



CODE OF CONDUCT & ETHICS

1. Introduction

This policy outlines our expectations regarding employee's and anyone representing the company. Everyone should conduct themselves to the highest standards of ethics, integrity including legal integrity and behaviour when dealing with each other, customers & suppliers and the public.

Our values should underpin everything we do on behalf of the company, striving to achieve our vision to be the leading supplier of automation and valves to the Energy Sector.

We believe that a culture of equality, diversity and inclusion not only benefits our company but supports wellbeing and enables our people to work better because they can be themselves and feel that they belong.

2. OUR VALUES

SAFETY

Put Safety first in all that we do

RESPONSIVENESS

Adapt, Identify and react quickly towards our future always

LEADERSHIP

Guide and influence others to reach a common goal

FLEXIBILITY

We collaborate through trust to allow us to be flexible for each other and our customers

TEAMWORK

Work Together – Always!

OWNERSHIP

We are passionate about our company. We always take responsibility and act as if we are the owners

INTEGRITY

Behave Ethically in Everything that you do

ATTENTION TO DETAIL

We pay attention, are meticulous and have a deep understanding of what we do

3. THE HSP STANDARDS

The HSP standards expected of Employees and those representing the company include but are not limited to:

COMPLIANCE

- Compliance with all Company and Country, QHSE and workplace policies, procedures, rules, regulations, laws and contracts.
- Compliance with all reasonable and lawful instructions given by or on behalf of the Company.
- To not engage in conduct, whether during or after work hours, that in the opinion of the Company causes damage or potential damage to the Company's property or reputation.
- To not, in connection with the employee's employment, accept any financial or other benefit from any entity other than the Company – unless acceptance of such benefit is in accordance with the Company's other workplace policies or is otherwise disclosed to the Company and expressly permitted by the Company.
- To not engage in any employment or provide any services to any person, competitor or entity other than the Company, except with the Company's prior written consent.
- Immediately disclosing any potential, perceived or actual conflict of interest (whether direct or indirect) that may give rise to a conflict with the performance of the employee's obligations to the Company, or the Company's business, confidential information or reputational interests. The Company may direct employees to take action to eliminate or reduce any such conflict, and employees must comply with such directions.
- To maintain both during employment and after termination of employment with the Company, the confidentiality of any confidential information, records or other materials acquired during employment.
- Reporting any conduct that is in breach of this policy or any other policy without delay.

CULTURE & BEHAVIOUR

- Give full attention to your duties during normal working hours and at other times as reasonably necessary to complete tasks.
- To be honest and fair in dealings with each other, customers, clients, Company management and the public, and to treat them with courtesy and respect.
- To be faithful and diligent and actively pursue the Company's best interests at all times.
- Refraining from any discriminatory, bullying, or harassing behaviour toward customers, clients, co-workers, Company management and the public.
- To not discriminate based on personal characteristics including (but not limited to) sex, race, disability, pregnancy, age, marital status or sexual orientation.
- To ensure and maintain punctuality.
- To dress in an appropriate manner and to ensure that appearance is presentable, clean, neat and tidy
- At all times, behave in a way that upholds the Company's values and the integrity and good reputation of the Company

QHSE

- To work in a safe and compliant manner, and to observe all workplace QHSE rules and responsibilities.
- To not use or come to work while affected by use of prohibited drugs or alcohol.

TECHNOLOGY, SOCIAL MEDIA, PROPERTY & SECURITY

- To respect the Company's property.
- To not make any statements to the media about the Company's business, unless expressly authorised to do so by the Company (requests for media statements should be referred to the Managing Director)
- To not make any statements about the Company on social media, or any other public platform, that may harm the Company's reputation.

- To not use Company internet to access, download or send sexually explicit, suggestive or other offensive material.

4. DISCIPLINARY ACTION

Where employees or those representing the Company fail to follow this policy, appropriate action will be taken. For employees this could result in disciplinary action being taken.

Any failure to comply with this policy should be report to HR and the Managing Director without delay.

5. OTHER POLICIES

Employees are encouraged to read this policy in conjunction with other relevant Company policies, including but not limited to:

- Whistleblowing Policy
- Equality, Diversity & Inclusion Policy
- Bullying & Harassment Policy
- Anti-Bribery & Corruption Policy
- Corporate Social Responsibility Policy
- Modern Slavery Policy
- Quality Policy
- Environmental Policy
- Health & Safety Policy

REVISION HISTORY				
Rev.	Effective Date	Description	Code	Owner
00	06 th June 2023	Policy Created	HR-PO-GP-006	Stacey Walker – Head of HR
01	3 rd December 2025	Reviewed and updated Section 5	HR-PO-GP-006	Stacey Walker – Head of HR
02	11 th Feb 2026	Reviewed and updated Section 5	HR-PO-GP-006	Stacey Walker – Head of HR

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