

CODE OF CONDUCT

All employees are expected to behave in a responsible manner at work. The disciplinary procedure contains examples of conduct that the Company may treat as minor, serious or gross misconduct.

Employees are expected to conduct themselves in a professional manner at all times in relation to the business of the Company including whilst communicating with a client or working on a client's premises or on site.

Employees must not call in to question the conduct of competitor companies, clients, or contractors, particularly under provocation. Employees should respect the good name of other companies with whom they have professional dealings. If the employee or his/her actions are called in to question at any point the relevant Director must be informed immediately.

Any concerns which employees may have in relation to the conduct of the Company or its clients, competitors or suppliers or any of their respective employees or contractors should be raised only to a Director of the Company who is not connected with the possible breach. If however employees have issues/concerns regarding their own treatment it would normally be appropriate to raise those in accordance with the Company's Grievance Procedure.

Employees are reminded that except for information freely available to members of the general public, no details of the Company's operations should be disclosed to outsiders without the prior consent of a Director of the Company. Employees should also refrain from interfering in a client's own set of internal relationships.

The Company expects employees to attend work dressed in a clean and tidy way. Different divisions may have different rules about dress, either for safety reasons or because employees are in contact with members of the public. Employees must conform to divisional rules. Should employees have difficulties in maintaining these standards they should discuss the matter with their Director.

Clear breaches of this Code of Conduct shall be considered liable for disciplinary action. Employees must ensure that they understand and adhere to the policies of the Company.