#### CORPORATE GOVERNANCE GUIDELINES

The following Corporate Governance Guidelines (the "<u>Guidelines</u>") have been adopted by the Board of Directors (the "<u>Board</u>") of Enerpac Tool Group Corp. (the "<u>Company</u>") to assist the Board in the exercise of its responsibilities and to serve the interests of the Company and its shareholders. These Guidelines reflect the Board's commitment to monitor the effectiveness of policy and decision-making both at the Board and management level, and to enhance shareholder value over the long term. These Guidelines are a statement of policy and are not intended to change or interpret any federal or state law or regulation, including the Wisconsin Business Corporation Law, or the Articles of Incorporation or Bylaws of the Company. The Guidelines are subject to periodic review by the Governance & Sustainability Committee (the "<u>Committee</u>") of the Board and to modification from time to time by the Board.

The business of the Company is conducted by its employees and officers, under the direction of the Chief Executive Officer, and the oversight of the Board. In addition to its general oversight of management, the Board also performs a number of specific functions, including: working with management to review, monitor and, where appropriate, approve fundamental financial and business strategies and major corporate actions; selecting, evaluating and compensating the Chief Executive Officer and overseeing Chief Executive Officer succession planning; overseeing the integrity of the Company's financial statements; and assessing major risks facing the Company and reviewing options for their mitigation.

#### **BOARD COMPOSITION**

#### 1. Selection of Chair of the Board

The Board at its discretion may choose its Chair in any way that the Board determines. The Board believes that whether to have the same person occupy the offices of Chair and Chief Executive Officer should be decided by the Board, from time to time, in its business judgment after considering relevant factors and circumstances.

## 2. <u>Lead Independent Director</u>

Whenever the Chair is not an independent director, a majority of the independent directors then in office will select a Lead Independent Director from among the independent directors. The Committee shall provide its recommendation as to which independent director should serve as the Lead Independent Director. The Lead Independent Director will:

- Preside at all meetings of the Board at which the Chair is not present, including the executive sessions of independent directors;
- Have the authority to call meetings of the independent directors;
- Act as a liaison as necessary between the independent directors and any management director;
- Advise with respect to appropriate scheduling and agendas for Board meetings;
- Lead the annual assessment of Board and committee performance; and

• Serve as the principal conduit for communications directed from shareholders to employees and the non-employee directors.

At such times as the Chair is an independent director, the Chair will serve as Lead Independent Director. The Board may modify its leadership structure in the future as it deems appropriate.

## 3. Size of the Board

The Board believes that it should generally have no fewer than seven members. This number permits diversity of experience without hindering effective discussion or diminishing individual accountability.

## 4. <u>Selection of New Directors</u>

The entire Board shall be responsible for nominating candidates for election to the Board at the Company's annual meeting of shareholders and for filling vacancies on the Board that may occur between annual meetings of shareholders. The Committee is responsible for identifying, screening, and recommending candidates to the entire Board for Board membership. When formulating its Board membership recommendations, the Committee shall also consider any advice and recommendations offered by the Chief Executive Officer, directors or the shareholders of the Company's or any outside advisors the Committee may retain.

## 5. <u>Board Membership Qualification Criteria</u>

Nominees for director shall be selected on the basis of experience; integrity; absence of conflict of interest; ability to make independent analytical inquiries; understanding of the Company's business environment; and willingness to devote adequate time to Board duties. In evaluating director nominees, the Committee also considers the following factors:

- The strategic objectives and needs of the Company with respect to the particular talents and experience of its directors;
- The knowledge, skills and experience of nominees, including operational leadership and board experience;
- The nominee's professional and academic experience relevant to the Company's industry;
- The strength of the nominee's leadership skills;
- Familiarity with the Company's markets, including national and international business matters;
- Financial literacy and expertise with accounting rules and practices;
- The desire to balance the considerable benefit of continuity with the periodic injection of the fresh perspective provided by new members;
- The appropriate size of the Board; and
- The Committee also may consider such other factors in addition to the foregoing as it deems are in the best interests of the Company and its shareholders.

The Board does not believe that its members should be prohibited from serving on boards of other organizations. However, the Committee may take into account the nature of and time

involved in a director's service on other boards and/or committees in evaluating the suitability of individual director candidates and current directors. Prior to accepting any position on the board of directors of any organization, whether for-profit or not-for-profit, current directors should notify the Chair of the Board and the Chair of the Committee. The Chair of the Board and the Committee shall review the proposed board membership to ensure compliance with applicable laws and policies. No director may sit on more than four additional public company boards, and the CEO may not sit on more than one additional public company board.

Board members are expected to diligently prepare for, attend, and participate in all Board and applicable committee meetings. Each Board member is expected to ensure that other existing and planned future commitments do not materially interfere with the member's service as a director.

The Committee shall be responsible for assessing the appropriate balance of skills and characteristics required of Board members.

The Board shall be committed to a diversified membership, in terms of both the individuals involved and their various experiences and areas of expertise.

The Board shall be committed to satisfying qualification requirements for committee members as established by law, regulation, or New York Stock Exchange (NYSE) listing requirements.

## 6. Director Responsibilities

The business and affairs of the Company will be managed by or under the direction of the Board, including through one or more of its committees as set forth in the bylaws and committee charters. Each director is expected to spend the time and effort necessary to properly discharge his or her responsibilities. These include:

- Exercising his or her business judgment in good faith:
- Overseeing the conduct of the Company's business, to evaluate whether the business is being managed properly and in conformity with applicable laws and regulations;
- Reviewing and, where appropriate, approving the Company's major financial objectives, plans and actions;
- Reviewing and, where appropriate, approving major changes in, and determinations under, these Guidelines, the Company's Code of Conduct and other Board-approved policies of the Company;
- Reviewing and, where appropriate, approving actions to be undertaken by the Company that would result in a material change in the financial structure or control of the Company, the acquisition or disposition of any businesses or assets material to the Company or the entry of the Company into any major new line of business;
- Reviewing the performance of the Chief Executive Officer and other executive officers, considering any input from the Talent Development and Compensation Committee;
- Planning for succession with respect to the position of Chief Executive Officer and monitoring management's succession planning for other key executives;
- Setting a "tone at the top" that emphasizes compliance with high standards of ethical conduct; and
- Ensuring that the business of the Company is conducted to further the long-term interests of its shareholders.

## 7. <u>Director Orientation and Continuing Education</u>

An orientation process for all new directors will be maintained. This process will include comprehensive background briefings by the Company's executive officers. The orientation program is the responsibility of the Chief Executive Officer. The Company's management periodically advises directors of continuing education opportunities, and directors are encouraged to attend such programs as they deem appropriate. The Company will bear a director's cost of attending one such program annually.

## 8. Percentage of Independent Directors on Board

The Board will be comprised of a majority of directors who qualify as independent directors pursuant to the rules of the NYSE.

#### 9. Board Definition of Director Independence

An independent director is one who is free from any relationship that would interfere with the exercise of independent judgment as a director and who meets the qualification requirements for being an independent director under the corporate governance listing standards of the NYSE. No officer or employee of the Company or its subsidiaries nor any immediate family member of any officer or employee of the Company or its subsidiaries shall qualify as an independent director. A director who is an executive officer of another corporation or is an immediate family member of an executive officer of another corporation where any of the Company's executives serves on that corporation's compensation committee shall not qualify as an independent director. A director who is affiliated with the Company's independent auditor or former auditor or is an immediate family member of such an affiliated person shall not qualify as an independent director. An individual (a) who is a partner, controlling shareholder, or executive officer or is an immediate family member of a partner, controlling shareholder, or executive officer of an organization (including a charitable organization) that has a business relationship with the Company that is material either to the director or to the Company or (b) who has a direct business or audit relationship or has an immediate family member with a direct business relationship with the Company that is material either to the director or to the Company. may not serve as an independent member of the Board. The materiality of the business relationship shall be determined by the Committee, and its determination shall be final. Further, an individual may not serve as an independent member of the Board for a period of three years following the termination of any of the relationships delineated above.

## 10. Retirement Age

No director after having attained the age of 75 years shall be nominated for re-election or reappointment to the Board.

## 11. <u>Director Changes in Principal Occupation</u>

When a director resigns or materially changes his or her position with his or her employer or becomes aware of circumstances that may adversely reflect upon the director or the Company, such director should notify the Committee and the General Counsel of such circumstances. The Committee will consider the circumstances and may in certain cases recommend that the Board request that the director submit his or her resignation from the Board if, for example, continuing service on the Board by the individual is not consistent with the criteria deemed necessary for continuing service on the Board.

## 12. <u>Director Compensation</u>

The Board believes that director compensation should fairly pay directors for work required in a business of the Company's size and scope, and that compensation should align directors' interests with the long-term interests of shareholders. Director compensation shall be reviewed annually as determined by the Compensation Committee. The Company believes that compensation for non-employee directors should be competitive. Further, the Company believes is in the best interest of its shareholders that a portion of annual director compensation be based on Company stock.

In its deliberations, the Committee and the Board shall consider whether the levels of director compensation could impair independence and shall critically evaluate any consulting, charitable contribution or other potential or indirect compensation arrangements.

The Company's employees shall not receive additional compensation for their service as directors. Except as otherwise permitted by the applicable NYSE rules, members of the Audit Committee and Compensation Committee may not directly or indirectly receive any compensation from the Company other than their directors' compensation, including any compensation for service on committees of the Board and the receipt of equity incentive awards.

## 13. Evaluation of Board

The Board shall be responsible for annually conducting a self-evaluation of the Board as a whole. The Committee shall be responsible for establishing the evaluation criteria and implementing the process for such evaluation.

## 14. Evaluation of Committees of the Board

The Committee shall conduct periodic reviews of each committee's contribution to the Company. In its review of the committees, the Committee shall review each committee's objectives, as stated at the beginning of each fiscal year, and compare those stated objectives to the results at the end of that year.

#### 15. Board Access to Senior Management

Board members shall have reasonable access to senior management of the Company, in such manner as does not unduly interfere with their management responsibilities, or as otherwise approved by the Chair. Any meetings or contacts that a director wishes to initiate may be arranged through the Chief Executive Officer or the Chair, or if neither is appropriate, directly by the director. To the extent appropriate, such contact, if in writing, should be copied to the Chief Executive Officer.

Furthermore, the Board encourages senior management, from time to time, to bring employees into Board meetings who: (a) can provide additional insight concerning the items being discussed because of personal involvement in these areas; (b) represent significant aspects of the Company's business; and (c) assure the Board of exposure to employees with future potential to assure adequate plans for management succession within the Company.

#### 16. **Board Interaction with Institutional Investors and Press**

The Board believes that management generally should speak for the Company, consistent with all regulations governing such communications and with common sense. Unless otherwise agreed to or requested by the Chair, each director shall refer all inquiries

from institutional investors and the press to designated members of senior management or to the Chair.

# 17. <u>Communications</u>.

The Board shall work with management to establish and maintain a mailbox for direct communication with non-employee directors and disclose communication procedures in public reports. The Lead Independent Director will review all such communications and discuss with the independent directors.

# 18. <u>Term Limits</u>.

As each director is periodically subject to election by shareholders, the Board does not believe it should establish term limits. While term limits could help ensure that there are fresh ideas and viewpoints available to the Board, they hold the disadvantage of losing the contribution of directors who have been able to develop, over a period of time, increasing insight into the Company and its operations and, therefore, provide an increasing contribution to the Board as a whole. As an alternative to term limits, the Committee annually reviews each director's continuation on the Board.

## 19. <u>Compliance</u>.

Each director shall comply with the applicable provisions of the Company's Code of Conduct.

#### 20. <u>Minimum Stock Ownership</u>.

The Board believes that non-management directors should hold a significant equity interest in the Company. The Board therefore expects that each director own, within five years after the later of first becoming a director, shares of common stock of the Company with a value equal to five times his or her annual Board retainer. The Board recognizes that exceptions to this policy may be necessary or appropriate in individual situations and may approve such exceptions from time to time.

## 21. Former CEO's Board Membership; Potentially Adverse Director Circumstances.

When the CEO retires or resigns from that position, he or she should offer his or her resignation from the Board and all committees thereof. The Committee shall assess the appropriateness of the former CEO remaining on the Board.

When a non-management director becomes aware of circumstances that may adversely reflect upon the director or the Company, such director should promptly notify the Committee of such circumstances. The Committee will consider the circumstances and may in certain cases recommend that the Board request that the director submit his or her resignation from the Board if, for example, continuing service on the Board by the individual is not consistent with the criteria deemed necessary for continuing service on the Board.

# 22. Confidentiality Policy.

Pursuant to their fiduciary duties of loyalty and care, directors are required to protect and hold confidential all non-public information obtained due to their directorship position absent the express or implied permission of the Board to disclose such information.

## Accordingly,

- (a) no director shall use Confidential Information for his or her own personal benefit or to benefit persons or entities outside the Company; and
- (b) no director shall disclose Confidential Information outside the Company (which prohibits a director designated by any other person or entity from disclosing Confidential Information to such person or entity), either during or after his or her service as a director of the Company, except with authorization of the Board or as may be otherwise required by law (in which event a director shall promptly advise the Chair of such anticipated disclosure and take all reasonable steps to minimize the disclosure of such Confidential Information).

"Confidential Information" is all non-public information entrusted to or obtained by a director by reason of his or her position as a director of the Company. In addition to information regarding Board meetings or deliberations, Confidential Information includes, but is not limited to, non-public information that might be of use to competitors or harmful to the Company or its customers if disclosed, such as:

- non-public information about the Company's financial condition, prospects or plans, its marketing and sales programs and research and development information, as well as information relating to mergers and acquisitions, stock splits and divestitures;
- non-public information concerning possible transactions with other companies or information about the Company's customers, suppliers, or joint venture partners, which the Company is under an obligation to maintain as confidential;
- non-public information about discussions and deliberations relating to issues and decisions related to the business, between and among employees, officers, and directors; and
- non-public information about cyber security and/or data security incidents, as well as significant litigation or regulatory actions.

#### **BOARD MEETINGS**

## 23. Frequency of Meetings: Attendance

There shall be at least four regularly scheduled meetings of the Board each year. In addition, special meetings may be called from time to time as determined by the needs of the business.

A director is expected to spend the time and effort necessary to properly discharge his or her responsibilities. Accordingly, a director is expected to regularly prepare for and attend meetings of the Board and all committees on which the director sits (including separate meetings of the non-management and independent directors), with the understanding that, on occasion, a director may be unable to attend a meeting. A director who is unable to attend a meeting of the Board or a committee of the Board is expected to notify the Chair of the Board or the Chair of the appropriate committee in advance of such meeting, and, whenever possible, participate in such meeting via teleconference in the case of an in-person meeting.

Each director is expected to attend the Annual Meeting of Shareholders of the Company.

The Board encourages the Chair of the Board or of any committee to invite Company management and outside advisors or consultants from time to time to participate in Board and/or committee meetings to (i) provide insight into items being discussed by the Board which involve the manager, advisor, or consultant, (ii) make presentations to the Board on matters which involve the manager, advisor or consultant, and (iii) bring managers with high potential into contact with the Board. Attendance of non-directors at Board meetings is at the discretion of the Board.

#### 24. Selection of Agenda Items for Board Meetings

The Chair of the Board shall prepare an agenda of items to be considered by the Board at each of its specified meetings during the year. Each Board member shall be encouraged to suggest inclusion of items on the agenda for any given meeting.

## 25. Strategic Discussions at Board Meetings

The business of the Company is managed under the direction of the Board. Normally it is management's job to formalize, propose and implement strategic choices, and the Board's role to approve strategic direction and evaluate strategic results. However, as a practical matter, the Board and management will be better able to carry out their respective responsibilities if there is an ongoing dialogue among the Chief Executive Officer, other members of top management and Board members. To facilitate such discussions, the Board conducts an annual review of the Company's long-term strategic plans and principal issues. Periodically during the year, the Board receives strategy updates from members of senior management of the Company.

## 26. Outside Directors' Discussion

The Board's policy is to have separate sessions for (i) the non-employee directors in conjunction with the regularly scheduled Board meetings and (ii), if any of the non-management directors are non-independent, the independent directors in conjunction with the regularly scheduled Board meetings. Any non-employee director or independent director designated by the other non-employee directors or independent directors, as the case may be, will assume the responsibility of chairing the sessions of outside directors and shall bear such further responsibilities which the outside directors as a whole might designate from time to time and will serve as the interface between the outside directors and the Chief Executive Officer in communicating the matters discussed during the session.

#### 27. Executive Sessions

The non-employee directors may hold sessions with each of the Company's independent external auditors, internal auditors, and general counsel to discuss pending financial and compliance matters.

## 28. <u>Board Materials Distributed in Advance</u>

Information and data is important to the Board's understanding of the business and essential to prepare Board members for productive meetings. Presentation materials relevant to each meeting will be distributed in writing to the Board in advance of the meeting unless doing so would compromise the confidentiality of competitive information or is impracticable. Management will make every effort to provide presentation materials that are brief and to the point yet communicate the essential information. Directors are expected to have reviewed and be prepared to discuss all materials distributed in advance of any meeting.

#### 29. Access to Independent Advisors

The Board and the committees have the right at any time to retain independent outside advisors. The Company will provide appropriate funding, as determined by the Board or any committee, to compensate those outside advisors, as well as to cover the ordinary administrative expenses incurred by the Board and its committees in carrying out their duties. Board members will notify the Chair or, if the Chair is not an independent director, the Lead Independent Director prior to retaining any outside advisors.

## 30. Confidentiality

The proceedings and deliberations of the Board and its Committees are confidential, and each director shall maintain the confidentiality of the proceedings and deliberations and any Confidential Information received or which a director may have access to in connection with his or her service as a director, in accordance with the Company's Confidentiality Policy set forth herein.

#### **COMMITTEE MATTERS**

# 31. Number and Names of Board Committees

The Company currently has three standing committees: Audit, Talent Development and Compensation, and Governance & Sustainability. The duties for each of these committees are outlined in each committee's charter and by resolution of the Board. The Board may form additional committees as deemed appropriate. The committees regularly report to the Board on their proceedings.

# 32. <u>Independence of Audit, Compensation and Governance & Sustainability</u> Committees

The Audit, Talent Development and Compensation, and Governance & Sustainability Committees shall be composed entirely of independent directors.

#### 33. <u>Assignment and Rotation of Committee Members</u>

The Committee shall be responsible, after consultation with the Chair of the Board, for making recommendations to the Board with respect to the composition of various committees. After reviewing the Committee's recommendations, the Board shall be responsible for appointing the members to the committees on an annual basis.

The Chair and the Committee shall annually review the Committee assignments and shall consider the rotation of members with a view toward balancing the benefits derived from continuity against the benefits derived from the diversity of experience and viewpoints of the various directors.

## 34. Annual Review by Committee

Each Board committee shall periodically review its charter and recommend to the Board any changes it deems necessary. In addition to its charter, and the charters of each of the Board committees, the Committee will annually review the Corporate Governance Guidelines and recommend to the full Board any changes it deems necessary.

#### LEADERSHIP DEVELOPMENT

## 35. <u>Evaluation of Chief Executive Officer</u>

The Board shall conduct an ongoing evaluation of the Chief Executive Officer. The evaluation of the Chief Executive Officer is accomplished through the following process:

- The Chief Executive Officer meets with the Compensation Committee to develop appropriate goals and objectives for the next year, which are then discussed with the entire Board.
- At year end, the Compensation Committee, with input from the Board, evaluates the performance of the Chief Executive Officer in meeting those goals and objectives.
- This evaluation is communicated to the Chief Executive Officer.
- The Compensation Committee uses this evaluation in determining the Chief Executive Officer's compensation.

## 36. Succession Planning

The Company understands the importance of succession planning. Therefore, the Compensation Committee, along with the Chief Executive Officer, shall analyze the current management, identify possible successors to senior management, and timely develop a succession plan. The plan shall then be reviewed by the entire Board and reviewed periodically thereafter.

## 37. Management Development

The Board, with the assistance of the Compensation Committee, shall periodically review the plans for the education, development, and orderly succession of senior and mid-level managers throughout the Company.

#### CONFLICTS OF INTEREST AND RELATED PARTY TRANSACTIONS

## 38. <u>Conflicts of Interest and Related Party Transactions</u>

If a director, directly or indirectly, has a financial or personal interest in a contract or transaction to which the Company is to be a party, or is contemplating entering into a transaction that involves use of corporate assets or competition against the Company, the director is considered to be "interested" in the matter. The director should contact the Chief Executive Officer, the Corporate Secretary or the Chairman of the Audit Committee. The director's involvement or interest will be reviewed by the Company's general counsel, and then referred for resolution to the Audit Committee. Interested directors should be identified and/or disclosed, and they shall not participate in any discussion or any vote relating to the matter in which they have been deemed to be interested. The decision of the Audit Committee on all matters of "interest" shall be final. Attached hereto as Exhibit A is the Company's Related Party Transaction Policy and Procedures.

# Ехнівіт А

# RELATED PARTY TRANSACTION POLICY AND PROCEDURES

#### **POLICY**

The Company recognizes that related party transactions present a heightened risk of conflicts of interest (or the perception thereof) and therefore the Company has adopted this policy pursuant to which all Related Party Transactions shall be subject to approval or ratification in accordance with the procedures set forth in this policy.

For the purposes of this policy, a "Related Party Transaction" is a transaction, arrangement, or relationship (or any series of similar transactions, arrangements or relationships) in which the Company (including any of its subsidiaries) was, is or will be a participant and in which any Related Party (as defined below) had, has or will have a direct or indirect interest.

#### **PROCEDURES**

## **Audit Committee Approval**

The Audit Committee shall review the relevant facts and circumstances of each Related Party Transaction, including if the transaction is on terms comparable to those that could be obtained in arm's length dealings with an unrelated third party, whether the transaction is inconsistent with the interest of the Company and its shareholders, and the extent of the Related Party's interest in the transaction, take into account the conflicts of interest and corporate opportunity provisions of Company's Code of Business Conduct and Ethics (the "Code"), and either approve or disapprove the Related Party Transaction. Any Related Party Transaction shall be consummated and shall continue only if the Audit Committee has approved or ratified such transaction in accordance with the guidelines set forth in this Policy. If advance Audit Committee approval of a Related Party Transaction requiring the Audit Committee's approval is not practicable, then the transaction may be preliminarily entered into by management upon prior approval of the transaction by the Chair of the Audit Committee subject to ratification of the transaction by the Audit Committee at the Audit Committee's next regularly scheduled meeting; provided that if ratification shall not be forthcoming, management shall make all reasonable efforts to cancel or annul such transaction.

Management shall present to the Audit Committee each proposed Related Party Transaction, including all relevant facts and circumstances relating thereto and shall update the Audit Committee as to any material changes to any approved or ratified Related Party Transaction and shall provide a status report at least annually at a regularly scheduled meeting of the Audit Committee of all then current Related Party Transactions.

No director may participate in approval of a Related Party Transaction for which he or she is a Related Party.

## **Pre-Approved Transactions**

The Audit Committee has reviewed and pre-approved each of the following types of Related Party Transactions, which shall be deemed to be approved or ratified, as applicable, under this policy:

#### 1. Compensation

- (a) to an executive officer or director of the Company if the compensation is required to be reported in the Company's proxy statement pursuant to Item 402 of Regulation S-K; or
- (b) to an executive officer of the Company, if such compensation would have been required to be reported under Item 402 as compensation earned for services to the Company if the executive was a "named executive officer" in the proxy statement <u>and</u> such compensation has been approved, or recommended to the Board for approval, by the Compensation Committee.
- 2. Transactions that are in the Company's ordinary course of business and where the interest of the Related Party arises only:
  - (a) from the Related Party's position as a director of another corporation or organization that is a party to the transaction; or
  - (b) from the direct or indirect ownership by such Related Party and all other Related Parties, in the aggregate, of less than a 5% equity interest in another person (other than a partnership) which is a party to the transaction; or
  - (c) from both such position described in (a) and such ownership described in (b); or
  - (d) from the Related Party's position as a limited partner in a partnership in which the Related Party and all other Related Parties, in the aggregate, have an interest of less than 5%, and the Related Party is not a general partner of and does not have another position in the partnership.
- Transactions where the interest of the Related Party arises solely from the ownership of a class of equity securities in the Company and all holders of such class of equity securities of the Company will receive the same benefit on a pro rata basis.
- 4. Transaction involving services as a bank depository of funds, transfer agent, registrar, trustee under a trust indenture, or similar services.
- 5. Transactions where the amount involved is not more than \$120,000.

## Interpretation

This Policy is intended to comply with Item 404 of Regulation S-K. Notwithstanding anything herein to the contrary, this Policy shall be interpreted only in such a manner as to comply with Item 404 of Regulation S-K. In the event that a Related Party Transaction would constitute a conflict of interest or a corporate opportunity under the Code, the provisions of the Code also shall apply to such Related Party Transaction. Any such Related Party Transaction may not be approved hereunder unless it is also approved in accordance with the provisions of the Code and disclosed to the public to the extent required by law or the rules of the SEC and New York Stock Exchange.

#### 5. DEFINITIONS

For purposes of this policy, a "Related Party" is:

- 1. any person who is, or at any time since the beginning of the Company's last fiscal year was, a director or executive officer of the Company or a nominee to become a director of the Company;
- 2. any person who is known to be the beneficial owner of more than 5% of any class of the Company's voting securities;
- 3. any immediate family member of any of the foregoing persons, which means any child, stepchild, parent, stepparent, spouse, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, or sister- in-law of the director, executive officer, nominee or more than 5% beneficial owner, and any person (other than a tenant or employee) sharing the household of such director, executive officer, nominee or more than 5% beneficial owner; and
- 4. any firm, corporation, or other entity in which any of the foregoing persons is employed or is a general partner or principal or in a similar position or in which such person has a 5% or greater beneficial ownership interest.