

# Code of Conduct



**Business ethics:** We expect all business to be conducted with honesty, integrity and comply with all relevant legislation.

**Confidentiality and Data protection:** We expect those we work with to protect the confidentiality and integrity of the information to which they have access, never sharing confidential information with third parties, and treating all information with great responsibility, control and protection, without using it for personal gain or for that of third parties.

**Corruption and bribery:** We have zero tolerance to corruption in all its forms, including bribery, extortion, fraud, embezzlement, money laundering and facilitation payments. Gifts and hospitality are not accepted if they are in any way thought or perceived to be in return for either doing/not doing something or showing favour/disfavour to a person or organisation.

**Tax:** We expect compliance with the letter and spirit of all tax laws applicable to the company. We have zero tolerance to tax evasion and schemes to avoid taxes due.

**Whistleblowing:** We expect a culture of openness and accountability and expect any suspected wrongdoing to be brought to our attention as soon as possible. Our staff are encouraged to follow our Whistleblowing Policy in the knowledge that their concerns will be taken seriously and investigated as appropriate, their confidentiality will be respected, and they will be protected from any adverse reaction.