the law of the applicable foreign country, or the Code.
- 4.5 No consultant will be a government official or an official of a political party or a candidate for political office, except with the written approval of the Vice President & General Counsel Lockheed Martin International or designee. This restriction applies to the owners, principal shareholders, officers, and active representatives of a consultant organization, or anyone receiving compensation from a consultant organization.
- 4.6 No consultant will be an officer, director, employee, or "affiliate" (as that term is defined under the Securities Act of 1933) of any customer, unless such dual activity is permissible in the country involved and is approved in writing by the chief executive officer of such customer. The Manager CCS must maintain such written approval. This restriction applies to the owners, principal shareholders, officers, and active representatives of a consultant organization, or anyone receiving compensation from a consultant organization.
- 4.7 No payment will be made and no other thing of value will be given to any consultant if there is reason to believe that, in connection with the consultant's performance under its agreement with Lockheed Martin or on Lockheed Martin's behalf, all or any portion of the payment or other thing of value will be offered, given or promised, directly or indirectly, to any government official, political party, official of a political party, or candidate for political office. This restriction does not apply to furnishing meals, refreshments, entertainment, or transportation of reasonable value, or furnishing pictures, models of Lockheed Martin products of little or no intrinsic value, or other items of small dollar value marked with the Lockheed Martin logo that are distributed for advertising or commemorative purposes, when the conditions referenced in the Hospitality Guidelines section of CPS-730 have been satisfied and the prior written approval of the consultant's agreement monitor has been obtained.

# 5.0 Obtaining Consultant Services

- 5.1 No work for Lockheed Martin will be done by and no payments will be made to any international consultant until a written agreement, approved as provided in this procedure, has been executed by both parties. See CMS-550, Accounting for Consultant Commissions and Other Costs, for appropriate accounting policy and procedures.
- 5.2 Legal Counsel of the element desiring to retain the prospective consultant is responsible for determining the legality of contracting with the prospective consultant.
- 5.3 The requester also must coordinate with the Manager CCS to determine whether the proposed consultant is already under agreement with the Corporation.
- 5.4 The actions required for the initial appointment or renewal of an international consultant are provided below. Actions that are optional for **renewal** of a consultant are marked with an asterisk (\*).

Note: The International Consultant Administration Manual maintained by CCS contains or links to forms and other information used to implement this procedure. If different versions of a form are available, select the version that applies to the type of consultant services being obtained. Questions about form selection should be directed to CCS.

Step Action Responsible

- 1. At least 120 calendar days before the desired appointment or renewal date, send the following documents to the proposed Requester consultant:
  - Application for International Consultant Appointment (the "Application")
  - Disclaimer Letter (required for new agreements and in all cases when territory or product will be added)\*
  - The Code (in the native language of the consultant when available) and the Code Receipt and Acknowledgment form\*
  - Letter of Appointment (optional for new agreements and renewals)\*
  - Publications (or links to the publications) from the U.S. Office of Government Ethics, and the Acknowledgment of Receipt—Summaries of "Revolving Door" Rules form (for former U.S. government employees)\*
  - Conflict of Interest Staffing Forms, as required by CRX-014, Individual Conflict of Interest\*
  - International Consultant Agreement (the "Agreement"), in generic form, clearly marked as a draft, for information only\*.
- 2. Completes and returns to the requester:

Consultant

- Application
- Disclaimer Letter (when applicable; required for new agreements and in all cases when territory or product will be added)\*
- Code Receipt and Acknowledgment form\*
- Conflict of Interest Staffing Form (when applicable)\*
- Acknowledgment of "Revolving Door" Rules (for former U.S. government employees)\*.

#### Notes:

The agreement monitor should ensure that the consultant agrees with the key provisions of the proposed Agreement, including term, territory, product/service coverage, and compensation.

If the consultant plans to use sub-consultants (or add a sub-consultant to the Agreement), the proposed sub-consultant must complete the Application. The Vice President & General Counsel - Lockheed Martin International (VP & GC-International) or designee will complete a due diligence interview with the proposed sub-consultant and approval will be reflected in the Agreement/Amendment.

3. Prepare the appropriate Regional President's Recommendation and send it to the CCS Regional Manager for coordination with the relevant Regional President(s).

Requester

4. If the services will involve or affect offset/countertrade agreements, have the VP Corporate Development sign the Regional President's Recommendation, verifying that the proposed arrangement would comply with CRX-454.

CCS Regional Manager

Note: This signature may be obtained before or after the Regional President's review.

- 5. Perform a preliminary due diligence:
  - Meet with the consultant. Visit the consultant's offices in the country where the services will be performed\*.

Regional President or designee

Regional

President

- If the consultant will be based outside the U.S., obtain one of the following from the U.S. Embassy in the country where the services will be performed: the U.S. Embassy's evaluation of the consultant or an International Company Profile (ICP) if the U.S. Embassy's evaluation is not available.
- 6. Review, complete, and sign the Regional President's Recommendation, ensuring that it fully justifies the retainer or commission recommended. Send the Regional President's Recommendation, Embassy evaluation or ICP, and any other relevant information to the requester via the CCS Regional Manager.
- 7. Prepare an approval package consisting of the following documents and send it to the element's Legal Counsel: Requester
  - International Consultant Approval (the "Approval") completed through the Requester's signature
  - Disclaimer Letter (when applicable)\*
  - Regional President's Recommendation, including Embassy evaluation or ICP
  - Conflict of Interest Staffing Form (when applicable)\*
  - Code Receipt and Acknowledgment form\*
  - Other relevant information.

Note: If a consultant will have contact with U.S. government personnel in the Washington, D.C. area, the Approval must specify a Lockheed Martin Washington Operations agreement monitor in addition to the agreement monitor named in the Approval.

8. Review the approval package and preliminary due diligence for legal sufficiency.

Element Legal

- 9. Obtain a legal opinion from competent outside counsel addressing the following questions, or use existing legal opinions that are Element Legal applicable and current (less than two years old):
  - Does the proposed Agreement, including the proposed consultant activities, comply with local law?
  - Does the compensation to be paid comply with local law and (if outside counsel is willing to so opine) seem reasonable and not excessive?
  - Does the proposed relationship with the consultant give rise to concerns under the Anti-Corruption Laws?
  - Could the proposed consultant be considered a government official in the territory?
- 10. Check and document in writing the references listed by the consultant\*.

Element Legal

11. If the consultant currently is providing a supplier, customer, or competitor of Lockheed Martin services similar to those proposed to be provided to Lockheed Martin, or has provided such services during the previous 12 months, ensure compliance with CRX-

Element Legal

12. If the consultant has an Organizational Conflict of Interest restriction that may limit his or her future job assignments, ensure compliance with CRX-014.

Element Legal

13. If the consultant is a former U.S. government employee or employs former U.S. government employees who will work under the Agreement, ensure compliance with CRX-014\*.

Element Legal

14. If the consultant is a former Lockheed Martin employee, have the element's senior Human Resources executive or designee sign the Approval, verifying that there is no potential for improper employment practice and that the proposed retention of services would comply with CRX-524, Reemploying or Obtaining the Services of Retired Salaried Employees\*.

Requester

Have the element's senior executive or designee sign the Approval. Send the approval package including the following documents to CCS:

Requester

Approval

15.

- Application
- Input from references\*
- Disclaimer Letter (when applicable)\*
- Regional President's Recommendation, including Embassy evaluation or ICP
- Conflict of Interest Staffing Form (when applicable)\*
- Code Receipt and Acknowledgment form\*
- Legal opinion from outside counsel
- Other relevant information.

16. Check the approval package for completeness and clarity. Prepare an Agreement (or amendment), and an approval sheet to collect the required corporate signatures, and add them to the approval package. If CRB/CRC review will be required (step 24), so advise the Requester.

Note: All Agreements must be written in the name of Lockheed Martin Overseas Corporation (LMOC).

17. Use the online tool to search excluded/debarred parties, and review the consultant's responses on the Application. If the consultant is debarred or suspended from government contracting or has been notified that such action is pending, has been charged with or convicted of a felony offense in any jurisdiction or country, or has any unresolved criminal charges currently pending that have not yet been adjudicated or dispositioned, review with the VP & GC-International or designee.

CCS

**CCS** 

18. If the consultant will provide customer financing, send the approval package to the corporate Vice President & Treasurer or designee for approval.

CCS

19. Send the approval package to the VP & GC-International or designee.

CCS

Review the approval package to ensure its legal adequacy and the absence of red flags or legal concerns. Investigate and resolve
any red flags or concerns.

VP & GC-International

21. With requesting element Legal, complete the due diligence background check on the proposed consultant:

VP & GC-International

- Review the legal opinion from outside counsel to confirm that the Agreement with the consultant is lawful and the
  proposed level of compensation is reasonable, given the expected norms for the product and country.
- Review the relevant corporate policies and procedures to confirm that retention of the consultant would comply with corporate direction.
- Review legal compliance to confirm that retention of the consultant would be consistent with Anti-Corruption Laws and other applicable U.S. and local legal requirements, including disclosure requirements such as those in Part 130 of the International Traffic In Arms Regulations (ITAR).
- Review the Dow Jones or similar Anti-Corruption laws watch list for red flags.
- Evaluate the character of the consultant to confirm that he or she appears to be of high integrity and is likely to comply with Anti-Corruption Laws, other applicable U.S. and foreign legal requirements, and the Code. The evaluation must include a personal interview with the consultant to ensure that the consultant fully understands and agrees to comply with the Anti-Corruption Laws, other applicable U.S. and foreign legal requirements, and the Code. At the conclusion of the interview, have the consultant sign a Compliance Acknowledgment with respect to such requirements.
- Review Lockheed Martin's standard terms and conditions with the consultant, including contract negotiation, if required.

- 22. Upon satisfactory completion of the due diligence, sign the approval sheet, add the Compliance Acknowledgment and copy of the VP & GC-due diligence interview notes to the approval package, and return the approval package to CCS.
  International
- 23. Finalize the approval package and send it to the corporate VP Domestic Business Development & Operations and the SVP CSBD CCS (or their designees). Have them sign the approval sheet.
- required.

  Note: The VP & GC-International or designee or corporate VP Domestic Business Development & Operations may refer

If the Agreement exceeds the thresholds in the CRB/CRC Guidelines, submit the Agreement for CRB or CRC approval as

CRB Executive Director

Note: The VP & GC-International or designee or corporate VP Domestic Business Development & Operations may refer any proposed Agreement (including those under the CRB/CRC thresholds) for CRB/CRC review for any reason. The CRB Executive Director must notify the appropriate business area VP & General Counsel of any proposed Agreement that will be submitted to the CRB/CRC.

25. Forward the Agreement to the proposed consultant for signature and, upon return, to the LMOC Director or delegatee for execution.

CCS

Note: For amendments (see section 7.0), the LMOC Director or delegatee may sign first.

26. Notify the agreement monitor of his or her duties and responsibilities and provide copies of the executed Agreement or Amendment and the Agreement Monitor Guidelines.

SVP CSBD or designee

# 6.0 Terms of Agreement

24.

# Statement of Work and Agreement Monitor

6.1 The Agreement must set forth a precise statement of work, including deliverable items such as documented analyses, reports, or other materials. The Agreement must name the Lockheed Martin employee who has been designated by the element to serve as the agreement monitor. Additional information such as specific product/service coverage or special requirements or limitations may be included when desired or necessary.

# Consultant Compensation

- 6.2 Compensation for services to be performed by the consultant must be reasonable and consistent with compensation for similar work within the industry or field of technology in the country where the services are to be performed and must be permissible under local law. The total corporate commitment for retainer fees or commissions to any person or firm for consulting services must be approved in accordance with the CRB/CRC Guidelines.
- 6.3 "Disguised commission" arrangements designed to circumvent local laws, regulations, administrative requirements, or Lockheed Martin policies and procedures are prohibited. Such a prohibited disguised commission arrangement involves an agreement to pay a consultant a commission or success fee amount over time in the guise of periodic retainer or subcontract payments for ongoing services.

# Consultant Expense Reimbursement

- 6.4 The Agreement must require that the agreement monitor personally approve in writing in advance any extraordinary expenditures, such as travel by the consultant at the request of Lockheed Martin. The consultant's travel and subsistence expense records must be documented with an explanation of each trip's purpose and itinerary with preapproval of any extraordinary expenditures. Reimbursement for domestic air and rail travel is limited to economy coach accommodations. Reimbursement for international air travel is limited to business class. Reimbursement will be made for reasonable and actual expenses only. The consultant must attach receipts for such expenditures to invoices in a form satisfactory to the agreement monitor and the LMOC Controller.
- 6.5. The consultant must not provide any hospitality (e.g., meals, gifts, entertainment) to any military or government official or employee or any customer on behalf of Lockheed Martin or in connection with the Agreement without the prior written approval of the agreement monitor.

# **Ethics**

6.6 The Agreement must specify that by execution of the Agreement the consultant warrants that the consultant has received a copy of, and will comply with, the Code.

# <u>Duration of Agreement and Expiration or Termination</u>

- 6.7 The Agreement must state its duration in terms of a commencement date and an ending date, for a term not to exceed two years, unless otherwise approved by the CRB or CRC.
- 6.8 The Agreement must contain a clause permitting Lockheed Martin to terminate the Agreement without cause and with 60 days or less notice, and limit Lockheed Martin's liability to fees earned and expenses incurred to the date of termination.
- 6.9 The Agreement must specify that it will terminate immediately and all payments that are due or have been made under the Agreement will be forfeited if, in the rendering of services, illegal payments are made, or any part of the fee or expenses payable under the Agreement is used for an illegal purpose, or paid to a third party with the knowledge that the money will be used for an illegal purpose, or conduct is engaged in that violates foreign law or U.S. law, including Anti-Corruption Laws, the ITAR and Export Administration Regulations (EAR) (see CPS-310, International Trade Controls and Compliance), and the U.S. Antiboycott Laws (see CPS-729, Compliance with United States Antiboycott Laws). Upon execution of the Agreement the consultant must furnish representations and warranties that:
  - no payments or gifts have been or will be made, offered, or promised to improperly influence foreign officials;
  - no foreign official has any legal or beneficial interest in such business or in any commission or payment Lockheed Martin makes;
  - the consultant will disclose to Lockheed Martin any payment of, or offer to pay, political contributions, fees, or commissions pursuant to Part 130.12 of the ITAR; and
  - the consultant is fully qualified to assist Lockheed Martin under U.S. and applicable foreign law and has complied with any registration and licensing requirements.
- 6.10 Breach of any warranty or representation will be cause for immediate termination of the Agreement.

# Independent Contractor

6.11 The Agreement must specify that the consultant is an independent contractor and is prohibited from making any binding commitments on behalf of Lockheed Martin.

# Consultant Certifications

- 6.12 The Agreement must include a clause to the effect that the consultant has not been convicted of, or within the past five years charged with, any felony offense in any jurisdiction or country, and is not presently listed by any government agency as debarred, suspended, proposed for debarment, or otherwise ineligible for government procurement programs. If the consultant is a firm, the representations and certifications will apply to the individuals who will be performing the consulting services and to the principal officers and owners of the firm.
- 6.13 The Agreement must include a clause where the consultant agrees that in performance of the Agreement he or she will comply with the applicable laws and regulations of the U.S. and the territory (except to the extent inconsistent with U.S. laws and regulations), and will not make or permit to be made or knowingly allow a third party to make any improper payments, including but not limited to facilitating or expediting payments, directly or indirectly, or to perform an unlawful act. To that end, the consultant must execute the Consultant Certifications attached to the Agreement, and agree to furnish further certifications as required. Failure or refusal to promptly furnish any required certification or disclosure upon request from Lockheed Martin will be cause for immediate termination of the Agreement.

# Sensitive Information

6.14 The Agreement must include a clause in which the consultant agrees not to obtain on Lockheed Martin's behalf or to provide to Lockheed Martin any information that is not legally available in the territory or that is procurement sensitive, proprietary, or classified where there is reason to believe that possession of such information is unauthorized, illegal, or unethical.

# **Audit Rights**

6.15 The Agreement must give Lockheed Martin the right to audit the consultant's books and records, as they relate to transactions with Lockheed Martin.

# Assignment

6.16 The Agreement must prohibit the consultant from subcontracting, delegating, or assigning any of its rights or obligations without Lockheed Martin's prior written consent.

# Regional Contact

6.17 The Agreement must name the Regional Vice President, Corporate International Business Development, who will serve as the consultant's regional contact

# Other Terms

6.18 The Agreement may include other terms and conditions that are required and approved by the Vice President & General Counsel - Lockheed Martin International or designee or the element's Legal Counsel.

#### 7.0 Amendments and Renewals

7.1 The requester must contact CCS to discuss any proposed change to the Agreement. A reduction in compensation or a minor change with no financial impact such as removal of a country from the territory, removal of a product from the product list, or a change in product name—as determined by CCS in consultation with the Vice President & General Counsel - Lockheed Martin International or designee as necessary—will be documented by written amendment, signed by the consultant and LMOC. Agreement monitor changes will be handled as a written notice issued by CCS. Any other change will be processed as a renewal in accordance with section 5.0.

7.2 If the Agreement will be amended or renewed, the agreement monitor must ensure that the process is initiated in a timely manner to avoid the possibility of the consultant having to stop work until the amendment or renewal is finalized.

# 8.0 Extensions to Agreement Term

Except with the written approval of the Senior Vice President, General Counsel & Corporate Secretary or the Vice President & General Counsel - Lockheed Martin International or designee, the Agreement term may be extended only once, for a period not to exceed 90 calendar days. The element's Legal Counsel must request the extension from CCS, which will issue an extension letter.

# 9.0 Payment of Fees and Expenses

The actions required for the authorization and payment of consulting fees, commissions, and/or reimbursable expenses are provided below.

Note: No payment of any kind may be made to an international consultant without the prior written approval of CCS.

Step Action Responsible

1. Submits to the agreement monitor:

Consultant

- International Invoice (signed and dated)
- International Consultant Activity Report (the "Activity Report") (signed and dated) correlating work product with
  payment requested. Even though activities may involve classified or highly sensitive matters, a meaningful nonclassified Activity Report is required to substantiate payment
- · Required receipts
- Any information, documentation, or forms required under U.S. federal or foreign withholding tax or reporting regimes, such as Internal Revenue Service (IRS) Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding (or W-9 for U.S.-based consultants)
- Agreement monitor's written preapproval of any extraordinary expenditures. See paragraph 6.4.

Note: For commission payments, an Activity Report is required for the initial International Invoice only. Subsequent commission payments for the same sale require an International Invoice only.

2. Review the submitted documentation to verify that services have been properly rendered, documented, and supported. For commission payments, also confirm in writing that Lockheed Martin has received payment (including date and amount of payment) from the customer. Upon satisfactory completion of these verifications, sign the Activity Report, signifying approval for payment, and provide all documentation to the element's consultant coordinator, who will then forward to CCS for approval.

Agreement Monitor, or person delegated invoice approval authority in writing

3. Verify that the Activity Report and International Invoice bear the signature of the consultant and have agreement monitor approval, and that the name and address on the invoice, bank/wire transfer instructions, payment amount, and period of performance are consistent with the Agreement. Upon satisfactory completion of these verifications, authorize payment of the International Invoice.

CCS (on behalf of LMOC)

4. Upon receipt of authorization from CCS, pay the consultant through the element's normal disbursement channels.

Note: All payments to a consultant must be made by check or wire transfer to an account in the name of the consultant in the country where a substantial portion of the related services are performed or the country from which the consultant normally conducts business, except where specifically approved in writing by the corporate VP & GC-International or designee or the CRB or CRC.

Lockheed Martin element retaining the consultant services

# 10.0 Administration

- 10.1 In accordance with its annual audit plans, Corporate Internal Audit periodically will assess or audit internal controls across the Corporation, assuring compliance with this procedure.
- 10.2 Annually, the Regional President and the agreement monitor must complete an International Consultant Evaluation and submit it to CCS. CCS will provide evaluation results to the Senior Vice President CSBD or designee.
- 10.3 To the extent reasonably possible, the consultant will receive approximately one hour of training annually on the Code and associated business conduct policies, with a focus on international issues such as compliance with Anti-Corruption Laws, the ITAR and EAR, and U.S. Antiboycott Laws. Training content will be determined by the corporate Vice President Ethics & Sustainability in coordination with the Vice President & General Counsel Lockheed Martin International or designee, and provided by an authorized Lockheed Martin representative. Upon completion, the person providing the training must have the consultant sign the International Consultant Ethics Training Acknowledgment. The agreement monitor must ensure that the training occurred and that the signed form is provided to the Manager CCS for placement in the consultant's file.

Note: A due diligence interview conducted by the Vice President & General Counsel - Lockheed Martin International or designee fulfills the ethics training requirement for the calendar year in which the due diligence was performed. The International Consultant Ethics Training Acknowledgment is not required in such a case.

10.4 If the Code is substantially revised at any time during the term of the Agreement, CCS will furnish the revised Code and the Code Receipt and Acknowledgement form to the consultant.

10.5 The following documents must be retained for six years from the date of final payment under the Agreement or until audit activities are completed, whichever is later:

- The Manager CCS must retain the signed original Agreement, amendments, certifications, acknowledgments, disclosures, application, and other forms
- The Lockheed Martin element retaining the consultant services must retain consultant payment information, invoices, and supporting documents.
- The agreement monitor must retain consultant work product, including reports, presentations, and related documents.

10.6 It is the continuing responsibility of the agreement monitor to be aware of and require compliance by the consultant with all Agreement terms and conditions (including the stated expiration date of the Agreement), and all applicable provisions of this procedure.

#### 11.0 Violations

Any violation of this procedure will result in disciplinary action, up to and including termination from employment.

#### 12.0 Deviations

Any deviation from this procedure requires the prior approval of Senior Vice President, General Counsel & Corporate Secretary or designee and the Owner listed in Lockheed Martin Command Media Central (U.S.) (Outside U.S.) or designee.

Maryanne R. Lavan Senior Vice President, General Counsel & Corporate Secretary