

CCA Policy 3-28 – Government Relations

1 POLICY:

CCA will comply in all respects with laws and regulations applicable to its corporate political and government relations activities. This policy defines certain policies and procedures and provides guidance to CCA employees with respect to government relations activities.

2 AUTHORITY:

CCA Company Policy

3 DEFINITION:

Code of Ethics - The current CCA Code of Ethics adopted pursuant to CCA Policy 3-3.

Ethics Liaison -The employee(s) designated by the Chief Development Officer to coordinate government relations compliance activities pursuant to this policy.

Office of General Counsel - For purposes of this policy, the General Counsel, the Assistant General Counsel and Ethics Officer, or if both of the foregoing are unavailable, the Assistant General Counsel, Operations.

4 PROCEDURES:

A. POLITICAL CONTRIBUTIONS

1. General

For purposes of this policy, political contribution means a contribution of corporate funds, personnel, property, time, or resources in support of a political candidate, committee, or party, or a referendum or ballot initiative. The term also includes contributions to 527, 501(c)(4), and like organizations.

2. Corporate contributions

- a. Subject to subsections 2.b - 2.d below, corporate political contributions may be given if allowed by and in compliance with applicable laws and regulations and with approval from:
 - i. The Chief Executive Officer, Chief Development Officer or a Vice President, Customer Relations, and
 - ii. The Office of General Counsel.
- b. Any political contribution using corporate treasury funds must be approved in accordance with the procedure and forms adopted pursuant to CCA Policy 2-10 General Cash Controls.
- c. Corporate treasury funds may not be used to reimburse or pay for a political contribution by or in the name of another party or entity or on an anonymous basis.
- d. Corporate treasury funds may not be used to make a contribution or expenditure in connection with an election for federal office unless permitted by applicable law and approved by the Chief Executive Officer and the Office of General Counsel.

3. Individual Contributions

- a. CCA employees may make personal political contributions in their sole discretion. The decision as to whether or not to contribute is at the sole discretion of the individual and any decision not to participate shall have

no impact on any personnel actions regarding such individual. Personal contributions should be made in compliance with applicable federal or state campaign finance laws.

- b. Under no condition will personal political contributions be reimbursed by the company or a facility or otherwise identified as a business expense by the individual making the contribution.
- c. Subject to the foregoing, the Ethics Liaison may track contributions of certain individuals to help ensure compliance with applicable laws and regulations by such persons and to ensure compliance with "pay to play" laws.

4. Reporting of Contributions

- a. The Ethics Liaison shall, in consultation with the Office of General Counsel, develop procedures to ensure that all corporate political contributions are properly documented, transmitted, and reported in compliance with applicable laws and regulations.
- b. The Ethics Liaison shall consult with the Office of General Counsel prior to making a contribution in a jurisdiction where such procedures have not been developed (for example, because contributions have not previously been made in that jurisdiction) in order to ensure proper reporting.

5. Political Action Committees

- a. CCA may establish one or more political action committees to make political contributions in jurisdictions where such contributions are permissible.
- b. Any political action committee must be established in consultation with the Office of General Counsel and must be established and operate in compliance with applicable laws and regulations.

6. "Pay to Play"

- a. Pay to Play laws prohibit a corporation from entering into business arrangements or contracts with certain government entities if the corporation, its PAC, and/or certain covered directors, officers, employees and their family members make or solicit contributions. Bans of contracting can last up to five (5) years. Even in states that do not have pay to play rules, a contribution may never be used to influence a decision by an officeholder or government employee.
- b. The company will comply with all pay to play laws and shall maintain procedures reasonably designed to ensure such compliance.
- c. Government Affairs employees are encouraged to consult with the Office of general Counsel whenever consideration is being given to pursuing business in a new jurisdiction in order to determine whether pay to play laws apply.

7. Board Reporting

The Office of General Counsel, with support from the Ethics Liaison, shall prepare and submit a report on corporate political contributions to the Board of Directors or an appropriate committee thereof on at least an annual basis.

B. LOBBYING

1. General

- a. For purposes of this policy, lobbying refers generally to contacts with legislative or executive officials or staff on behalf of the company for the purpose of influencing legislative or executive action. Lobbying laws vary by jurisdiction; accordingly, the laws and regulations of the particular jurisdiction must be consulted to determine whether an employee is engaged in lobbying.
- b. Only employees designated by the Chief Development Officer or a Vice President, Customer Relations may engage in lobbying on behalf of the company.
- c. Only the Chief Development Officer or a Vice President, Customer Relations may retain an outside lobbyist on behalf of the company.

2. Evaluation of Activities; Compliance Guidance; Lobbyist Reporting

- a. CCA employees who are engaged in or may engage in lobbying are responsible for notifying the Ethics Liaison any time they begin engaging in activity that could constitute lobbying in a jurisdiction, and for compliance with applicable rules and regulations in jurisdictions where they are engaged in lobbying.
- b. Upon receiving notice, the Ethics Liaison shall consult with the Office of General Counsel or its designee to determine whether registration as a lobbyist is required and to provide the employee guidance on any restrictions and reporting or other requirements that may apply.
- c. The Ethics Liaison shall, in consultation with the Office of General Counsel, develop procedures to ensure that all required reports are filed in an accurate and timely manner with respect to CCA and its registered lobbyists.

3. Political Communications; Grassroots Lobbying

- a. Political communications to company employees, stockholders or third parties using company facilities, technology, personnel, or other resources must be submitted for review and approval to the Office of General Counsel.
- b. Grassroots lobbying may trigger registration or reporting obligations.

4. Contingency Fee Arrangements

- a. A majority of states prohibit arrangements for compensation based on the outcome of official action.
- b. Any agreement structured as a contingency fee or success fee arrangement must be approved in advance by the Office of General Counsel.

C. EMPLOYING CURRENT OR FORMER GOVERNMENT OFFICIALS

1. General

- a. For purposes of this policy, "employment" refers to an employment or consulting/contractual relationship for services.
- b. This policy generally refers to government employees in senior agency or procurement positions who are or could be in a position to influence agency decisions with respect to the company.

- c. Recruiting or offering employment to current or former government employees may be restricted by applicable law, regulation or government policy. Under certain circumstances, offering employment to a current government employee could also be considered an improper gift, gratuity, or bribe. Finally, former government employees may be restricted in the types of services they can provide to the company.

2. Consultation Required

Due to the restrictions stated above, consultation with the Office of General Counsel is required prior to recruiting, offering employment to, or entering into employment related discussions with government employees.

D. GIFTS TO GOVERNMENT OFFICIALS

CCA employees may not offer or give a gift to a governmental official or employee without the approval of the Office of General Counsel. See CCA Policy 3-27, Business Gifts, for additional details.

E. PERSONAL POLITICAL ACTIVITY

1. Employees are encouraged to participate actively in the political affairs of his or her community, state and country, and to stay informed on public issues and on the positions and qualifications of candidates for public office. However, each person should ensure that his or her personal political activities are lawful and separate from those of the company. In addition, this activity must not unreasonably interfere with such individual's ability to perform his or her duties for the company and must not be inconsistent with applicable laws, rules and regulations or company policy.
2. Any employee considering running for office or serving in government must consult with the Office of General Counsel before doing so.
3. Personal political contributions are addressed in section A.3 above.
4. Employees must be aware that personal political activity, if conducted using company facilities or resources, or on company time, could be deemed a corporate political contribution. Employees engaging in personal political activity must be aware of applicable rules and regulations and seek guidance prior to engaging in any such activity.

F. VIOLATIONS

1. Violations of this policy may result in disciplinary action, up to and including termination of employment.
2. Exceptions to or waivers of this policy may only be granted consistent with the waiver process in the Code of Ethics and in consultation with the Office of General Counsel; provided that the foregoing shall not be construed to indicate that any exception or waiver of this policy, in and of itself, constitutes a Code of Conduct waiver.

G. COMMUNICATIONS AND TRAINING

Communications and training regarding this policy will be provided as determined by the Chief Development Officer and the Office of General Counsel.

5 REVIEW:

This policy will be reviewed by the General Counsel and the President/CEO on an annual basis or more frequently as needed.

6 APPLICABILITY:

All CCA Facilities