



enterprises, inc.

2018 CODE OF CONDUCT GUIDE

Corporate Compliance Committee

Joe Puishys • Jim Porter • Pat Beithon • Warren Planitzer

REPORTING AND INVESTIGATING VIOLATIONS

At Apogee, we conduct business with the highest degree of honesty and ethical behavior. In addition, laws and regulations in the U.S. and foreign countries are increasingly requiring companies to monitor their own actions to ensure conformity with applicable laws and regulations. To help employees understand what is expected of them and to carry out their responsibilities, the Company has created a Company-wide Compliance Program comprised of this Guide; the Code of Business Ethics and Conduct, which establishes the Company’s guiding ethical principles and standards for conducting its business; and Corporate Policies, which make up the specific compliance policies to which employees must adhere.

All employees are responsible for compliance with all laws, standards and principles contained or referenced in Apogee’s Compliance Program, Code of Business Ethics and Conduct, and Corporate Policies. The Corporate Policies apply to every Company employee, including employees of Apogee and employees of any Apogee direct or indirect subsidiary, business unit or facility, except to the extent the Corporate Policies conflict with any applicable provision of a collective bargaining agreement or other obligation of the Company under applicable law.

Violations of the law, the Compliance Program or any other Corporate Policies, procedures, instructions, work rules, practices or the like may lead to disciplinary action, including dismissal. Nothing contained in this Guide, the Code of Business Ethics and Conduct, the Corporate Policies or other Compliance Program communications, creates or implies an employment contract.

To help employees understand the laws and regulations which affect the Company, the following summary of the Corporate Policies has been developed. Copies of Apogee’s Code of Business Ethics and Conduct, the Corporate Policies and other Company Policies are available for employees to review. A situation which is not referenced in the following summary may or may not be acceptable. If you have any questions, contact your supervisor, your Human Resources Department, or Apogee’s General Counsel or a member of the Apogee Compliance Committee at the Apogee Corporate Office at the address and phone numbers listed under “Reporting and Investigating Violations.”

Remember, Apogee is counting on you to assist in our ongoing commitment to compliance with our ethical principles, the law, and proper accounting and auditing practices.

If you believe someone may be violating the law, the principles or standards included in this guide, the Code of Business Ethics and Conduct or you have concerns regarding questionable accounting or auditing practices, you are required to report the known or suspected violation or your concerns. You may report a violation or your concerns to your immediate supervisor, a senior manager, your Human Resources Department, Apogee’s General Counsel at 952.487.7514, a member of the Apogee Compliance Committee at 952.835.1874, or by writing to Apogee’s General Counsel at 4400 West 78th Street, Suite 520, Minneapolis, Minnesota, USA 55435. You may also report anonymously by contacting the Apogee Code of Conduct Hotline at www.apog.ethicspoint.com. **The Apogee Code of Conduct Hotline is operated by an outside vendor that is not affiliated with Apogee.**

Please see instructions on how to make a toll-free phone call to the Apogee Code of Conduct Hotline on pages 6 and 7 of this Guide or at www.apog.ethicspoint.com (enter the organization name of “Apogee”).

Each report of a known or suspected violation of the law or the Compliance Program or questionable accounting or auditing practices will be promptly and thoroughly investigated.

APOGEE CODE OF CONDUCT HOTLINE

www.apog.ethicspoint.com (enter the organization name of “Apogee”) (worldwide) or 800.441.6164 (toll-free in the U.S. and Canada). Please see instructions on how to make a toll-free phone call from countries outside the U.S. and Canada on pages 6 and 7 of this Guide or at www.apog.ethicspoint.com (enter the organization name of “Apogee”).

CODE OF CONDUCT GUIDE

CORPORATE POLICY	POLICY SUMMARY	WATCH FOR
Antitrust Law and Competitive Practices	The Company is prohibited from entering into agreements or understandings with its competitors concerning prices of goods or services, discounts, other conditions of sale, profits or profit margins, costs, allocation of territories or customers, or bids. The Company also cannot deprive resellers or distributors of the freedom to resell the Company's products.	Discussions with competitors on pricing, pricing strategies, marketing, unannounced products and services, revenues and expenses or any proprietary Company information.
Anti-Boycott Law and Regulations	The Company may not do anything to comply with or support a trade boycott of a country that is not supported by the U.S. government.	Responding to a boycott request. Request to support the Arab boycott of Israel.
Conflict of Interest	Employees must avoid situations and activities where their personal interests could conflict, or reasonably appear to conflict, with the interests of the Company. Certain employees will be required to complete a Conflict of Interest Questionnaire.	Receiving excessive gifts, favors or entertainment from a current or prospective supplier or customer. Having a financial interest in a competitor, supplier or customer.
Gifts and Gratuities	Employees may not give or accept any gift or gratuity to or from any person or firm seeking to do business with the Company, in connection with a transaction involving the Company. Gifts and gratuities that are not connected with a transaction may be acceptable if they are modest in value and do not exceed local customary courtesies.	Gifts or gratuities with more than a modest value given by an employee to, or accepted by an employee from, a supplier, client, distributor or consultant. Giving money to, or accepting money from, a supplier, client, distributor or consultant regardless of the amount.
Government Relations - Dealing with Public Officials and Employees	Payments, gifts, meals and other gratuities for the purpose of influencing any public official or employee are prohibited. Offers of employment to public officials or employees must be authorized in advance by Apogee's General Counsel. Employees must not lie or misrepresent the truth when communicating with public officials or employees.	Cash payments, gratuities, entertainment of public officials or employees, hiring people at the request of a public official or employee. Misrepresentations or failure to include important information in communications with public officials or employees.
Government Contracts	Strict compliance with the laws and regulations which apply to government contracts is mandatory for every employee.	Gifts or kickbacks to contract officials. Discussing future employment opportunities at the Company with contracting officials. Not following proper contract accounting procedures or the terms of the contract.

CODE OF CONDUCT GUIDE

CORPORATE POLICY	POLICY SUMMARY	WATCH FOR
Government Investigations and Interviews	All government requests for an interview or documents should immediately be reported to Apogee’s General Counsel. Employees who participate in government interviews must give accurate and complete answers.	Search warrants, subpoenas, requests from government investigators or regulators for information about the Company or companies with which the Company does business.
International Transactions and Operations	The Company will comply with all laws and requirements applicable in any international transactions in addition to compliance with the applicable U.S. laws.	Failure to comply with the import, export, currency exchange, or tax requirements of a foreign country or the export control, trade embargo or anti-boycott laws of the U.S.
Foreign Corrupt Practices Act	Improper payments or gifts in foreign countries to government officials, politicians or political parties are prohibited.	Questionable payments, commissions, gifts or cash payments to foreign government officials, politicians or political parties. Activities in a country known for bribery. Unusually large or small commissions, bonuses or rebates.
Bribery and Kickbacks	Bribery and kickbacks are prohibited.	Questionable payments, commissions and consulting arrangements, or frequent or excessive gifts.
Political and Lobbying Activities	The Company will comply with all laws regarding political contributions and lobbying.	Political contributions from Company funds. Reimbursement by the Company of personal political contributions.
Protection of Company Property and Information	Information contained in the Company’s records or developed by the Company is the Company’s property. This intellectual property and information and Company funds and property must be adequately secured to prevent theft, destruction or unauthorized disclosure or use.	Unauthorized use or disclosure of proprietary information, copyrighted material or computer software of the Company. Improper use of Company funds. Personal use of Company property.
Equal Employment Opportunity	The Company will provide equal employment opportunity without regard to race, color, creed, religion, ancestry, sex, age, national origin, sexual orientation, gender identity, disability, marital status, status with respect to public assistance, veteran status, or other applicable protected class status.	Action taken against an employee on the basis of race, color, creed, religion, ancestry, sex, age, national origin, sexual orientation, gender identity, disability, marital status, status with respect to public assistance, veteran status, or other applicable protected class status.

CODE OF CONDUCT GUIDE

CORPORATE POLICY	POLICY SUMMARY	WATCH FOR
Harassment	Sexual harassment and harassment on the basis of race, creed, color, religion, age, ancestry, national origin, disability, sexual orientation, gender identity, marital status, status with respect to public assistance, veteran status, or other applicable protected class status are unacceptable and will not be tolerated by the Company.	Unwelcome physical contact; sexual or suggestive comments or jokes; sexist remarks; gay, bisexual, lesbian or transgender comments or jokes. Harassment on the basis of any other applicable protected status. Threats or insinuations that an employee's submission to, or rejection of sexual advances, will affect his or her working conditions.
Environmental Laws and Regulations	The Company will comply with environmental laws and regulations.	Incomplete environmental recordkeeping. Unreported spills or discharges. Improper disposal of waste. Use of a non-permitted hauler or disposal facility.
Insider Trading and Tipping and Hedging	No employee may purchase or sell Apogee securities when in possession of material nonpublic information or "tip" material nonpublic information to others that may purchase or sell Apogee securities. No employee may engage in a hedging transaction related to Apogee securities.	Trading, or tipping information to others, based on information not available to the public. Trading in the securities of another public company with which Apogee is involved in a possible transaction. Purchasing or selling forward contracts, equity swaps, collars and exchange funds designed to hedge or offset decreases in the market value of Apogee securities.
Accurate Books and Records	The Company's financial statements, books, records and documents submitted to other parties must be accurate and complete, and must be prepared in accordance with generally accepted accounting principles and in the manner specified by the Company.	False, misleading or omitted entries. Failure to follow proper accounting procedures, or use of off-book accounts. Omission from Company records of material facts or information required by law or necessary to make the record not misleading.
Electronic Data and Communications	All electronic and voice communications equipment and systems are owned and maintained for the conduct of Company business. The Company reserves the right to review and monitor the use of the systems and contents of individual communications and files.	Use of Company systems to access, send or receive material that is harassing, illegal, sexually explicit or obscene. Excessive personal use.
Disclosure of Information to the Public, the Media and Analysts	Disclosure of information about the Company should only be made through the specifically authorized and designated spokespersons.	Disclosure of false or misleading information in press releases or reports submitted to government or regulatory authorities. Disclosure of confidential Company information to the general public. Employees who are not authorized or designated spokespersons speaking to the media or analysts on behalf of the Company.

CODE OF CONDUCT GUIDE

CORPORATE POLICY	POLICY SUMMARY	WATCH FOR
Employee Discipline and Termination of Employment	The Company reserves the right to discipline and terminate any employee and to determine the particular discipline to be imposed in any given case.	Attempts to limit the discipline that may be imposed by the Company.
Whistle-Blowers	Employees who make a report in good faith of suspected violations of law, the Apogee Compliance Program or Corporate Policies or who report concerns regarding questionable accounting or auditing practices will not be subject to reprisals. Employees are required to report any known or suspected violations of law, the Apogee Compliance Program or Corporate Policies.	Any threats or intimidation of an employee who reports a suspected or actual violation of the law, the Apogee Compliance Program or Corporate Policies or concerns regarding questionable accounting or auditing practices.
Compliance Program Implementation and Interpretation	The Compliance Committee is responsible for oversight and implementation of Apogee’s Compliance Program.	Efforts to ignore or “get around” the law, the Apogee Compliance Program or Corporate Policies.
Compliance Program Auditing and Monitoring	Employees must follow Corporate Policies, report violations and cooperate with the Company’s efforts to gather information regarding compliance.	Requests to “ignore” or “forget about it” when compliance, accounting or auditing concerns are raised. Failure to report violations of the law or Apogee’s Compliance Program, or Corporate Policies or concerns regarding questionable accounting or auditing practices.
Compliance Program Discipline	Employees who violate the law, the Apogee Compliance Program or Corporate Policies will be subject to appropriate disciplinary action.	Failure to discipline employees who violate the law or the Compliance Program.
Compliance Program Education and Certification	Employees are required to periodically review the Compliance Program Guide, certify their understanding of their responsibility to abide by the letter and spirit of Apogee’s Compliance Program and participate in compliance training.	Failure to certify compliance with Apogee’s Compliance Program. Failure to participate in compliance training.
Reporting and Investigating Violations	Employees are required to promptly report all known or suspected violations of applicable law, the Apogee Compliance Program and Corporate Policies.	Reports should be made in good faith. The appropriate individuals will be assigned to investigate. Reports may be made anonymously. Reports made in bad faith will not be tolerated.

YOUR RESPONSIBILITY FOR COMPLIANCE

All employees of Apogee and any Apogee direct or indirect subsidiary, division, market unit, business unit or facility are expected to abide by applicable laws, regulations, rules, and regulatory orders. **You are responsible for acquiring the appropriate knowledge of the requirements relating to your duties to enable you to recognize potential compliance issues.** You may not justify an illegal or unethical act by claiming that you did not know the act was improper.

MANAGEMENT RESPONSIBILITY FOR COMPLIANCE

All members of management are required to comply with Apogee's Compliance Program and Corporate Policies. Company management is responsible for ensuring you receive adequate information and instruction to enable you to understand and comply with applicable legal and ethical requirements. Supervisors and managers are also responsible for actively encouraging employees to voice concerns, questions and issues relating to legal and ethical compliance and questionable accounting or auditing matters.

CONFIDENTIALITY AND PROTECTION AGAINST REPRISAL

To the extent permitted by law, the Company will take reasonable precautions to maintain the confidentiality of those individuals who report known or suspected violations of the law, the Apogee Compliance Program or Corporate Policies or questionable accounting or auditing practices and the confidentiality of the person about whom the report is made. It is essential that employees involved in an investigation or who have made reports honor this commitment to confidentiality. It is absolutely forbidden for any employee to punish or conduct reprisals against another employee who in good faith has reported violations or questionable accounting or auditing practices.

EMPLOYEE DISCIPLINE FOR VIOLATIONS

When an employee is determined to have engaged in a violation of the law, the Apogee Compliance Program or Corporate Policies or participated in improper accounting or auditing practices, he or she may be subject to discipline, up to and including termination of employment. In addition, the Company reserves the right to commence civil action against an employee for a violation and to refer matters to legal and regulatory authorities for their action. Disciplinary action may also be taken against supervisors or executives who condone, permit or fail to take appropriate action against illegal, unethical or other improper conduct. It is the policy of the Company to apply its discipline in a consistent fashion; however, the form of discipline which is appropriate will be case-specific.

REPORTING AND INVESTIGATING VIOLATIONS

The Company encourages its employees to make good-faith reports of possible violations or questionable accounting or auditing matters. If you believe someone may be violating the law, the principles or standards included in this Guide or any applicable Company policy or have concerns regarding questionable accounting or auditing practices, you are required to report the known or suspected violation or your concerns. You may make a report by:

1. Contacting your immediate supervisor, a senior manager, your Human Resources Department, Apogee's General Counsel at 952.487.7514, or a member of the Apogee Compliance Committee at 952.835.1874;
2. Writing to Apogee's General Counsel at 4400 West 78th Street, Suite 520, Minneapolis, Minnesota, USA 55435; or
3. Contacting the Apogee Code of Conduct Hotline to make a report anonymously at:
 - www.apog.ethicspoint.com (enter the organization name of "Apogee") (worldwide).
 - 800.441.6164 (toll-free in the U.S. and Canada).
 - See the instructions on how to make a toll-free phone call from a country other than the U.S. or Canada.
 - An employee who wants to make a report to the Apogee Code of Conduct Hotline from a country other than the U.S. or Canada can contact the Hotline online at www.apog.ethicspoint.com (enter the organization name of "Apogee") for instructions on how to place a call.

The Apogee Code of Conduct Hotline is operated by an outside vendor that is not affiliated with Apogee.

If you would like to make a report in a language other than English, you should call the Apogee Code of Conduct Hotline and ask for an interpreter. Each report of a known or suspected violation of the law or the Compliance Program or accounting or auditing concern will be promptly and thoroughly investigated. If a violation has occurred, Apogee will take reasonable actions to prevent similar violations. In addition, reports of accounting or auditing concerns will be reported to the Audit Committee of Apogee's Board of Directors. Remember, failing to report or condoning a violation of the law, the Apogee Compliance Program or Corporate Policies may lead to disciplinary action up to and including termination of employment.

ADDITIONAL TELEPHONE INSTRUCTIONS FOR PHONE CALLS MADE FROM A COUNTRY OTHER THAN THE U.S. OR CANADA

If you want to make a toll-free phone call to the Apogee Code of Conduct Hotline from a country other than the U.S. or Canada, you will need to dial an AT&T direct dial access code for your location using an outside line and after the prompt dial the Apogee Code of Conduct Hotline phone number as outlined below.

COUNTRY	AT&T DIRECT DIAL ACCESS® CODE	LANGUAGE OPTIONS
Brazil (Not from a Cell Phone)	0-800-890-0288	Portuguese (Brazilian), English
Brazil (From a Cell Phone)	0-800-888-8288	
Denmark	800-100-10	Danish, English
Singapore (StarHub)	800-001-0001	Malay, English
Singapore (Sing Tel)	800-011-1111	
United Kingdom (British Telecom)	0-800-89-0011	English



- Wait for a prompt and then dial 800.441.6164.
- The call will be answered in English. To continue your call in another language, please state your language to the operator to request an interpreter. It may take several minutes for an interpreter to come on the line. Do not hang up.

International AT&T direct dial access codes are subject to change. If a direct dial access code listed above is not in service, please dial the alternate AT&T direct dial access code or go to www.apog.ethicspoint.com (enter the organization name of "Apogee") for the most current list of access codes.

CONCLUSION

The Company is committed to conducting its business activities in an ethical and forthright manner and within the letter and spirit of all laws and regulations. This Guide is intended to help you better understand how to comply with the law and Apogee's ethical principles and requirements. Ultimately, however, you are left to depend on your own individual judgment in deciding on the correct course of action. Remember to always use your good judgment and common sense.

