



## CODE OF BUSINESS CONDUCT AND ETHICS

This *Code of Business Conduct and Ethics* covers a wide range of business practices and applies to all employees, officers, and directors and all majority-owned and controlled subsidiaries of Valero Energy Corporation (together, “Valero” or the “Company”).

The Code’s purpose is to guide you — our employees, officers, and directors — to conduct that is fair, ethical, honest, and lawful. You are expected to follow the principles stated in this Code, and to strive to avoid even the appearance of improper behavior. You should never do — or be asked to do — anything in the course of your duties that would violate the law, this Code, or other Company policy. This Code represents one component of our business ethics program. Additional principles are stated in Valero’s comprehensive set of policies and procedures that are published on Valero’s intranet site.

Report any known or suspected misconduct or unethical behavior through the channels described in Article XIII of this Code. Those who violate the standards in this Code will be subject to disciplinary action, up to and including termination of employment.

*Note to employees based outside the United States:* Certain sections of this Code may conflict with the local laws and regulations of your country. Consult your local legal counsel for advice if you perceive a conflict.

### Article I. Conflicts of Interest & Corporate Opportunities

1. A conflict of interest exists when a person’s private interest interferes with the interests of the Company. A conflict can arise when a person takes actions or has interests that may make it difficult to perform his or her Company duties objectively. Conflicts of interest may also arise when an employee or director (or family member) receives improper personal benefits as a result of his or her position in the Company. You should avoid transactions, commitments, and other activities that are not in Valero’s best interests or that could involve a conflict between your personal interests and the interests of Valero, or which could involve a conflict in connection with the bid, award, or administration of a federal contract.
2. Valero has established a Conflicts of Interest Committee (COI Committee) to help administer Valero’s conflicts policy. If you are not sure if a particular situation is a conflict of interest, contact the COI Committee for an objective determination of your issue. The COI Committee can be reached through Valero’s internal audit department.
3. Employees and directors may not take for their personal benefit any opportunity that is discovered through the use of Company property, information, or position without first obtaining the consent of the board of directors. You may not use Company property, information, or position for improper personal gain, and may not compete with Valero directly or indirectly. The full text of the Company’s policy on these matters is contained in Valero’s conflict of interest policy which can be accessed on the Company’s intranet under *Service Center > Branding & Policies > Corporate Policies > Human Resources > HR Policies > Employee Guide > Conflict of Interest.*

## **Article II. Confidentiality**

You must maintain the confidentiality of information entrusted to you by Valero or its customers, except when disclosure is required by law or regulation. This includes all non-public information that might be of use to competitors, or detrimental to Valero or its customers if disclosed, and includes information that suppliers and customers have entrusted to Valero. The obligation to preserve confidential information continues even after your employment ends. Employees are required to sign a Confidentiality and Inventions Agreement upon beginning employment with the Company. Copies of this agreement are available from Valero's human resources department.

## **Article III. Fair Dealing, Antitrust and Competition**

1. Valero seeks to outperform its competition fairly and honestly. Stealing proprietary information, using 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. You are expected to respect the rights of — and deal fairly with — Valero's customers, suppliers, competitors, and employees. You may not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other intentional practice of unfair-dealing.
2. You must comply with all antitrust laws regulating antitrust and competition. For example, the following actions are prohibited:
  - fixing or controlling prices with any competitors;
  - dividing or sharing customers, markets, or territories;
  - participating with others to block the production or sale of another's products or services;
  - participating in price discrimination;
  - creating or planning with others to create a monopoly; and
  - boycotting certain customers or suppliers.

Follow the reporting guidelines stated in this Code if you suspect, witness, or experience any of these practices. You may not discuss pricing or other competitive matters with Valero's competitors and should avoid situations that appear to include these types of discussions.

## **Article IV. Relationships with Vendors and Contractors**

The purpose of business entertainment and gifts in a commercial setting is to create goodwill and sound working relationships, not to gain unfair advantage with customers. Whenever you are working collaboratively with vendors, contractors, and other third-parties (including representatives of government agencies) it is important to follow sound business practices to avoid putting yourself in a position in which you feel like you owe a vendor. If you or persons who report to you are invited to take part in dinner or lunch functions, or golfing, hunting, fishing, or other entertainment excursions, you are expected to use the following guidelines in your decision-making.

- Meals and other events should always serve a valid business purpose, such as project planning, status meetings, recognizing a significant joint business achievement, etc.
- The event to which you are invited should not be, and should not appear to be, extravagant or excessive.
- Excessive consumption of alcohol and visiting establishments that are in poor taste are prohibited.

- Employees should never request gifts, entertainment, trips or meals from vendors.
- Acceptance of gifts from vendors is not encouraged, but is acceptable if the gifts are not excessive in value.
- All trips and excursions (including hunting, fishing, and golfing trips) must be approved before being accepted. Approval must be obtained from the plant manager for all refining and renewables personnel. For pipeline, terminal, and corporate employees, approval must be obtained from the business group's division head.

#### **Article V. Protection and Proper Use of Company Assets**

1. Company assets are to be used for legitimate business purposes. Company equipment should not be used for non-Company business, though occasional, incidental personal use may be permitted. Employees are expected to protect Valero's assets and ensure their efficient use. Theft, carelessness, and waste have a direct impact on Valero's profitability. Any suspected incidents of fraud or theft should be immediately reported for investigation.
2. Acquisitions and dispositions of assets are subject to the Company's Approval Authority Policy. Before committing Valero to acquire or dispose of any asset, you should consult the Approval Authority Policy to ensure that you have the requisite authority to do so. This policy can be accessed on the Company's intranet under *Service Center > Branding & Policies > Corporate Policies > Internal Audit & SOX > Approval Authority Policy*.
3. All technology that is made available to Valero's users — and all associated hardware, software, and systems — are the property of Valero. Your use of such technology is subject to Valero's Electronic Communications Policy. This policy can be accessed on the intranet under *Service Center > Branding & Policies > Corporate Policies > Communications > Electronic Communications Agreement (ECA)-Employee*.
4. The obligation of employees to protect Valero's assets includes its 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, and any unpublished financial data and reports. Unauthorized use or distribution of this information is a violation of Company policy.

#### **Article VI. Compliance with Laws, Rules, and Regulations**

Obeying the law, both in letter and in spirit, is the foundation on which Valero's business ethics standards are built. Valero has operations in several countries. You are expected to obey all local, regional, and federal laws of the locations where Valero operates. Although not all employees are expected to know all of the details of these laws, it is important that you know enough to determine when to seek advice from supervisors, managers, Valero's legal department, or other appropriate personnel. If a law conflicts with a policy in this Code, you must comply with the law. If you have a question about any conflict, ask your supervisor how to handle the situation.

#### **Article VII. Anti-Bribery and International Trade**

1. The U.S. Foreign Corrupt Practices Act (FCPA) prohibits offering or giving anything of value, directly or indirectly, to foreign officials for the purpose of obtaining or retaining business or an improper business advantage, or for the purpose of otherwise influencing the decisions of such officials.

Bribery is also prohibited under the United Kingdom Bribery Act (UKBA). Under the UKBA, the crime of bribery occurs when a person offers, gives, or promises to give a financial benefit or other advantage to another individual — whether a private person or public official — in exchange for improperly performing a certain function or activity. The UKBA also prohibits requesting, accepting, or agreeing to accept such an improper advantage. The UKBA applies not only to conduct in the United Kingdom, but in any other jurisdiction. Both the FCPA and UKBA subject offenders to potential criminal liability. Valero employees and agents — wherever they may be located or do business — are strictly prohibited from making illegal payments or bribes to government officials or any other persons. Always consult your supervisor and your local legal department if you are faced with or become aware of any situation that could potentially violate these laws and regulations.

The full text of Valero’s anti-bribery policy can be accessed on the intranet under *Service Center > Branding & Policies > Corporate Policies > Legal & Risk > Anti-Bribery Policy*.

2. You must also comply with laws that govern international trade operations. Some countries’ laws prohibit persons and businesses from participating in or cooperating with international trade embargoes or sanctions that have been imposed by other countries. For example, anti-boycott laws in the United States penalize U.S. companies if they cooperate with or participate in international boycotts not supported by the United States. This same law requires companies that receive requests to participate in or cooperate with such boycotts to report them to the appropriate U.S. government official. Therefore, if you receive a request of this sort, immediately report it to Valero’s legal department.

#### **Article VIII. Securities and Insider Trading**

1. You must avoid any appearance of trading in securities on the basis of material, nonpublic information. Persons who have access to material, nonpublic information are not permitted to use or share that information for securities trading purposes — or for any other purpose — except to conduct Valero’s business. You should consider all nonpublic information about Valero to be confidential. To use nonpublic information for personal financial benefit or to “tip” others who might make an investment decision on the basis of this information is both unethical and unlawful.
2. To assist with compliance with insider trading laws, Valero has adopted its Securities Trading Policy. This policy can be accessed on the Company’s intranet under *Service Center > Branding & Policies > Corporate Policies > Legal & Risk > Securities Trading Policy*. If you are unsure whether certain Company information is material or whether a trade in securities is permitted, you should consult Valero’s Corporate Law personnel before trading. In addition, certain officers, directors, and employees in key positions have been designated as “restricted persons” who must contact Valero’s Corporate Law personnel to receive advance approval prior to placing any order to purchase or sell securities of the Company.

## **Article IX. Health, Safety and Environment**

1. The protection of Valero's employees, contractors, customers, communities, and the environment is Valero's highest priority and a core business value. Valero is committed to achieving health, safety, and environmental excellence throughout the Company. Every employee is expected to conduct business in accordance with this commitment. The full text of Valero's health, safety, and environmental commitment can be accessed on the intranet under *Service Center > Branding & Policies > Corporate Policies > Human Resources > HR Policies > Employee Guide > Health, Safety and Environmental (HSE) Commitment*.
2. Valero strives to provide each employee with a safe and healthy work environment. Each employee is responsible for maintaining a safe and healthy workplace for all by following all of Valero's safety rules and practices and by reporting accidents, injuries, and unsafe equipment, practices, or conditions in a timely manner.
3. Valero strictly prohibits violent or threatening behavior by employees, consultants, customers, or anyone else on Company premises. Additional information on Valero's security, search, and violence-in-the-workplace policies can be accessed on the Company's intranet under *Service Center > Branding & Policies > Corporate Policies > Human Resources > HR Policies > Employee Guide > Personal Searches, –Security and –Weapons*.
4. Employees are prohibited from consuming alcohol at work and from reporting to work after consuming alcohol. The use of alcohol off the job that impairs performance on the job is also prohibited. The use, distribution, purchase, possession, or manufacture of illegal drugs is also prohibited. To ensure that the workplace remains free from drug and alcohol abuse, Valero has adopted a substance abuse prevention policy. This policy can be accessed on the Company's intranet under *Service Center > Branding & Policies > Corporate Policies > Human Resources > HR Policies > Employee Guide > Substance Abuse Policy*. Valero conducts drug and alcohol testing as a part of its substance abuse prevention efforts. Valero's drug and alcohol testing policies are contained in separate documents which may be obtained through Valero's human resources department and which are provided to all newly hired employees.

## **Article X. Discrimination and Harassment**

1. Valero is committed to employ qualified individuals without regard to race, color, gender, religion, sexual orientation, genetic information, national origin, age, disability, veteran status, or any other category protected by law. Valero is an affirmative action employer and maintains affirmative action procedures and practices to fulfill the objectives of this policy. Valero is committed to providing equal opportunity in all aspects of employment and to providing a work environment free from discrimination and harassment. Examples of prohibited conduct include derogatory comments based on racial or ethnic characteristics, unwanted sexual advances, requests for sexual favors, verbal or physical behavior of a sexual nature that interferes with an employee's work performance or creates a threatening, hostile, or offensive work environment.
2. Valero's primary policies for these issues are (i) the Equal Employment Opportunity, Affirmative Action, and Diversity and Inclusion policy and (ii) the Harassment policy. These policies can be accessed on the Company's intranet under *Service Center > Branding & Policies > Corporate Policies > Human Resources > HR Policies > Employee Guide > Equal Employment Opportunity, Affirmative Action, and Diversity and Inclusion and –Harassment*. The Harassment policy describes prohibited conduct, steps for reporting harassment, investigations of complaints, and consequences for retaliation against persons who report harassment. Immediately contact your supervisor and/or the human resources department regarding any situation that could be considered discrimination or harassment.

## **Article XI. Books, Records, Record-Keeping**

1. Valero's books, records, accounts, and financial statements must be maintained in accordance with generally accepted accounting standards, and must conform to applicable legal requirements and to Valero's system of internal controls. Effective internal controls related to financial reporting and the safeguarding of assets are required at the source of each financial transaction and not just in the accounting department. Employees are responsible for complying with Valero's internal controls over financial reporting. The full text of Valero's internal controls policy can be accessed on Valero's intranet under *Service Center > Branding & Policies > Corporate Policies > Internal Audit & SOX > Sarbanes-Oxley Policy*.
2. Employees are expected to report fraud and any improper or otherwise unethical accounting or auditing practices. You may anonymously submit your good faith concern regarding fraud or questionable accounting or auditing matters without fear of dismissal or retaliation by following the procedures described in Article XIII of this Code under the caption *Special Complaint Procedures for Accounting, Auditing and Fraud Matters*.
3. Valero requires honest and accurate recording and reporting of information in order to make appropriate and responsible business decisions. For example, only the true and actual number of hours worked by an employee or contractor should be reported. Business expense accounts must be documented and recorded accurately. If you are unsure whether a certain expense is legitimate, ask your supervisor or your controller. All expenses and requests for reimbursement must adhere to the requirements in Valero's business expense policies which can be accessed on the intranet under *Service Center > Branding & Policies > Corporate Policies > Business Expenses*.
4. Valero's records and information are valuable Company assets, and are identified, maintained, and safeguarded as an essential part of the operation of Company business. Records are to be retained or destroyed according to the Company's record retention policy, which can be accessed on the intranet under *Service Center > Branding & Policies > Corporate Policies > Information Services > Records Retention Policy* and *Records & Information Management > Records and Information Management Services (RIMS) Policy*.

## **Article XII. Relationships with Governmental Entities**

1. Valero's relationships with government agencies, officials, and personnel shall be conducted in such a manner that complete public disclosure would not embarrass or damage Valero's business reputation. Employees shall comply with all laws, rules, and regulations concerning contributions and gratuities to government agencies, officials, and personnel, including the Anti-Bribery policy discussed in Article VII above. The governments where Valero operates have laws and regulations regarding the business gratuities that may be (or may *not* be) accepted by government personnel. The promise, offer, or delivery to a government official or employee of a gift, favor, or other gratuity in violation of these rules would not only violate Company policy but could also be a criminal offense.
2. When Valero accepts U.S. government contracts or subcontracts, Valero has an obligation to ensure that it administers those contracts and delivers its products and services in a manner that fully complies with federal procurement laws and regulations, as well as Valero's own high standards. Employees should take care to ensure against fraud, bribery, gratuities, conflicts of interest, false claims, overcharging, and any other unethical behavior in connection with U.S. Department of Defense and other government contracts. Laws and regulations pertaining to government contracts are often complex and impose serious civil and criminal penalties for improper practices. You are expected to report any improper or otherwise unethical practices

relating to the bid, award, or administration of any Department of Defense or other federal contract. You may anonymously submit your good faith concern without fear of dismissal or retaliation by following the procedures described in Article XIII of this Code under the caption *Special Complaint Procedures for Accounting, Auditing, and Fraud Matters*.

### **Article XIII. Reporting Illegal or Unethical Behavior**

1. All persons subject to this Code are encouraged to preserve Valero's highest standards for business ethics and integrity. Report all theft, fraud, bribery, environmental crime, violations of this Code, violations of Company policy, misconduct, unethical behavior related to federal contracts, and any other business misconduct to your supervisor, your human resources representative, or through Valero's business abuse hotline "**The Network**" (a confidential hotline reporting system). The Network is available toll-free, 24 hours a day, 7 days a week, and callers to The Network may remain anonymous if preferred.

Callers in the U.S. and Canada can reach The Network by calling **1-855-219-2495**.

To call The Network from within Ireland, the United Kingdom, Mexico, or Peru, callers should follow these instructions:

- a. Initiate access using the following numbers:
  - i. 1-800-550-000 for Ireland
  - ii. 0-800-89-0011 for United Kingdom (British Telecom)
  - iii. 0-500-89-0011 for United Kingdom (cable and wireless)
  - iv. 01-800-288-2872 for Mexico (English)
  - v. 001-800-658-5454 for Mexico (Spanish)
  - vi. 0-800-50-000 for Peru (Spanish)
  - vii. 0-800-50-288 for Peru (English/Spanish)
- b. Based upon the access code used, the caller will be met with the respective language (English or Spanish). Upon hearing the operator/announcer tone, begin dialing **1-855-219-2495** (toll-free). Caller then will hear an announcement verifying connection to The Network.

*Confidential Online Submissions.* Persons in any country may submit reports online to The Network at the following site: [ReportBusinessAbuse.valero.com](http://ReportBusinessAbuse.valero.com)

2. Employees are encouraged to talk to supervisors, managers, or other appropriate personnel about observed illegal or unethical behavior and about the best course of action to take when a particular situation is unclear or poses a risk of misconduct. Retaliation for reports of misconduct made in good faith is prohibited.
3. *Special Complaint Procedures for Accounting, Auditing, and Fraud Matters.* This subsection describes Valero's procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls, or auditing matters, and complaints of alleged misconduct in connection with the bid, award, or administration of Department of Defense or other federal contracts. The Audit Committee of Valero's board of directors oversees the investigation of concerns in this area.

Any person may submit a complaint without fear of dismissal or retaliation. The following procedures have been established for (1) the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls, fraud, or auditing matters, including complaints of alleged misconduct in connection with the bid, award, or administration of Department of Defense or other federal contracts, and (2) the confidential, anonymous submission of concerns regarding any of the foregoing matters (all of the foregoing are collectively referred to in the following as “Accounting, Auditing, and Fraud Matters”).

- a. *Scope of Matters Covered by These Procedures.* These procedures relate to complaints relating to any Accounting, Auditing, and Fraud Matters, including the following:
  - fraud or deliberate error in the preparation, evaluation, review, or audit of any financial statement of the Company;
  - fraud or deliberate error in the recording and maintaining of financial records of the Company;
  - deficiencies in or noncompliance with Valero’s internal accounting controls;
  - misrepresentation or false statement to or by a senior officer or accountant regarding a matter contained in the financial records, financial reports, or audit reports of the Company;
  - deviation from full and fair reporting of Valero’s financial condition;
  - fraud, bribes, gratuities, or other personal benefits in connection with the bid, award, or administration of government contracts;
  - presenting, or causing to be presented, to the government a false claim for payment; or
  - making, using, or causing to be made or used, a false record or statement to get a false claim paid or approved by the government, or otherwise overcharging the government for goods or services.
- b. *Receipt of Complaints.* Concerns about Accounting, Auditing, and Fraud Matters may be submitted through any of the following means:
  - For all complaints, on a confidential or anonymous basis, through “The Network” (a confidential hotline reporting system) at 1-855-219-2495, or online via the following link: [ReportBusinessAbuse.valero.com](https://ReportBusinessAbuse.valero.com).
  - For complaints solely related to Department of Defense (“DOD”) or other federal contracts, on a confidential or anonymous basis, through the DOD Inspector General Hotline at 1-800-424-9098.
  - In writing or by phone directly to Valero’s Disclosure and Compliance Officer at (800) 531-7911 ext. 2331, P.O. Box 696000, San Antonio, Texas 78269-6000, fax: (210) 345-3214.
- c. *Treatment of Complaints.*
  - Upon receipt of a complaint, Valero’s Disclosure and Compliance Officer will (i) determine whether the complaint actually pertains to Accounting, Auditing, and Fraud Matters, as defined above, and (ii) when possible, acknowledge receipt of the complaint to the sender.



- Complaints will be reviewed under Audit Committee direction and oversight by Valero's Disclosure and Compliance Officer or such other person(s) as the Audit Committee determines to be appropriate. Confidentiality will be maintained to the fullest extent possible, consistent with the need to conduct an adequate review.
- Prompt and appropriate corrective action will be taken when and as warranted in the judgment of the Audit Committee.
- If a complaint related to DOD or other federal contracts is determined to be credible as a result of the investigatory process described above, Valero's Disclosure and Compliance Officer, or such other person(s) as the Audit Committee determines to be appropriate, will make a report to the proper federal contract administrator as required by law or regulation under FAR Case 2007-006, *Contractor Business Ethics Compliance Program and Disclosure Requirements*.
- Valero will not discharge, demote, suspend, threaten, harass, or in any manner discriminate against any employee in the terms and conditions of employment based upon any lawful actions of such employee with respect to good faith reporting of complaints regarding Accounting, Auditing, and Fraud Matters or otherwise as specified in (i) Section 806 of the Sarbanes-Oxley Act of 2002, or (ii) 10 U.S.C. Section 2409(a).
- The Disclosure and Compliance Officer will maintain a log of all complaints regarding Accounting, Auditing, and Fraud Matters, tracking their receipt, investigation and resolution and will prepare a periodic summary report thereof for the Audit Committee. This documentation will be maintained in accordance with Valero's document retention policy.

#### **Article XIV. Steps to Compliance**

In some situations, it is difficult to know if a violation of this Code has occurred or is occurring. Because the Code cannot anticipate every situation that will arise, it is important to have a way to approach new questions or problems. The following are steps to keep in mind when facing a question of ethics:

- Make sure you have all the facts. In order to reach the right solutions, be as fully informed as possible.
- Ask yourself: What specifically am I being asked to do? Does it seem unethical or improper? This will help you to focus on the specific question you are faced with and the alternatives available to you. Use your judgment and common sense. After you have obtained all of the facts you can, if something still seems unethical or improper, consider that your circumstance is risky enough to warrant taking further steps to avoid or prevent an unethical situation.
- Clarify your responsibility and role. In most situations, there is shared responsibility. Are your colleagues informed? It may help to get others involved and discuss the problem.
- Discuss the problem with your supervisor. This is the basic guidance for all situations. In many cases, your supervisor will be more knowledgeable about the question, and will appreciate being brought into the decision-making process. Remember that it is your supervisor's responsibility to help solve problems.

- Seek help from Company resources. In the rare case when it may not be appropriate to discuss an issue with your supervisor, or when you do not feel comfortable approaching your supervisor with your question, discuss it locally with your office manager or your human resources representative.
- Review Company policies. Remain knowledgeable about Valero's policies and procedures. Use the Company's intranet to stay informed about how the Company's policies affect your work environment and performance.
- Report ethical violations in confidence and without fear of retaliation. Article XIII of this Code describes the channels of reporting that are available to you. If your situation requires that your identity be kept secret, your anonymity will be protected. Valero does not permit retaliation of any kind against employees for good faith reports of business ethics violations.
- Ask first, act later: If you are unsure of what to do in any situation, seek guidance before you act.

#### **Article XV. Waivers**

Any waiver of this Code for executive officers or directors may be made only by the Board of Directors, and will be promptly disclosed as required by law or stock exchange regulation.