



# RLI Third Party Code of Conduct

November, 2020

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RLI Corp. and its subsidiaries (“RLI”) strive to achieve high standards of professionalism and ethical conduct in their operations and activities. RLI expects its suppliers, vendors, consultants, and other business partners (“Third Party”), to conduct their business according to the ethical standards of conduct set forth herein and to comply with all applicable laws. We created this Third Party Code of Conduct (the “Third Party Code”) to communicate the minimum standards by which all Third Parties are expected to conduct themselves when providing goods and services to RLI.

Each RLI approved Third Party is expected to read, understand, and acknowledge the Third Party Code. Third Parties are expected to self-monitor compliance through their own administrative processes and notify RLI when a violation occurs in connection with providing goods and services to RLI. Compliance with the Third Party Code requires Third Parties to:

- Act with integrity and comply with applicable laws, rules and regulations.
- Protect and not disclose proprietary and confidential information about RLI.
- Report any questions or concerns regarding violations of the Third Party Code.

## COMPLIANCE WITH LAWS

Third Parties are expected to conduct their business activities in compliance with applicable laws and regulations including specifically laws pertaining to employment practices, working hours, discrimination, freedom of association and collective bargaining. Third Parties are also expected to take appropriate action if their employees or contractors may be, or have been, in violation of the law or the Third Party Code while working with RLI.

## CONFIDENTIAL INFORMATION

One of our highest priorities is protecting confidential information. We are committed to and expect Third Party compliance with all applicable laws and contractual provisions concerning the protection of proprietary; confidential; and personal, non-public information. Third Parties are required to take all precautions necessary to maintain physical, technical and procedural safeguards to protect RLI’s confidential information.

## CONFLICTS OF INTEREST

Subject to the Company’s policy permitting Third Party gifts and business courtesies of nominal value, our employees are not permitted to give or receive anything of value intended to influence the actual or proposed business relationship with a Third Party. Therefore, Third Parties may not offer or provide anything that could be perceived to influence business judgment or call RLI’s objectivity into question.

## GIFTS

RLI employees may not be influenced or obligated by business courtesies. RLI’s Employee Code of Conduct provides that gifts and favors may be accepted from a Third Party if the gift to an employee is valued less than \$100 and the combined fair market value of gifts provided by a the Third Party to all employees does not exceed \$500 in a given calendar year.

## PERSONAL CONFLICTS OF INTEREST

RLI's decision-making and actions may not be influenced by close personal or family relationships. Close personal or family relationships between employees of a Third Party and RLI employees must be disclosed by the Third Party and RLI employee to the RLI Chief Legal Officer.

## FAIR EMPLOYMENT

We are an equal employment opportunity employer and are committed to treating all employees and applicants for employment with fairness and respect – a policy we apply to Third Parties. RLI expects Third Parties to share this commitment. We prohibit discrimination based on any legally-protected basis. We prohibit any form of forced labor; child labor; or other unethical, unlawful, or involuntary labor practice.

## HEALTH AND SAFETY

We are committed to providing a safe, secure and healthy workplace and working environment for each of our employees and others. Violence, threats, harassment, intimidation, coercion or any other offensive behavior that would offend a person of reasonable sensibilities will not be tolerated. These principles are reflected in the following policies:

**Tobacco-Free Environment** We provide a safe and healthy work environment by prohibiting the use of tobacco throughout the workplace and on company property.

**Alcohol and Drug-Free Environment** We maintain an alcohol and drug-free work environment. The use, sale, or possession of alcohol, illegal drugs, or other illegal substances is strictly prohibited while at work, and on company property.

**Workplace Violence Prevention** We do not tolerate threats, intimidation, or coercion of employees, customers, or members of the public at any time, including off-duty periods. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from RLI offices and property.

**Harassment** We are committed to providing a work environment free of harassment and unlawful discrimination. Unwanted and unwelcome verbal, visual, written, physical, or sexual behavior that creates an offensive, hostile or intimidating work environment is not tolerated.

## ASSET PROTECTION

RLI's assets are critical to its success. Third Parties engaged in business with RLI agree to protect and preserve, and not take or misappropriate, RLI's assets, whether tangible, as in physical equipment, or intangible. Intangible property refers to products, ideas, concepts, and theories, regardless of whether or not they have been copyrighted or trademarked.

## BRAND NAME USAGE

RLI's branding reflects our position as a trusted and respected company. Use of the RLI name and other trademarks and service marks by a Third Party in promotional or marketing materials is prohibited without prior written consent from RLI.

## **INSIDER TRADING**

RLI is committed to fair and open markets for publicly traded securities. Insider trading, including stock tipping, is a criminal offense. Third Parties are prohibited by law from transactions in RLI securities while in possession of material, non-public information about RLI. Third Parties are also prohibited from directly, or indirectly sharing non-public information about RLI acquired by conducting business with RLI.

## **REPORTING CODE VIOLATIONS**

Third Parties should report actual or possible violations of law, actual or potential conflicts of interest, unethical conduct, or a violation of the Third Party Code arising out of or related to their relationship with RLI to the RLI Chief Legal Officer at **309-692-1000**.

RLI has retained Global Compliance, an independent third-party service, to enable confidential reporting of Third Party Code or other ethical or legal concerns. If Third Parties raise a concern through this process their identity will be kept confidential. Concern may be reported anonymously by calling **888-475-8376** or visiting <https://www.compliance-helpline.com/welcomeRLI.jsp>.