

Dear Valued Teammate:

At JANUS Research Group, Inc., we hold firmly to the values of integrity, excellence, respect, commitment, professionalism, and responsibility. Your teaming with us allows us to jointly participate in living out these principles through our business relationship. As a Government contractor, we must be diligent in maintaining our commitment to procurement integrity.

We take our values and policies very seriously and enforce them throughout our Company. Included with this letter is our Code of Ethics and Standards of Business Conduct. We are asking you to ensure that your employees and representatives comply with this code in your dealings with us. To avoid misunderstandings that might lead to embarrassment or severe consequences, please communicate this to all of your employees who have contact with us.

Specifically, I would like to remind you of our policy concerning business gifts and courtesies to our employees. Our policy is that our employees can never solicit gifts or favors. Employees who are involved in procurement or source selection may never offer or accept anything of value (meals, gifts, tickets, etc.).

Our policy is predicated on maintaining impartiality and mutual respect. We wish to avoid even the appearance that our business decisions are not based on the merits of our professional relationship.

If you become aware of any improper business conduct or ethics concern on the part of our employees, please contact our Compliance Officer at (706) 922-0005.

I thank you for your attention to this very important matter and look forward to teaming with you.

Sincerely,

Tony L. Loop
CEO

Enclosure: Code of Business Conduct and Ethics