



# CODE OF ETHICS AND CORPORATE RESPONSIBILITY

This Code of Ethics and Corporate Responsibility (the "Code") covers a wide range of ethical business practices and corporate social responsibility matters. It does not cover every issue that may arise, but it sets out basic principles to guide all employees and all non-employee Management Board and Supervisory Directors (the Management Board and Supervisory Board members collectively being "Directors") of Core Laboratories N.V. and its direct and indirect subsidiaries and divisions (the "Company"). More detailed information on our Corporate Responsibility initiatives and policies may be found on our website at <http://www.corelab.com/cr/>.

If a law conflicts with a policy in this Code, you must comply with the law. If you have any questions, you should ask the Company's Law Department, Human Resources or Compliance Department how to handle the situation. All of our employees and Directors must conduct themselves accordingly and our employees must certify active operational compliance on certain matters annually.

If you are in a situation which you believe may violate, or lead to a violation, of this Code or the law, follow the guidelines described in "Employee Reporting Process" of this Code.

## **A. Conduct Business in a Legal Manner**

### **Comply with Applicable Laws, Rules and Regulations**

- Obey the law, both in letter and in spirit. This is the foundation on which the Company's ethical standards are built.
- Respect and obey the laws of the cities, states and countries in which we operate and know enough to determine when to seek advice from the Law Department or from supervisors, managers or other appropriate personnel.
- Attend training sessions the Company holds from time to time to promote compliance with laws, rules and regulations.

### **Anti-Corruption and Anti-Bribery Laws and Policies**

- Obey any applicable Anti-Bribery laws, including but not limited to, the U.S. Foreign Corrupt Practices Act and the U.K. Anti-Bribery Act, which prohibit offering or giving anything of value, directly or indirectly, to officials and/or private persons in order to obtain or retain business.
- Employees must annually review and certify compliance with the Company's Anti-Bribery policies via the Company's Talent Management System (TMS).
- Comply with applicable government laws and regulations regarding marketing expenses and payments required by written local laws.
- Contact the Compliance Officer or Law Department regarding any questions, in advance.

### **Export Controls and Sanctions Laws and Policies**

- Understand and follow applicable international trade control and customs laws and regulations, including those relating to export controls, licensing, shipping and import documentation and reporting and record retention requirements.
- Comply with the Company's policy to refrain from conducting any type of business activity with prohibited countries, entities or individuals.
- Employees must annually review and certify compliance with the Company's Export Control policy via the Company's Talent Management System (TMS).
- Contact the Compliance Officer or Law Department regarding any questions, in advance.

### **Insider Trading**

- Comply with the Company's policy governing insiders' trading in securities of the Company (as applicable).
- Not use or share material non-public information for stock trading purposes.
- Hold all material non-public information about the Company confidential and not use material non-public information for personal financial benefit or to "tip" others who might make an investment on the basis of this information.



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## **B. Respect for Others**

### **Respect for Others, Equal Opportunity and Fair Treatment**

- Treat all employees, clients and vendors with respect and fairness.
- Promote a work environment that encourages trust, mutual respect, support, honesty, accountability and responsibility.
- Provide equal opportunity in all aspects of employment and neither engage in nor tolerate any illegal discrimination or harassment of any kind.
- Report any observed instances of discriminatory and/or unfair treatment violations to the Law Department, Human Resources or Compliance Officer

### **No Intimidation or Retaliation**

- Do not engage in or condone intimidation of or retaliation against employees arising from reports of alleged misconduct made in good faith.
- Report any observed instances of intimidation or retaliation to the Law Department, Human Resources or Compliance Officer

## **C. Corporate Responsibility**

Employees must review and certify compliance with the Company's Corporate Responsibility Guidelines as part of their annual Ethics Refresher training.

### **Global Human Rights**

- Conduct business with awareness of basic global human rights, including as defined by the United Nations Universal Declaration of Human Rights.
- Recognize and respect employees' freedom of association and to choose representative organizations for the purpose of engaging in collective bargaining.
- Refuse to engage in or use forced or compulsory labor in our workforce.
- Refuse to employ or use child labor in our workforce.
- Report any observed instances of human rights' violations to the Law Department, Human Resources or Compliance Officer.

### **Employment Practices**

- Provide payment of wages and benefits that comply with applicable laws and regulations.
- Provide sanitary and reasonable working conditions for employees.

### **Protection of the Environment**

- Utilize reasonable means to conserve natural resources.
- Avoid environmental contamination.
- Consider the environmental consequences of the workplace and work practices.

## **D. People and Safety**

### **Health and Safety of Workplace**

- Conduct activities in compliance with all relevant environmental and worker health and safety laws and regulations.
- Promote an accident-free workplace and minimize risk to self, others, workplace and the environment.
- Accept 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.
- Perform last minute risk assessments.
- Use my "Stop Work Authority" when unsafe conditions are observed.
- Report to work in condition to perform my duties, free from the influence of illegal drugs, alcohol or other performance limiting substances.



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## **E. Conduct Business in an Ethical Manner**

### **Conflicts of Interest**

- Avoid working simultaneously for a competitor, customer or supplier or as a consultant or board member to a competitor.
- Consult with higher levels of management or the Company's Law Department if I become aware of an actual conflict or potential conflict involving me, including completing timely an RTCIQ form to report such actual or potential conflict.
- If I am aware of another employee engaged in an actual or potential conflict of interest, I will promptly notify the Law Department or Compliance Officer.

### **Competition and Fair Dealing**

- Earn our clients' business through excellent service, products and fair dealing.
- Participate in business entertainment in an appropriate commercial setting only to create goodwill and sound working relationships. Gifts of extraordinary value are prohibited.
- Endeavor to respect the rights of and deal fairly with the Company's customers and suppliers.
- Not to present, provide or accept any gift or provide, accept or offer entertainment to/from any employee (or any family member of an employee) of the Company, any vendor, or any agent unless it: (1) is a bona fide gift, other than a cash gift, (2) is consistent with customary business practices, (3) is not excessive in value, (4) cannot be construed as a bribe or payoff and (5) does not violate any laws or regulations.
- Seek to outperform our competition fairly and honestly with the understanding that 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.
- Discuss with my supervisor or the Law Department any gifts or proposed gifts which I am not certain are appropriate.

## **F. Safeguarding Information and Assets**

### **Corporate Opportunities**

- Advance the Company's legitimate interests when the opportunity to do so arises.
- Not take for myself, personally, opportunities that are discovered through the use of corporate property, information or position without the consent of the Company.
- Not use corporate property, information, or position for improper personal gain, and not compete with the Company directly or indirectly.

### **Record-Keeping**

- Not falsify any data, report or statement regarding any Company operation, field observation or test result or record or report data that do not result from performing approved procedures or test methods.
- Be honest with the Company in order for the Company to make responsible business decisions.
- Maintain all of the Company's books, records, accounts and financial statements in proper detail to ensure they appropriately reflect the Company's transactions and conform both to applicable legal requirements and to the Company's system of internal controls, and refrain from unrecorded or "off the books" funds or assets.
- Maintain records consistent with the Company's document retention policy. In accordance with those policies, in the event that litigation or a governmental investigation is pending, threatened or reasonably anticipated, then the documents relevant to that proceeding may not be destroyed and the Law Department will be consulted.

### **Protection, Security and Proper Use of Company Assets**

- Protect the Company's assets and ensure their efficient use.
- Protect access to the Company's facilities from unauthorized personnel.
- Use Company equipment for legitimate Company business.
- Protect IT assets from theft and misappropriation.
- Report any apparent security lapses.



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- Protect the Company's assets including proprietary information. Proprietary information includes intellectual property such as trade secrets, patents, trademarks, and copyrights, as well as business, marketing and service plans, engineering and manufacturing ideas, designs, databases, records, salary information and any unpublished financial data and reports.

## **Fraud Prevention**

- Record only the true and actual number of hours worked.
- Seek reimbursement for only legitimate business expenses and refer to the respective policy or ask my supervisor or controller.
- Report any suspicious activity by which it reasonably appears that another employee is seeking to commit fraud against the Company.

## **Confidentiality**

- Maintain the confidentiality of confidential information entrusted to me by the Company or its customers, except when disclosure is authorized by the Law Department or required by laws or regulations.
- Preserve confidential information even after my employment ends.

## **G. Employee Reporting Process...** I am **C**ourageous **O**bservant **R**espected **E**thical

### **Reporting any Illegal or Unethical Behavior**

- Promptly report to the Law Department, my supervisor or manager, or to the Compliance Officer or the Helpline any suspected illegal or unethical behavior.
- Cooperate in internal investigations of alleged misconduct.
- The Law Department and Compliance Officer is responsible for the development, maintenance and enforcement of Core Laboratories Code. Our Compliance Officer is accountable of the oversight of the Code and may designate other officers and advisors to assist in carrying out the intent and purposes of the Code.
  - Violations of our Code may result in disciplinary action up to and including termination. Core Laboratories encourages speak up culture; if you see something, say something. Please note, every employee has a duty to report any known or suspected unethical, real or perceived fraud, potential or real conflicts of interest or unlawful conduct observed in the Company.

### **Compliance Procedures**

- Certify compliance with the Company's Code annually via the Company's Talent Management System (TMS).
- Endeavor to ensure prompt and consistent action against violations of this Code. However, I may encounter a situation in which it is difficult to determine how to proceed, while also complying with this Code. Since not every situation that will arise can be anticipated, it is important to have a way to approach a new question or problem. When considering these situations, I will:
  - Consider all relevant information.
  - Focus on the specific question or issue.
  - Identify who is involved.
  - Discuss the problem with a supervisor.
  - Seek help from Company resources.
  - Report ethical violations in confidence and without fear of retaliation.
  - Always ask first.



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## How to Raise a Legal or Ethics Compliance Concern

### To our Compliance Officer:

- By Phone: +1 877-CORELAB (877-267-3522) or +1-713-328-2209
- You may leave a confidential voice mail message with the option of having the Compliance Officer return your call
- By E-mail: [ethics@corelab.com](mailto:ethics@corelab.com)
- By Regular Mail: Compliance Officer, Core Laboratories, 6316 Windfern, Houston, Texas 77040

### To our General Counsel:

- By Phone: +1 713-328-2105
- By Fax: +1 713-328-2152
- You may leave a confidential voice mail message with the option of having the General Counsel return your call
- By E-mail: [mark.tattoli@corelab.com](mailto:mark.tattoli@corelab.com)
- By Regular Mail: General Counsel, Core Laboratories, 6316 Windfern, Houston, Texas 77040