



CODE OF  
BUSINESS CONDUCT  
AND ETHICS

# Table of Contents

- 3 Message from the Chief Executive Officer
  
- 4 **Section 1: Infinera's Commitment to Acting Ethically**
  - Introduction
  - Avoiding Violations of this Code
  - Reporting Violations
  - Investigations
  - Consequences of Non-Compliance
  - Additional Resources
  
- 7 **Section 2: Making Decisions Honestly and Ethically**
  - Compliance with Laws, Rules and Regulations
  - Conflicts of Interest
  - Insider Trading
  - Corporate Opportunities
  - Competition and Fair Dealing
  - Payments to Government Personnel
  - Political Activities
  - Following Anti-Boycott Laws
  - Money Laundering and Funding Illegal Activity
  - Complying with Export and Import Controls
  
- 11 **Section 3: Protecting Infinera Information and Infinera's Assets**
  - Record Keeping
  - Confidentiality
  - Protection and Proper Use of Infinera Assets
  
- 13 **Section 4: Be Safe and Reliable**
  - Purchasing Policies & Supplier Relations
  - Labor Rights
  - Human Rights
  - Health and Safety
  - Environmental Impact



## Message From The Chief Executive Officer

**DEAR FELLOW COLLEAGUES AND STAKEHOLDERS** At Infinera, our commitment to ethics and compliance means conducting our business with integrity, honesty and within the bounds of the law each and every day—all around the world.

Infinera is a global company and our business activities affect all of our stakeholders including owners, investors, employees, customers, resellers, suppliers, subcontractors and the communities in which we operate and participate. All of our stakeholders should be confident that the ways we do business not only comply with all legal requirements, but also meet our established reputation of highest ethical standards. In keeping with this, it is imperative that you take a moment to review our Code of Business Conduct and Ethics.

If you have questions, or report concerns or possible violations, we ask you talk to your manager, a Human Resources Representative or you may call the Ethics and Compliance Helpline. All questions or reports will be treated seriously and confidentially in accordance with our policies and procedures. It is also important to remember that at Infinera we do not permit retaliation. By working as a team to conduct Infinera's business with honesty and integrity, we are ensuring Infinera adheres to the highest ethical standards.

Your responsibilities under the Code include:

- Understanding the standards contained in the Code as they apply to your work for Infinera.
- Complying with all standards contained in the Code that apply to your work for Infinera.
- Reporting violations of the law or standards that have occurred in the course of Infinera's business.
- Fully and honestly cooperating in the investigation of any alleged violation of our standards.
- Using good judgment in applying the principles of this Code to your daily business conduct and upholding Infinera's reputation as a world-class optical networking company.

It is up to each employee to take an active role in compliance through your words and actions. Don't hesitate to talk with customers, coworkers, resellers, suppliers or vendors about this Code and our values, and never let anything get in the way of doing the right thing. Our reputation depends on everyone's personal commitment to honest and ethical behavior.

Thank you for doing your part.

A handwritten signature in black ink, appearing to read 'Tom Fallon'. The signature is fluid and cursive, with a long horizontal line extending to the right.

Tom Fallon

Chief Executive Officer

## Section 1: Infinera's Commitment to Acting Ethically

### Introduction

**THIS CODE OF BUSINESS CONDUCT AND ETHICS** ("Code") covers a wide range of business practices and procedures that guide Infinera Corporation, and its subsidiaries, affiliates and related entities worldwide ("Infinera"). It does not cover every issue that may arise, but it sets out basic principles to guide all employees, officers and members of the board of directors of Infinera (collectively "Employees"). All Employees must conduct themselves accordingly and seek to avoid even the appearance of improper behavior. These standards apply while working on any Infinera premises, at offsite locations where Infinera's business is being conducted, at company sponsored business and social events, or at any other place where you are a representative of Infinera. Employees are expected to circulate applicable policies and best practices to Infinera's agents and representatives, including consultants, to ensure that they too conduct themselves appropriately when doing business on Infinera's behalf.

**Compliance is everyone's business.** Ethical business conduct is critical to Infinera's business. As an Employee, your responsibility is to respect and adhere to these practices and procedures. Many of these practices reflect legal or regulatory requirements. Violations of these laws and regulations can create significant liability for you, Infinera, its directors, officers and other employees.

Part of your job and ethical responsibility is to help enforce this Code. You must cooperate in any internal or external investigations of possible violations. Reprisal, threats, retribution or retaliation against any person who has in good faith reported a violation or a suspected violation of a law, of this Code, or of any other Infinera policy, or against any person who is assisting in any investigation or process with respect to such a violation, is prohibited.

If a law conflicts with a policy in this Code, you must comply with the law; however, if a local custom or policy conflicts with this Code, you must comply with the Code. If you have any questions about these conflicts, you should ask your manager, Human

Resources or the Legal Department how to handle the situation. Please report any laws you feel are in conflict with this Code to the Legal Department.

Those who violate the standards in this Code will be subject to appropriate action, up to and including termination of employment or other contractual relationship consistent with applicable law. If you are in a situation that you believe may violate or lead to a violation of this Code, follow the guidelines described in the section entitled "Avoiding Violations of this Code." If you know of a violation of this Code that has already occurred, follow the guidelines described in the section entitled "Reporting Violations" below.

Infinera is committed to continuously reviewing and updating its policies and procedures. Therefore, this Code is subject to modification. The most current version of this Code will be available for review on Infinera's intranet and it is your responsibility to ensure that you comply with the most current version of the Code.

Further, this Code is not meant to supersede any existing Company policies or contractual obligations. You are obligated to follow all Infinera policies.

**Higher Expectations for Managers.** Although this Code applies to all Employees, Infinera places particularly high expectations on managers because of their leadership roles within Infinera. This means managers should not only comply with this Code but also lead by example by actively championing its principles and making sure that all employees are comfortable raising concerns and asking questions. Managers have a responsibility to report any unethical or illegal conduct through appropriate channels.

Any waiver of this Code for executive officers, including the principal financial officer, principal accounting officer or controller, or persons performing similar functions may be made only in writing by the Board of Directors or a Board committee and will be promptly disclosed as required by law or stock exchange regulation.

### Avoiding Violations of this Code

Employees must work to ensure the policies and procedures of this Code are upheld. However, in some situations it is difficult to know right from wrong. Since it is not possible to anticipate every situation that will arise, it is important that each Employee has a way to approach a new question or problem. These are the steps to keep in mind:

- **Ask: What specifically am I being asked to do? Does it seem unethical or improper?** This will enable you to focus on the specific question you are faced with, and the alternatives you have. Use good judgment and common sense; if something seems unethical or improper, it probably is. Don't be afraid to seek guidance.
- **Clarify your responsibility and role.** In most situations, there is shared responsibility. It may help to seek clarification with the appropriate manager, a member of the Legal Department or Human Resources.
- **Direct questions to the appropriate manager or member of the Legal Department or your local Human Resources representative.** Discuss any questions with your manager, the Legal Department, the Human Resources Department or other appropriate personnel within Infinera. In many cases, a manager will be more knowledgeable about the question, and will appreciate being brought in to the decision-making process. Remember that it is the manager's responsibility to help solve problems.
- **Always ask first, act later.** If you are unsure of what to do in any situation, seek guidance before you act.
- **Report violations.** You should promptly report violations or suspected violations of this Code to the Legal Department. Refer to the section entitled "Reporting Violations" for more information.

In trying to determine whether any given action is appropriate, use the following test: Imagine that the words you are using or the action you are taking is going to be fully disclosed in the media with all the details, including your photo. If you are uncomfortable with the idea of this information being made public, perhaps you should think again about your words or your course of action.

## Reporting Violations

**IF YOU BELIEVE** in good faith that a violation of any applicable law, or this Code, has occurred, or you have observed or become aware of conduct which appears to be contrary to the law or this Code, you should report it, using the appropriate channels described below. Because the manner in which reports of Code or legal violations may be made varies from country to country, please consider the appropriate method for reporting your concern, according to the following options:

- (i) Bring it to the attention of your local supervisor, or any member of local management, as appropriate. The most immediate resource for reporting good faith concerns of suspected violations is usually a local supervisor or any member of local management. If it would be inappropriate, or if you do not feel comfortable discussing the issue with local management, other options may be available.
- (ii) Good faith reports relating to banking, accounting, finance, internal accounting controls, bribery or anti-corruption, antitrust/competition and environmental violations or other subjects of vital interest as defined by local law, may also be made directly, to the following:
  - Contact Infinera's General Counsel, by mail: **Attn: General Counsel, 220 Humboldt Dr., Sunnyvale, CA 94089** or by email: [jlaufman@infinera.com](mailto:jlaufman@infinera.com).
  - Contact Infinera's Audit Chair, by mail: **Attn: Audit Chair, 140 Caspian Ct., Sunnyvale, CA 94089** or by email: [pmilbury@infinera.com](mailto:pmilbury@infinera.com).
- (iii) Some reports may also be made through Infinera's third party confidential Ethics and Compliance Hotline at:
  - **1-888-571-6825** (within the United States and Canada).
  - [www.tnwgrc.com/infinera/](http://www.tnwgrc.com/infinera/) if you wish to make a report online through an independent third party service provider or to get the phone number for calls outside the United States and Canada.

Because the manner in which reports may be made varies from country to country, upon contacting the confidential Ethics and Compliance Hotline you will receive further instructions on how and to whom to report a particular concern. If you are calling about a matter that should be handled locally in accordance with local legal requirements, the Ethics and Compliance Hotline will direct you back to local management. The Ethics and Compliance Hotline is operated by an independent third party and is available 24 hours a day, 7 days a week. Please refer to the Whistleblower Policy applicable in your country for further details.

### Investigations

Employees are expected to cooperate in internal investigations of misconduct. However, it is imperative that the person reporting the violation not attempt to conduct an investigation on his or her own to ensure the proper and necessary steps are followed.

It is the policy of Infinera not to allow retaliation for good faith reports of misconduct by others. Reprisals, threats, retribution, or retaliation against any person who has in good faith reported a violation or a suspected violation of law, this Code, or other Infinera policies, or against any person who is assisting in good faith in any investigation or process with respect to such a violation, is prohibited.

Reported violations will be promptly investigated consistent with local requirements. All reports will be treated confidentially, to the extent permitted by law. Infinera's Board of Directors or its designated committee will be responsible for investigating violations and determining appropriate disciplinary action for matters involving members of the Board of Directors or executive officers. The Board of Directors or its designated committee may designate others to conduct or manage investigations on its behalf and recommend disciplinary action.

In certain cases and consistent with applicable laws, information may be shared with local law enforcement or other authorities.

If it is determined that evidence of a violation exists, the individual subject to investigation will be notified. The subject of an investigation will have an opportunity to respond to any allegations made against him or her. A person suspected of violating the Code may be suspended with or without pay while an investigation is conducted in accordance with applicable law. Infinera will follow local grievance procedures in jurisdictions where such procedures apply.

### Consequences of Non-Compliance

Infinera will take appropriate action against any Employee whose actions are found to violate the Code. Disciplinary actions may include, at Infinera's sole discretion, oral or written reprimand, suspension, or immediate termination of employment or business

relationship, or any other disciplinary action or combination of disciplinary actions as deemed appropriate to the circumstances and consistent with applicable law.

Where Infinera has suffered a loss, it may pursue its remedies against the individuals or entities responsible. Certain violations of this Code may also be subject to civil or criminal prosecution by governmental authorities and others. Where laws have been violated, Infinera will report violators to the appropriate authorities.

## Additional Resources

**BELOW, PLEASE FIND ADDITIONAL RESOURCES** for you to consult with regarding this Code and its requirements. For additional information and contact information as well as updates to these resources, please visit Infinera's corporate intranet site.

- Your manager
- Any other Infinera manager
- Human Resources Department
- Legal Department
- Finance Department
- Insider Trading Compliance Officer
- Internal Audit Department
- Audit Committee of the Board of Directors
- Board of Directors

## Section 2: Making Decisions Honestly and Ethically

### Compliance with Laws, Rules and Regulations

**OBEYING THE LAW**, both in letter and in spirit, is the foundation on which Infinera's ethical standards are built. All Employees must respect and obey the laws of the cities, states and countries in which Infinera operates. Although not all employees are expected to know the details of these laws, it is important to know enough to determine when to seek advice from managers or other appropriate personnel. If you have a question on a specific law, please contact Infinera's Legal Department, even if you are located in a jurisdiction outside of the United States.

### Conflicts of Interest

A "conflict of interest" exists when a person's private interest interferes in any way - or even appears to interfere - with the interests of Infinera as a whole. A conflict situation can arise when an employee, officer or director takes actions or has interests that may make it difficult to perform his or her work at Infinera objectively and effectively. Examples include:

(i) **Employment/Outside Employment/Outside Directorships.**

You are expected to devote your full attention to the business interests of Infinera. You are prohibited from engaging in any activity that interferes with your performance or responsibilities to Infinera or is otherwise in conflict with or prejudicial to Infinera. Infinera's policies prohibit any employee from accepting simultaneous employment with an Infinera supplier, customer, developer or competitor, or from taking part in any activity that enhances or supports a competitor's position. Additionally, you must disclose to Infinera any interest that you have that may conflict with the business of Infinera. It is also a conflict of interest to serve as a director of any company that competes with Infinera. Although you may serve as a director of an Infinera supplier, customer, developer, or other business partner, Infinera's policy requires that you first obtain approval from Infinera's CEO before accepting such a directorship.

(ii) **Business Interests.** If you are considering investing in an Infinera customer, supplier, developer or competitor, you must first take great care to ensure that these investments do not compromise your responsibilities to Infinera or break the law. Many factors should be considered in determining whether a conflict exists, including the size and nature of the investment; your ability to influence Infinera's decisions; your access to confidential information of Infinera or of the other company; and the nature of the relationship between Infinera and the other company.

(iii) **Family and Close Personal Relationships.** As a general rule, you should avoid conducting Infinera business with family members, or with a business in which you or a family member are associated in any significant role. A relative is defined as mother, father, husband, wife, sister, brother, son, daughter, grandchild, grandparent, aunt, uncle, niece, nephew, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law and daughter-in-law. This definition also includes all other relatives of a "step" or "domestic partner" nature. A close personal relationship is any relationship in which loyalty to another individual may impair objective decision making, or result, even inadvertently, in an unauthorized exchange of confidential information, or cause conflicts that may negatively impact the business of Infinera. Infinera does not discourage the employment of family members or close personal relationships generally; however, under no circumstances may an Employee in one of these relationships work in a department that performs an audit or control function on the other department (including, but not limited to, Finance and Human Resources). If a prohibited relationship exists or develops between two employees, the employee in the senior position should bring this to the attention of her or his manager. Infinera will follow existing Infinera policy with respect to these types of relationships, consistent with applicable law.

(iv) **Workplace Relationships.** Personal relationships in the workplace may present an actual or perceived conflict of interest when one individual in the relationship is in a position to make or influence employment decisions regarding the other. If you find yourself in such a relationship, you must notify Human Resources so they may assist you in resolving any potential conflicts. Employees should not allow their relationships to disrupt the workplace or interfere with their work or judgment.

These examples are illustrative, not exhaustive. Employees are responsible for identifying potential conflicts of interest or situations that create the appearance of a conflict of interest, even where there is none. Conflicts of interest may not always be clear-cut, so if you have a question, you should consult with your manager, higher levels of management, the Legal Department or Human Resources. Any Employee who becomes aware of a conflict or a potential conflict should report it immediately, as described in the section entitled "Reporting Violations."

### **Insider Trading**

In the normal course of business, Employees may come into possession of significant, sensitive information that may be considered, nonpublic information ("Inside Information"). You are not permitted to use or share Inside Information for stock trading purposes until it is publically announced to the market or for any other purpose except the conduct of Infinera's business or as otherwise permitted by law. To use Inside Information for personal financial benefit or to "tip" others who might make an investment decision on the basis of this information is not only unethical but also illegal. Insider trading is subject to civil penalties and can be considered a crime, penalized by fines and jail time for all individuals involved. Insider traders may also be subjected to civil liability in private lawsuits. Employers and other controlling persons (including supervisory personnel) are also at risk under U.S. securities laws. If you have any questions, please refer to the Infinera Insider Trading Policy for further details or contact the Legal Department.

### **Corporate Opportunities**

No employee, officer or director may use corporate property, information, or position for improper personal gain, and no employee may compete with Infinera directly or indirectly. Employees owe a duty to Infinera to advance its legitimate interests when the opportunity to do so arises.

### **Competition and Fair Dealing**

Infinera seeks to outperform its competition fairly and honestly. Infinera seeks competitive advantages through superior performance, never through unethical or illegal business practices. Stealing proprietary information, possessing trade secret information that was obtained without the owner's consent, or inducing such disclosures by past or present employees of other companies is prohibited. Each employee should endeavor to respect the rights of and deal fairly with Infinera's customers, suppliers, competitors, other third parties and employees. No employee should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other intentional unfair-dealing practice.

The purpose of business entertainment and gifts in a commercial setting is to create good will and sound working relationships, not to gain unfair advantage with customers. No gift, meal or entertainment should ever be offered, given, provided or accepted by any Infinera employee, family member of an employee or agent unless it: (1) is consistent with customary business practices, (2) is not excessive in value, (3) cannot be construed as a bribe or payoff and (4) does not violate any laws or regulations as well as the giver's or receiver's policies on the matter. Employees should not offer or accept any cash gifts. Please contact your manager or the Legal Department with questions of whether any particular gift is appropriate.

### **Payments to Government Personnel**

The U.S. Foreign Corrupt Practices Act, the UK Bribery Act and many other anti-corruption laws prohibit giving anything of value, directly or indirectly, to government officials or political candidates in order to obtain or retain business. It is strictly prohibited to make illegal payments to government officials of any country. In addition, the U.S. government has a number of laws and regulations regarding business gratuities that may be accepted by U.S. government personnel. Employees and third parties acting on behalf of Infinera are prohibited from making an offer, promise, authorization or payment of money or "anything of

value” either directly or indirectly (including through third parties) to a government official or to a private individual or entity in order to secure an improper advantage.

A “government official” includes any officer, employee or consultant of a government or governmental department or agency, officer or employee of a state-owned enterprise or partially state-owned enterprise, political party or official, candidate for political office, officer or employee of a public international organization such as the United Nations or World Bank, or royal family or the immediate family members of any of the persons mentioned above. This prohibition is very broad and includes cash payments, as well as non-cash benefits and favors, including in some circumstances, business expenditures such as gifts, entertainment, travel, meals and lodging, and kick-backs. Employees must obtain pre-approval from Infinera’s Chief Financial Officer or General Counsel in writing, as appropriate, before providing anything of value to a government official.

Infinera’s Legal Department and Internal Audit can provide guidance to you in this area. For additional guidance relating to bribery, corruption and improper payments in jurisdictions where Infinera conducts business and operations, please refer to Infinera’s Anti-Bribery Compliance Policy.

### Political Activities

Infinera welcomes Employees and third parties to actively participate in the political process. However, Employees should only do so voluntarily and during personal time, unless applicable law otherwise requires. Employees or third parties must not represent that their personal political contributions (or any related opinions or affiliations) are related in any way to Infinera.

### Following Anti-Boycott Laws

A boycott occurs when one group, business or country refuses to do business with a particular person or country. U.S. anti-boycott laws prohibit Infinera from cooperating with boycotts that are not sanctioned by the United States. It is important to note that, even when Infinera is not conducting business in the United States, Infinera must comply with U.S. anti-boycott laws.

Infinera is required by law to report all requests to participate in an unsanctioned boycott. Such requests are often hidden in seemingly harmless documents, like letters of credit or bills of lading. If

## Money Laundering and Funding Illegal Activity

**INFINERA IS COMMITTED** to complying fully with all anti-money laundering and anti-terrorism laws throughout the world. Infinera will conduct business only with reputable customers involved in legitimate business activities using funds derived from legitimate sources.

Employees should avoid engaging in any transaction that is structured in a way that could be viewed as concealing illegal conduct or the tainted nature of the proceeds or assets at issue in the transaction. Consult the Legal Department if you have any questions regarding the appropriate due diligence to be undertaken before conducting business with any vendor, supplier, contractor, reseller, distributor, customer, or other third party.

you have a question regarding anti-boycott laws or receive what you believe to be such a request, contact the Legal Department immediately.

### **Complying with Export and Import Controls**

The global nature of Infinera's business means that Employees and third parties who support Infinera must understand and comply with all applicable laws and regulations that govern the export, re-export or import of products, software or technology. Export activity takes place when a product, software, technology or technical information is transferred from one country to another or is provided to a foreign citizen or representative of another country, no matter where that person is located. Prior to undertaking any export transactions, Employees must determine whether the item is eligible for export and if any licenses are

required. This depends upon the nature of the item, the country of origin, the country of destination and the end use and end user. Import activity (bringing purchased products into a country) is also generally subject to various laws and regulations, including payment of duties and taxes and filing of required documentation with authorities. Always comply with all applicable import requirements.

If your work involves the sale or shipment of products, software, technology, or services across international borders, please check with the Legal Department to ensure compliance with any laws or restrictions that may apply.

## Section 3: Protecting Infinera Information and Infinera's Assets

### Record Keeping

**INFINERA REQUIRES HONEST AND ACCURATE** recording and reporting of information in order to make responsible business decisions. For example, only the true and actual number of hours worked should be reported.

Many employees regularly use business expense accounts, which must be documented and recorded accurately. If you are not sure whether a certain expense is legitimate, ask your manager. Rules and guidelines are available from the Finance Department.

All of Infinera's books, records, accounts and financial statements must be maintained in reasonable detail, must appropriately reflect Infinera's transactions and must conform to applicable legal and accounting requirements and to Infinera's system of internal controls. Unrecorded or "off the books" funds or assets should not be maintained unless permitted by applicable law or regulation.

Business records and communications often become public. Employees should avoid exaggeration, derogatory remarks, guesswork, or inappropriate characterizations of people and companies that could be misconstrued or misunderstood. This applies equally to communications as informal as e-mail and as formal as a PowerPoint presentation.

It also important that all the terms and conditions of agreements entered into by Infinera must be formally documented. Contract terms and conditions define the key attributes of Infinera's rights, obligations, and liabilities and can also dictate the accounting treatment given to a transaction. Making business commitments outside of the formal contracting process, through side deals, side letters, or otherwise, is unacceptable. You should not make any oral or written commitments that create a new agreement or modify an existing agreement without approval through the formal contracting process.

In the event Infinera becomes involved in litigation, extra care must be taken with respect to business records and communications, and to the preservation of documentation that could relate to the litigation. If, under these circumstances, you are not sure what documents might need to be preserved, or how to treat business records and communications, please contact the Legal Department.

### Confidentiality

Infinera's confidential information is a valuable asset. Unauthorized use or distribution of this information would violate Infinera policy. It could also be illegal and result in civil or even criminal penalties. Infinera's confidential information includes, but is not limited to, product architectures; source codes; product plans and road maps; names and lists of employees, customers and dealers; and non-public financial information. This information is the property of Infinera and may be protected by patent, trademark, copyright and trade secret laws. All confidential information must be used for Infinera business purposes only. Every employee, agent and contractor must safeguard it. This responsibility includes not disclosing Infinera confidential information, such as information regarding Infinera's products or business, including any information obtained confidentially from customers or other third parties.

You are also responsible for properly labeling any and all documentation shared with or correspondence sent to Infinera's outside counsel, customers or suppliers. Note, however, that nothing in this Code or other Infinera policy is intended to restrict Employees' rights to share information about their working conditions and terms and conditions of employment or to make complaints (or communicate) about such matters to the authorities. All Employees must also take special care to handle confidential information responsibly. If you determine in consultation

## Protection and Proper Use of Company Assets

**EMPLOYEES SHOULD ENDEAVOR TO PROTECT** Infinera's assets and ensure their efficient use. Theft, carelessness and waste have a direct impact on Infinera's profitability. Any suspected incident of fraud or theft should be immediately reported for investigation. Infinera equipment should not be used for non-Infinera business, unless expressly stated otherwise.

Employees may never use Infinera's communications systems, networks and tools to engage in prohibited conduct, such as communicating or viewing discriminatory, harassing, sexually explicit or otherwise offensive or inappropriate material. If Infinera has provided an Employee with a computer, mobile phone or other communications technology, the Employee must use that technology appropriately and in accordance with Infinera policies. Infinera's policies on technology always apply to Company equipment and do not change after hours or when traveling.

Employees should compose email, instant messages and text messages with the same care they would take in composing any other Infinera document. Remember that your electronic messages may be easily copied and forwarded on to others and unintended recipients without your knowledge or consent.

with your manager and other appropriate Infinera management that disclosure of confidential information is necessary, you must then contact the Infinera Legal Department to ensure that an appropriate written non-disclosure agreement is signed prior to the disclosure. You should handle all confidential information with third parties in accordance with Infinera's agreements.

### Requests by Regulatory Authorities

All government requests for information, documents or investigative interviews must be referred to the Legal Department or the Chief Financial Officer, unless prohibited by law or directive of such authority making the request. No non-public financial information may be disclosed without the prior approval of the Chief Financial Officer.

### Company Spokespeople

All inquiries or calls from the press and financial analysts should be referred to the appropriate individuals within Infinera. Infinera has designated its Chief Executive Officer and Chief Financial Officer as official Company spokespeople for financial matters and only those other persons specifically designated by the Chief Executive Officer or Chief Financial Officer. Infinera has designated its Corporate Marketing Department as official Company spokespeople for marketing, technical and other such information. These designees are the only people authorized to communicate with the press on behalf of Infinera.

## Section 4: Be Safe and Reliable

### Purchasing Policies & Supplier Relations

**AS A RESPONSIBLE PROCURER**, it is important that Infinera engage only those suppliers who comply with all applicable laws. Employees should not engage any supplier without first consulting with, and following the protocols of, the Global Supplier Management Department. For additional information on Infinera's ethical purchasing policies, please see Infinera's Purchasing Ethics Policy.

### Labor Rights

The diversity of Infinera's Employees is a tremendous asset. To maintain Infinera's culture of diversity, Infinera is committed to a discrimination-free workplace. This means all employment decisions will be based on a principle of mutual respect and dignity for one another, in addition to remaining consistent with local laws. Harassment can come in many forms, including physical actions, verbal or written remarks, or visual depictions. Infinera strictly prohibits any acts of harassment, whether by an Employee or a non-employee.

Infinera is an equal opportunity employer committed to providing its Employees with a non-discriminatory work environment that promotes open and honest communication and embraces dignity, respect and diversity in all aspects of its business operations. Infinera is firmly committed to providing equal opportunity and to ensuring mutual respect and dignity in all aspects of employment in compliance with all applicable discrimination or harassment laws. It is not possible to provide a definitive list of protected categories or of protected behaviors in every country, but the list

includes but is not limited to the following gender, religion, age, origin, sexual orientation or functional disability. If an Employee is unfamiliar with what is unlawful, he or she should ask the appropriate supervisor, manager, or other appropriate personnel. All Employees are responsible for understanding all application discrimination and harassment laws and Infinera policies. Employees should always use common sense and respect for others.

Infinera further supports the elimination of all forms of forced, bonded or compulsory labor, as well as the freedom of association. Infinera condemns all forms of exploitation of children. Infinera does not recruit child labor and supports the elimination of exploitative child labor.

## Human Rights

**INFINERA SUPPORTS AND RESPECTS** internationally proclaimed human rights for example, the principles reflected in the Universal Declaration of Human Rights issued by the General Assembly of the United Nations and is not complicit in human rights abuses. Infinera's core values and culture embody a commitment to ethical business practices and good corporate citizenship.

**Health and Safety**

Infinera strives to provide each Employee with a safe and healthy workplace and to prevent accidents and improve physical and psychosocial work environment. Each Employee has responsibility for maintaining a safe and healthy workplace for all Employees by following safety and health rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions.

Violence and threatening behavior are not permitted. Employees should report to work in condition to perform their duties, free from intoxication due to drugs or alcohol. The use of illegal drugs in the workplace will not be tolerated.

**Environmental Impact**

Infinera conducts business in an environmentally responsible way. Infinera is committed to minimizing the environmental impact from our products throughout their life-cycle, including end-of-life, and our business operations, including reducing environmental damage, reducing and responsibly disposing of waste, employing safe operating procedures and appropriately responding to accidents and emergencies.

Global Headquarters  
140 Caspian Court  
Sunnyvale, CA 94089  
USA  
Tel: 1 408 572 5200  
Fax: 1 408 572 5454  
[www.infinera.com](http://www.infinera.com)

US Sales Contacts  
[sales-am@infinera.com](mailto:sales-am@infinera.com)

Asia and Pacific Rim  
Infinera Asia Limited  
8th floor  
Samsung Hub  
3 Church Street  
Singapore 049483  
Tel: +65 6408 3320  
[sales-apac@infinera.com](mailto:sales-apac@infinera.com)

Europe, Middle East,  
Africa  
Infinera Limited (EMEA HQ)  
125 Finsbury Pavement  
London EC2A 1NQ,  
United Kingdom  
Tel: +44 207 065 1340  
[sales-emea@infinera.com](mailto:sales-emea@infinera.com)

Customer Service and  
Technical Support  
North America  
Tel: 877 INF 5288  
Outside North America  
Tel: 1 408 572 5288  
[techsupport@infinera.com](mailto:techsupport@infinera.com)

