

**July 1, 2003**

Dear Hyperion directors, officers and employees:

Hyperion believes honesty and accountability are cornerstones of its business. Hyperion and its directors, officers and employees have a commitment to our customers, suppliers, communities, and stockholders to conduct our business in an ethical and legal manner.

Hyperion directors, officers and employees have a responsibility to be aware of, to understand, and to follow Hyperion's Code of Conduct.

Put simply, Hyperion's Code is this:

*We will adhere at all times to the highest ethical standards and will comply with the laws and regulations of all countries where we do business. We believe that there is no inconsistency between business integrity, good corporate citizenship, and outstanding performance.*

We are confident that you will join us in maintaining the standards set out in this Code.

**Jeff Rodek**  
**Chief Executive Officer**  
**Chairman of the Board of Directors**

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# **CODE OF CONDUCT**

## **Introduction**

A most valued asset of Hyperion Solutions Corporation and its subsidiaries (collectively, “Hyperion” or the “Company”) is Hyperion’s reputation for integrity. To preserve that reputation and to reaffirm our existing policy of integrity to our directors, officers, and employees and to the persons who deal with us, Hyperion has adopted this Code of Conduct (the “Code”).

The Legal Department and the Human Resources Department have been charged with ensuring compliance with this Code on a company-wide basis. The Legal Department is also responsible for legal guidance and interpretation of applicable laws, regulations, and government orders referred to in the Code. Any questions relating to how this Code should be interpreted or applied should be addressed to your manager, your Human Resources representative or the General Counsel. No code can anticipate every ethical decision you may face in business. Whenever you are in doubt, we encourage you to ask questions regarding the application of this Code.

Violation of this Code is a serious matter and could subject you or Hyperion to civil liability or even criminal prosecution. Employees could face discipline up to and including termination. It is important that you read this Code carefully. Every Hyperion director, officer and employee should understand and accept personal responsibility for preserving and enhancing the Hyperion’s reputation for integrity.

## **1. Compliance**

Every director, officer and employee of Hyperion must comply with this Code of Conduct and must be alert and sensitive to situations that could result in illegal, unethical, or improper action. You should report potential or actual violations of this Code to your manager, Human Resources or, alternatively, to the General Counsel.

If you have any questions about the proper application of the Code or about what is required by law in any given situation, you should consult with your manager, your Human Resources representative or the General Counsel.

### **Reporting Suspected Non-Compliance**

If you are asked to engage in conduct that you believe violates the Code, existing laws or regulations, or is otherwise improper, or if you observe other employees engaged in such conduct, you should, as a general matter, bring the concern to the attention of your manager, or, for any reason, if you are not satisfied with your manager’s response, or believe it would not be appropriate to bring the matter to your manager’s attention, then immediately notify your Human Resources representative, the Vice President of Human Resources, the General Counsel or any member of the Board of Directors. Disclosures of illegal or improper activities will be treated as confidential to the extent possible, and we will take appropriate action to ensure compliance with applicable laws or regulations.

If you observe questionable conduct regarding the Company's accounting, internal accounting controls or auditing matters, immediately notify the General Counsel, the Vice President of Human Resources, or in the alternative, the Company's Audit Committee. Such complaints may be submitted on a confidential, anonymous basis, and, whenever practical, should be in writing. You may submit a complaint to the following e-mail address: **internal\_complaint@hyperion.com**. We will promptly respond to such complaints, regardless of the form in which you choose to submit them.

E-mails may be directed to the members of the Board of Directors or the Audit Committee at their Hyperion addresses provided on Hyperion's internal website.

Under no circumstances will you be subject to any disciplinary or retaliatory action for reporting a violation or potential violation. Retaliation in any form against someone who reports a violation of this Code or of the law is itself a serious violation.

## **2. Open Door Policy**

We encourage you to speak openly with your manager and other executives at the Company. We believe your manager should address your work concerns and suggestions promptly, courteously and fairly. But even more, we want your suggestions on how to improve Hyperion. Your input matters to us.

Feel free to candidly discuss suggestions, concerns or complaints about your job with your manager. Generally, a frank and open discussion of issues satisfactorily resolves most job problems. All levels of management are available to discuss your work concerns or suggestions. If you feel your issue or idea warrants upper management consideration, do not hesitate to bring it to their attention.

We encourage you to discuss your ideas not only with your manager, but also with other managers outside of your department. The free flow of ideas within Hyperion benefits all of us.

Contact your local Human Resources representative if you feel that your manager has not responded to your concerns or has failed to resolve your problem. Keep in mind that we provide a true "open door" policy. If you are not satisfied with the Human Resources representative's response to your issue, you may present your problem to other individuals in management up to and including the President and CEO. We want to make sure that your issue receives our full consideration.

## **3. Basic Business Ethics**

We all want to work in an environment of mutual respect and understanding based on the highest ethical standards. We expect you to live up to these standards in your relationships with other Hyperion employees, our customers, our vendors, our stockholders and other outside parties. Violations of our business ethics are a serious matter.

## Our Treatment of Others and Fair Competition

Treat your co-workers with courtesy and respect. Understand that your interactions with others affect not only the performance of your own department, but that of other departments as well. Remember that your communications to other employees and to people affiliated with the Company may carry greater weight than you intend due to your position at Hyperion.

Treat customers, vendors, stockholders, government officials and the press with the same courtesy and respect that you expect at Hyperion. The Company and its directors, officers and employees must treat customers and suppliers honestly and fairly. No one shall make false, misleading or disparaging remarks to customers or suppliers about other customers or suppliers or about competitors of the Company, their products or services. Our treatment of people outside Hyperion impacts our image in the marketplace.

## Giving and Receiving Gifts

All business decisions made by you must be based solely on the merits of the product or service involved, and not on anything else. These business judgments must be made in the most informed and unbiased manner possible, with an absolute lack of unethical influence by such outside sources as vendors, customers, consultants, advisors, and public officials.

In order to help ensure ethical conduct, both real and perceived, it is essential to substantially restrict the acceptance of gifts and gratuities from all outside sources. The term "gifts and gratuities" includes all items or services of personal value to the recipient. Timing of the gift is not a factor, and it need not to be directly related to any specific event or decision.

Because we believe it is not practically possible to totally eliminate all gifts and gratuities, Hyperion has established a policy limiting gifts and gratuities, to a maximum value of \$100.00 per calendar year from any one source. Gifts and gratuities that exceed this value should be returned immediately to the donor. Gifts or gratuities in the form of cash are prohibited.

However, even a gift of less than \$100.00 in value is prohibited if there is any real or implied quid pro quo or obligation on the part of the recipient. Furthermore, there is an absolute prohibition on the solicitation of gifts or gratuities by a Hyperion employee, regardless of value or circumstance.

Specifically excluded from this policy are the following:

- Frequent Flyer programs.
- Gifts received by Hyperion as a corporation and then distributed to an employee(s) on a random basis (such as a drawing), or to a large group of employees.
- Gifts received on a random basis by employees not in a decision-making role.

## Outside Employment

While employed by Hyperion, you should not accept employment or consulting engagements with firms that have a business relationship with Hyperion. You should also not accept outside

employment that affects your work efficiency and/or your availability for work or utilizes other employees, equipment, supplies or property of Hyperion.

#### Initiating and Approving Personnel Actions – Favoritism and Harassment

You should not initiate or approve any personnel actions affecting reward, reprisal or corrective action of an employee or applicants who are members of your family, or with whom you have a very close personal relationship. Acts of favoritism or harassment will be considered violations of this policy whether or not any employee, applicant or person associated with Hyperion complains. In addition, condoning or failing to take appropriate action to eliminate any form of prohibited discrimination or harassment of any employee, applicant or person associated with Hyperion will not be tolerated.

#### **4. Conflicts of Interests and Certain Payments**

##### **Political Contributions**

You may not use Hyperion cash or other assets to pay directly or indirectly, candidates for political office or political parties or committees. Any permissible exceptions to this general prohibition will require the prior consent of the General Counsel of Hyperion.

##### **Other Prohibited Transactions**

You may not:

- Pay or accept commercial bribes or kickbacks;
- Pay money to national, state or local government officials or employees of any country, other than disbursements in the ordinary course of business for legal purposes;
- Pay any other person if you know, or should know, that any part of the payment will be used for any of the above;
- Establish for any purpose any undisclosed or unrecorded fund, bank account, or assets of Hyperion or any of its subsidiaries;
- Serve on any board of directors of any customer, supplier or competitor, unless such board service has been approved by the General Counsel;
- Give gifts to or from persons with whom Hyperion does business other than:
  - a) mementos and novelties of nominal value
  - b) entertainment of any kind which lawfully and commonly takes place in the industries in which Hyperion does business
- Use the funds or assets of Hyperion for any other unlawful or unethical purpose.

## Competitive business and business opportunities

You must avoid any relationship that might interfere with the exercise of your independent judgment or the performance of your duties, including engaging in any business venture or owning an interest in any enterprise that might place you in competition or in conflict with the Company. Directors, officers and employees are prohibited from taking for themselves personally, opportunities that are within the scope of Hyperion's business (generally software development, sale and maintenance) without the approval of the General Counsel. Under this policy, it is not a conflict of interest for you to invest in stock (or other securities) in large publicly-owned companies, whether or not they are competitors of, or do business with, Hyperion so long as that holding is not so great as to be, or to suggest, a conflict of interest with your employment by Hyperion (usually less than 1%).

If you have a question about whether a conflict of interest exists you should ask the General Counsel. After an employee has disclosed a potential conflict, a determination will be made by the General Counsel or Board of Directors (depending on the nature or extent of the conflict) as to what course to follow, including to divesting the conflicting interest, returning the benefit received or realigning the employee's duties and responsibilities.

## **5. Accurate Books and Records**

All transactions must be properly and accurately recorded in the appropriate books and records of the Company, and all receipts and disbursements, and any asset or liability resulting therefrom, must be reflected in any financial statements based upon such books and records. All receipts and disbursements must be properly supported and documented. No payment on behalf of the Company shall be approved or made with the intention or understanding that any part of such payment is to be used for any purpose other than described by the documents supporting the payments. Never make false or misleading statements to, nor conceal information from, outside or internal auditors or legal counsel of the Company.

## Document Retention

Generally you should not keep documents beyond the time that they are useful for you in doing your job, or the time that retention is legally required. However, if you are aware of pending litigation, or know that an investigation by a government entity is likely, you should retain all documents that might be relevant to the litigation or investigation. The General Counsel or other legal representative can help you with any questions you may have about a particular document retention situation.

## **6. Confidentiality**

Confidentiality of proprietary information is critically important to Hyperion's business.

You should have signed an Employee Proprietary Information Agreement or similar agreement when you began working for Hyperion. The Employee Proprietary Information Agreement requires you to keep all Confidential Information of the Company and confidential information received from third parties, in the strictest confidence and to use such information only for the

benefit of the Company or such third parties, as the case may be. "Confidential Information" is more fully defined in the Employee Proprietary Information Agreement but generally includes non-public information about Hyperion products and their features, design and function, business strategy, business results, financial information, marketing plans, customer information and sales information.

Confidential Information remains confidential whether or not it is marked as confidential. Generally you should be sure to mark all non-public documents as "Hyperion Confidential".

If employees have any doubt about whether or not certain information is confidential, employees should consult with the Vice President of their department or the Legal Department.

## **7. Trading in Company Stock**

This policy is applicable worldwide to all employees of the Company. United States federal securities laws prohibit insiders of a public company, which can be any employee, anywhere in the world, from trading in the securities of that company on the basis of "inside" information. In addition to the direct liability of insiders for insider trading violations, legislation has created potential liability on the part of companies and their directors and officers for failing to prevent such violations by company personnel. In light of the severity of possible sanctions both to employees personally and to the Company for insider trading violations, we have adopted the policies and procedures set forth below.

Please note that while these procedures and policies are Company policy, they are not intended to replace your primary responsibility to understand and comply with the prohibition on insider trading under federal securities laws. If you have any questions on any of the following or with respect to your obligations under U.S. federal securities laws generally, please contact the General Counsel.

### Background

The U.S. Congress adopted the Insider Trading and Securities Fraud Enforcement Act of 1988 (the "Insider Trading Act"), which imposes severe sanctions against those who engage in insider trading, and the Securities Enforcement Remedies and Penny Stock Reform Act of 1990, which provides the SEC with tough and flexible remedies to combat securities laws violations. Individuals who trade on inside information or "tip" such information to others may be subject to criminal fines of up to \$1,000,000, prison sentence of up to ten years, and civil penalties of up to three times the profit gained or loss avoided as a result of such sale, purchase or communication.

### Restrictions

- With the exception of trades pursuant to a 10b5-1 plan (as described and qualified below) no director, officer or employee of the Company who possesses material nonpublic information relating to the Company may buy or sell securities or derivative securities of the Company or engage in any other action to take advantage of, or pass on to others, such information.

- No director, officer or employee who, while acting for the Company, obtains material nonpublic information which relates to any other company, including customers or suppliers, may buy or sell securities or derivative securities of that company or otherwise misuse such information.
- No director, officer or employee may engage in the following transactions with respect to securities of the Company: (i) selling short; (ii) buying or selling puts or calls; iii) using Company securities as collateral for margin accounts.
- Further, directors, officers and employees should not discuss or disclose non-public information about the Company or its activities that may have an impact on the value of the Company's stock, except when clearly authorized in connection with the Company's business.

### Definitions

The following are definitions of key terms you need to understand in order to judge whether you have information that would preclude trading in Hyperion securities:

Material Information. Material Information is any information that a reasonable investor would consider important to a decision to buy, hold or sell stock and which therefore could reasonably affect the price of the stock. Examples of material information include: projections of future earnings or losses; knowledge regarding a pending or proposed merger, acquisition or tender offer or regarding a significant sale of assets; changes in dividend policies; the declaration of a stock split or the offering of additional securities; changes in management; the introduction or status of significant new products or discoveries; and the gain or loss of a substantial customer or supplier. Either positive or negative information may be material.

Nonpublic Information. The restriction on trading based on material information applies not only to nonpublic information but also applies for a limited time after such information has been released. The Company's shareholders and the investing public must be afforded time to receive and digest material information.

### Family Members

The restrictions on trading set forth above apply not only to you but also to members of your household. Insiders are responsible for compliance of such persons and should, if necessary, review with them Company policy and the general prohibitions on insider trading.

### Procedures

The General Counsel of the company should clear all transactions by directors and executive officers of the Company involving Company stock in advance.

From time to time, directors, officers and employees may be asked to certify compliance with the

policies and procedures set forth in this policy statement and with the prohibition on insider trading.

Officers, directors and certain employees with access to inside information shall observe "quiet periods" and other periods as specified by the Company because of material developments or other situations, during which trading in Company securities by such persons is not permitted. If the Company believes you are subject to such mandatory "quiet periods," you will be separately notified.

#### Exception for trades pursuant to Rule 10b5-1

Insider trading restrictions set forth above do not apply to a trading plan meeting the requirements set forth in this section. These trading plans are pre-approved sale instructions set forth in a contract between you and a broker. They are called 10b5-1 plans in reference to the SEC rule that sanctions their use. A director, officer or employee of the Company is permitted to enter into a binding contract, instruction or plan (a "Plan") that complies with Rule 10b5-1 of the Securities and Exchange Commission, and also complies with the following additional requirements of this policy. Stock sales pursuant to such a Plan may be made notwithstanding the fact that the director, officer or employee may have material non-public information about the Company at the time of the stock sale under the Plan. These plans must be reviewed and approved by the Company General Counsel.

#### Conclusion

This statement is intended to present the Company's policies and procedures with respect to the trading of securities by employees, officers and directors. Within this general framework remember that you have the ultimate responsibility for complying with insider trading laws. You should therefore not rely totally on these policies and procedures. You should obtain additional guidance from your personal legal advisor.

### **8. Employee Behavior**

Hyperion will provide a work environment that enables you to learn and grow, while contributing to the success of the Company. Behaviors that promote efficiency, productivity and cooperation among employees are critical to this goal. Behaviors that conflict with this goal will not be tolerated. We make employment decisions based on merit, experience and skill potential, without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, veteran status, ancestry, pregnancy, or any other class or status protected by U.S. law.

Although it is not possible to provide an exhaustive list of all types of behavior that are incompatible with Hyperion's goals, the following examples provide an illustration.

These behaviors cannot be tolerated in the interests of Hyperion and the welfare of our employees:

- Discrimination that may be in violation of applicable law, or contrary to Hyperion policies.
- Harassment (verbal, physical or visual) directed at any person associated with Hyperion.
- Reprisal or threatening reprisal of employees who exercise rights protected by law or Hyperion policies.
- Threatening, intimidating, or coercing fellow employees.
- Disclosure of confidential information to unauthorized persons, including, business information or another employee's background or compensation information. Insubordination, refusal to perform duties of job, refusal to carry out a proper order of a supervisor, disrespectful behavior toward a fellow employee, delaying or restricting work or inciting others to delay or restrict work output.

### Harassment

We are committed to providing a work environment free of unlawful harassment. Hyperion does not condone harassment based on sex, race, color, national origin, religious belief, marital status, age, physical or mental disability or any other criteria protected by U.S. law. Further, this policy will be applied internationally at all Hyperion locations.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or vulgar comments, slurs or unwanted sexual advances or comments;
- Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or offers of employment benefits in return for sexual favors; and
- Retaliation for reporting or threatening to report harassment.

Both as a matter of law and out of respect for one another, each Hyperion employee is entitled to pursue his or her employment free of discrimination or harassment. We will not tolerate discrimination or harassment of any employee by co-workers, members of management, or outsiders.

Contact your local Human Resources representative or the Vice President of Human Resources as soon as you believe that you have been harassed. Your complaint should include details of the incident, names of the individuals involved and names of any witnesses. We will promptly undertake a thorough investigation of the alleged harassment, and keep our investigation as confidential as possible.

If we determine that harassment has occurred, we will take appropriate remedial action to correct the problem and prevent any recurrence. Hyperion will not retaliate against you for filing a reasonable complaint, and will not knowingly permit retaliation by management or your co-workers.

Remember that a charge of harassment is serious, and can have a significant adverse effect on another employee's career. Do not make frivolous or unreasonable complaints. However, be sure to promptly bring to our attention any conduct you believe is harassing.

## **9. Use of Illegal Drugs & Alcohol**

Hyperion is committed to safety, efficiency and maintaining a drug-free workplace. We recognize that drugs and/or alcohol dependency can have a tragic consequence for individuals, families and work performance.

The illegal use, sale, possession, distribution, manufacture or dispensation of narcotics, drugs or controlled substances in the workplace or while engaged in Hyperion's business off the premises is strictly prohibited.

## **10. Employee Software Use**

Hyperion is extremely concerned about the unauthorized use of software.

Do not use any software, whether downloaded from the Internet or obtained from any other source, unless you are expressly permitted to do so according to the terms of the software license. If you have any questions as to whether or not you are expressly permitted to use the software under the software license or because the software is in the public domain with no conditions on use, ask the Vice President of your department or the Legal Department. If employees are using licensed software, they shall respect and abide by the license agreements governing the use of such software. Be especially aware that the unauthorized use or copying of software obtained during your prior employment is prohibited.

Do not use or incorporate any software into any internal systems or any development or consulting work without the consent of the Vice President of your department and the Legal Department, unless Hyperion distributes such software or Hyperion has acquired such software for that purpose.

Before using any software that is downloaded from the Internet, run a virus check using updated anti-virus software provided by Hyperion. Keep the their anti-virus software updated at all times.

## **11. External Communications and Internet Use**

At Hyperion, we expect you to communicate in a professional and courteous manner.

The Corporate Communications Department is responsible for all communications made on behalf of Hyperion to the media. The Investor Relations department is responsible for all communications made on behalf of Hyperion to the investment community. Employees in these departments are the only employees that may speak on behalf of Hyperion to these constituencies unless you expressly asked to do so by the President or a Corporate Vice President of Hyperion.

Do not hold yourself out or represent yourself as speaking on behalf of Hyperion in public

forums other than those discussed above, including bulletin boards, chat rooms and Internet newsgroups. You are strongly discouraged from posting any information at all on public forums that discuss Hyperion. You are prohibited from posting on public forums: (i) confidential information, (ii) defamatory, offensive or unlawful statements and (iii) copyrighted materials in violation of copyright laws. You are responsible for ensuring that you are not mistaken for being a Hyperion spokesperson. Since it is difficult to determine whether or not an employee is speaking on behalf Hyperion, if you participate in public forums you take the risk that you may be mistaken for being a spokesperson. By participating in public forums you may also violate Hyperion's Internet policy, described below.

Be aware that Hyperion aggressively investigates postings of confidential information and other prohibited information on public forums and that Yahoo! and other public forums do make the real identities of persons posting information available to Hyperion when confidential information or other prohibited information has been disclosed.

Hyperion provides employees access to the Internet and e-mail for Hyperion business purposes. You are permitted to access the Internet and e-mail for personal use provided that such use: (i) does not interfere with your work, (ii) is not for personal business purposes, (iii) is not illegal, (iv) does not involve offensive or pornographic material or (v) is not adverse to the interests of Hyperion. Your manager or the Vice President of your department shall determine, at their sole discretion, whether Internet or e-mail use is interfering with your work responsibilities.

All software, hardware and other equipment provided to employees belong to Hyperion. Hyperion has the right to monitor your use of Hyperion property, including access to and use of the Internet and e-mail, whether for business or personal purposes. Hyperion may, at its sole discretion, restrict your access to the Internet and/or e-mail.

## **12. Corporate Endorsements**

Hyperion receives many requests for endorsements from vendors who supply us with equipment, supplies, or services; generally the intent is that the supplier will use the Hyperion name in its testimonials, advertising, prospectus, or marketing/sales material.

For marketing or other business-related reasons we may wish to publicly endorse another company or product. Requests for consideration must be sponsored by an employee and should be referred to and must be approved by the Vice President of Corporate Communications.

## **13. E-Mail**

### Business Purpose

Hyperion's e-mail system is provided to employees to assist in carrying out Hyperion business. Hyperion treats all messages sent, received or stored in the Hyperion e-mail system as business messages and has the capability to access, review, copy and delete any such messages. Hyperion reserves the right to access, review, copy or delete all messages, including personal messages, for any purpose and to disclose them to any party (inside or outside the Company) as it deems

appropriate.

### Storing and Deleting E-Mail Messages

Hyperion strongly discourages the storage of large numbers of e-mail messages. First, because e-mail messages frequently contain Hyperion confidential information, it is desirable to limit the number, distribution and availability of such messages to protect the Company's information. Second, retention of messages occupies large amounts of storage space on network servers and personal hard disks, and can slow down the performance of both the network and individual personal computers. Finally, in the event that the Company needs to search the network server, backup tapes, or individual hard disks for genuinely important documents, the fewer documents it has to search and the more economical the search will be. Employee e-mail files are limited to 400 megabytes of storage and vice-president e-mail files are limited to one gigabyte.

**The storage of e-mails on the Hyperion e-mail system is limited to ninety (90) days. All e-mails older than ninety (90) days are deleted from the Hyperion e-mail system, including all back-up systems, on a daily basis.**

Promptly delete any e-mail messages you send or receive that no longer require action or are not necessary to an ongoing project. Try to audit stored e-mail messages monthly to identify messages that are no longer needed and should be deleted. The storage or archiving of non-critical e-mails on servers, hard drives, and/or CDs is discouraged.

### Hyperion Confidential Information

Exercise a greater degree of caution in transmitting Hyperion Confidential Information via e-mail than you use with other means of communicating information (e.g., written memoranda, letters or phone calls) because of the reduced human effort required to redistribute e-mails.

Hyperion Confidential Information should never be transmitted or forwarded to outside individuals or companies not authorized to receive that information. Nor should Hyperion Confidential Information be sent or forwarded to other employees inside the company who do not need to know the information.

### Care Addressing E-mails

Use care in addressing e-mail messages to ensure that messages are not inadvertently sent to outsiders or the wrong person inside Hyperion. In particular, when using distribution lists, exercise care to ensure that everyone in the group is an appropriate recipient of the information. Refrain from forwarding messages containing Hyperion Confidential Information to multiple parties unless there is a clear business need to do so. With the exception of emergencies and system maintenance notices do not distribute e-mails on a "broadcast" basis (e.g., distribution to Worldwide Employees or US employees) without Vice-President approval.

### Viewing and Protecting E-mails

To further guard against dissemination of Hyperion confidential information, do not access e-mail messages for the first time in the presence of others. E-mails should not be left open on computer screens when your computer is unattended. E-mail passwords and IDs should be routinely changed and not shared with or revealed to others.

### Attorney-Client Privileged Communications

Some messages sent, received or stored on the Hyperion e-mail system will constitute confidential, privileged communications between Hyperion and either its inside or outside attorneys. Upon receipt of a message either from or to counsel, do not forward it or its contents to others inside the company without counsel's authorization. Never forward such messages or their contents to any outsiders.

### Copyrighted Information

Use of the e-mail system to unlawfully copy and/or transmit any documents, software, or other information protected by the copyright laws is prohibited.

### E-Mail Etiquette

E-mail messages may be read by someone other than the addressee and may even someday have to be disclosed to outside parties or a court in connection with litigation. Accordingly, take care to ensure that messages are courteous, professional and businesslike.

### Other Prohibited Uses

Use of the e-mail system to engage in any communications that are in violation of Company policy, including but not limited to transmission of defamatory, obscene, offensive or harassing messages, or messages that disclose personal information without authorization, is prohibited.

## **14. Information Security**

In using Hyperion systems, you must:

- Assume responsibility for all computer transactions that are made with your User ID and password.
- Not disclose passwords to others. Passwords must be changed immediately if it is suspected that they may have become known to others. Passwords should not be recorded where they may be easily obtained.
- Change passwords at least every 90 days.
- Select passwords that will not be easily guessed by others.
- Log out when leaving a workstation for an extended period.
- Store electronic media (e.g. diskettes and CDs) out of sight when not in use. If such media contains highly sensitive or confidential data, they must be locked up.

- Avoid exposing hardware and electronic media to environmental hazards such as food, smoke, liquids, high or low humidity, and extreme heat or cold.
- Exercise care to safeguard the valuable electronic equipment assigned to you. Employees who neglect this duty may be accountable for any loss or damage that may result.

Do not facilitate unauthorized access to Hyperion's data and voice networks. Do not implement insecure network access equipment (e.g. wireless LAN access equipment) without prior approval by Hyperion's ITS organization.

### Computer Viruses

Computer viruses are programs designed to make unauthorized changes to programs and data. Viruses can cause destruction of corporate resources.

It is important to know that:

- Computer viruses are much easier to prevent than to cure.
- Defenses against computer viruses include protection against unauthorized access to computer systems, using only trusted sources for data and programs, and maintaining virus-scanning software.

Hyperion, through its internal ITS organization, is equipped to install appropriate antivirus software on all computers, respond to all virus attacks, and destroy any virus detected.

You should not:

- Knowingly introduce a computer virus into company computers.
- Disable the antivirus software.
- Load diskettes of unknown origin.

You should:

- Download updated antivirus definitions at least monthly.
- Scan incoming diskettes for viruses before they are read.
- Contact your local ITS support immediately if you suspect that your workstation has been infected by a virus.
- Promptly install software security patches recommended by the ITS organization.

## **15. Miscellaneous**

### Changes, Amendments and Waivers

Neither your manager, nor any other person has the authority to tell you that this Code, or any part of the code, is inapplicable. Any change, amendment or waiver of this Code may be made only by the Board of Directors of Hyperion, or an appropriate Board committee. Any change will be distributed to you as a formal code revision. Waivers of this Code, will rarely, if ever be granted.

### Nonexclusivity

This Code does not contain all the relevant policies applicable to you and the Company. Also, this code is not a comprehensive explanation of applicable laws. The Code is a general summary of fundamental principles applicable to everyone at Hyperion.

This Code replaces other codes of conduct, that relate to topics covered by this Code. In the event there is a conflict between this Code and a local Hyperion policy, this Code shall govern.

### Not Employment Agreement

This Code of Conduct is not an employment agreement.

## CERTIFICATION

I have received and read Hyperion's Code of Conduct and agree to comply with its policies.

If I have a question or concern about compliance with the Code, I will raise it with my manager, my Human Resources representative, or the General Counsel.

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Signature

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Name (Print)

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Department/Location

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Date