



Dear Aviation Laboratories Suppliers:

We would like to take the opportunity to thank you for your continuing support of our business. We would also like to remind you of our policy with respect to gifts and other business courtesies. While most gift giving by suppliers is well-intentioned, it may create questions of impropriety for Aviation Laboratories rather than foster goodwill in the relationship. Generally our employees are prohibited from accepting any gifts, with the exception of promotional items with nominal value. We therefore recommend that our suppliers refrain from giving any gifts to Aviation Laboratories employees.

Aviation Laboratories is proud of our reputation based on our commitment to the highest ethical standards. Our business relationships rest on a foundation of integrity and trust, and our success is dependent on our commitment to these values. As we hold ourselves to this high standard, we also expect the same from you.

Please feel free to share any comments or concerns at [feedback@avlab.com](mailto:feedback@avlab.com). If you prefer, your identity will remain confidential.

We look forward to working with you in the future.

Sincerely,

Wayne Odegard  
Vice President/General Manager