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# Clean Air Group™

## *Compliance Committee Charter*

### **Mission**

The Compliance Committee is established to advise, inform, and partner with the Chief Legal Officer/Compliance Officer in communicating and extending the compliance function throughout Clean Air Group's operations. The Compliance Committee's mission, accomplished through the fulfillment of duties and responsibilities of each member at the operational level, is an integral part of the Clean Air Group commitment to compliance.

### **Fulfilling the Mission**

The Committee will uphold Clean Air Group's core values - integrity, quality, client satisfaction, teamwork, corporate citizenship and the Clean Air Group Code of Ethics. The Committee members will help demonstrate compliance program elements to employees, notify the Chief Legal Officer/Compliance Officer of potential risk areas, monitor preventive programs, report potential regulatory impact, assist with project completion, take or recommend disciplinary action, and provide feedback on compliance activities under supervision.

### **Statement of Confidentiality**

Due to the sensitive nature of Compliance Committee activities, each member will uphold the highest standard of confidentiality, including but not limited to information reviewed and discussed at meetings.

### **Committee Member Responsibilities**

Each Compliance Committee member will be responsible for:

- Reviewing and analyzing compliance-related issues, rulings, or procedures potentially impacting Clean Air Group's operations;
- Submitting ideas, concerns, questions, or discussion topics in advance of meetings to the Chief Legal Officer/Compliance Officer;
- Reviewing the agenda and attached documents in advance of Committee meetings and being prepared to discuss issues related to member's expertise;
- Attending regularly scheduled meetings;
- Attending ad hoc meetings as scheduled by the Chief Legal Officer/Compliance Officer, either in person or by videoconference.