

# Code of Ethics and Conduct for Directors

**Ethics Connects Us** 



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# Code of Ethics and Conduct for Directors

Health Care Service Corporation and all of its majority owned (greater than 50%) subsidiaries (collectively, "HCSC") have adopted a Compliance Program which includes a Code of Ethics and Conduct which applies to all employees and directors of HCSC. HCSC is committed to conducting its business in compliance with all applicable laws, regulations, and contractual obligations and in accordance with high standards of business conduct. Because of their special responsibilities, the Board of Directors has also adopted this Director's Code of Conduct to operate in addition to and supplement HCSC's Code of Ethics and Conduct.

This Director's Code of Conduct is a guide to help HCSC directors live up to HCSC's high ethical standards and a statement to the public that HCSC is committed to the highest standards of integrity and performance from its Board of Directors.

An active and involved Board of Directors, with the necessary skills and experience, will provide the best assurance that HCSC will achieve its objectives and maintain a reputation for staying true to its purpose and core values.

# Our Purpose

Empowering
whole person health
with compassion
and innovation

# Our Mission

To increase access to quality affordable health care across the communities we serve.

# **Our Core Values**



#### Integrity

Always do the right thing;



#### Respect

Everyone deserves it;



#### Commitment

We keep our promises;



#### Excellence

We drive extraordinary results; and



#### Caring

We put our heart into our work.

# Commitment and Responsibilities

The Board of Directors is responsible for guiding HCSC's strategy, monitoring managerial performance and achieving company objectives, while balancing competing demands on HCSC's resources and management.

# **Duty of Care**

Each director must act on a fully informed basis, with due diligence and care and in the best interest of HCSC. Each director should become familiar with HCSC's businesses, including the economic and competitive environment in which the company operates, including a basic understanding of:

- The principal operational, financial and other plans, strategies and objectives of HCSC;
- The operational results and financial condition of HCSC; and
- The relative position of HCSC in its marketplace.

Each director must have and commit the time necessary to prepare for, attend (in person or by telephone conference call, as appropriate) and actively participate in Board and committee meetings.

Each director shall inform the Chief Ethics, Compliance and Privacy Officer of their other employment, board positions and other obligations that might interfere with their ability to perform their duties. Each director shall inform the Chief Ethics, Compliance and Privacy Officer, in advance to the extent practicable, of any change in position or of any new board positions or other new obligations that might interfere with their ability to perform their duties.

Each director should carefully consider whether they will have the time to discharge their responsibilities. At a minimum, HCSC expects its directors to attend not less than 75% of all meetings of the Board and the committees of which they are members. HCSC expects that as a general matter, each director will be required to spend between 100 and 150 hours each year preparing for and attending Board and committee meetings.

Each director should be satisfied that HCSC has an effective system for providing the members of the Board with timely, periodic reports of the information they need to perform their responsibilities.

Each director should be satisfied that HCSC has information. and reporting systems that are designed to provide to management and to the Board of Directors, timely accurate information sufficient to allow management and the Board, each within its scope, to reach informed judgments concerning HCSC's compliance with the law and its business performance.

Each director should be satisfied that HCSC has in place compliance programs to prevent, detect and correct noncompliance with the law, to promptly report violations when discovered as appropriate and to take prompt, voluntary remedial efforts.

# **Duty of Loyalty; Conflicts of Interest**

Each director is bound by a duty of loyalty that requires the director to exercise directorial powers in good faith in the best interests of HCSC and not in the director's own interest or in the interest of another person (such as a family member) or organization or entity with which the director is associated.

Each director must disclose to the Chief Ethics, Compliance and Privacy Officer their employment, board positions and other relationships with business, civic, charitable and governmental entities.

When a director, directly or indirectly, has a financial interest or personal interest in a contract or transaction to which HCSC or any of its subsidiaries is to be a party, or is contemplating entering into a transaction that involves the use of HCSC assets or competition against HCSC or any of its subsidiaries, the director is considered to be "interested" in the matter. The director should seek approval by disinterested directors of the transaction or conduct in which they are interested and should disclose that interest to the Board members who are to act on the matter and describe all material facts concerning the matter known to the director. The interested director must abstain from voting on the matter, and in most situations, after disclosure the director will be asked to leave the meeting at which the contract or transaction is to be discussed and acted upon. The specific procedures will be established with the guidance of counsel.

Each director is required generally to make a business opportunity available to HCSC before the director may pursue the opportunity for the director's own or another's account. Whether the opportunity must first be offered to HCSC will depend on the following circumstances:

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- Correlation of the opportunity to the business of HCSC or any of its subsidiaries;
- Circumstances in which the director learned of the opportunity;
- Possible significance of the opportunity to HCSC or any of its subsidiaries; and
- Reasonableness of the expectation that the director should make the opportunity available to HCSC or any of its subsidiaries.

Corporate opportunities are subject to disclosure to the Board of Directors like other conflict of interest transactions, and if, after disclosure, the Board, acting through its disinterested directors, disclaims interest in the transaction by HCSC or any of its subsidiaries, the director shall be free to pursue it.

# **Director Independence**

HCSC has determined that a majority of its Board of Directors shall be "independent." In addition, all voting members of HCSC's Audit, Compliance and Finance Committee, Governance and Nominating Committee and Compensation Committee shall be independent.

No director qualifies as "independent" unless the Board of Directors affirmatively determines that the director has no material relationship with HCSC or any of its subsidiaries (either directly or as a partner, owner, shareholder, officer, member or manager of a limited liability company or an equivalent position of an entity that has a relationship with HCSC or any of its subsidiaries). This determination of independence will be based on all relevant facts and circumstances, from the standpoint of the director and of the persons or entities with which the

director has an affiliation. Material relationships can include provider, supplier, brokerage, agency, commercial, industrial, banking, consulting, legal, accounting, charitable and familial relationships; provided, however, in no event shall the ownership of less than one (1%) percent of the shares of a publicly traded company, absent any other relationship, be considered or interpreted to be material for purposes of this Director's Code of Conduct.

## Notwithstanding the foregoing

- No director who is a former employee of HCSC or any of its subsidiaries can be "independent" until three years after termination of employment.
- No director can be "independent" if they are a current partner
  of the outside auditor of HCSC or any of its subsidiaries
  or was a partner or employee of an outside auditor who
  personally worked on HCSC's or a subsidiary's audit at any
  time during any of the past three years.
- No director can be "independent" if they are, or in the past three years has been, part of an interlocking directorate in which an executive officer of HCSC serves on the compensation committee of another company that concurrently employs the director.
- No director can be "independent" if they are an executive of an executive compensation firm currently performing work for HCSC or any of its subsidiaries or was an employee of an executive compensation firm who worked on an assignment at HCSC or any of its subsidiaries at any time during any of the past three years.

- No director with an immediate family member in the foregoing categories can be "independent" until three years after termination of the relationship that is in the foregoing categories, provided that employment of a family member by HCSC in a non-senior officer position would not be a bar to independence.
- No director will be considered "independent" if they receive any consulting, advisory or other compensatory fees from HCSC or any of its subsidiaries other than in their capacity as a member of the Board or any Board committee.

Each director shall promptly disclose to the HCSC Chief Ethics, Compliance and Privacy Officer any relationship and any change in such relationships affecting the independence of the director as outlined above. If any change in such relationships would result in a director ceasing to be independent, the director will promptly notify the Board of Directors for consideration and the taking of appropriate action.

## **Compensation**

The Board of Directors shall set their own compensation with sensitivity to the inherent conflict involved in such determination and in a manner and amount that is fair to the directors and HCSC and aligns the interests of directors with the long-range objectives of HCSC.

# **Confidentiality**

Directors are expected to keep all HCSC information confidential.

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