

BUSINESS INTEGRITY AND ETHICS POLICY

References

- a. FlotechPS Quality Management System
- b. FlotechPS HS/Environmental/Employment/Company Handbook/Drug & Alcohol/Safety/Anti bribery & Corruption/Anti modern Slavery & Trafficking/ Policies
- c. BS EN ISO 9001;2015 Clauses 4.1 / 4.2/5.1/6.2/7.4/8.2.1/10.1/10.3

1. Introduction

FlotechPS values its reputation and is committed to maintaining the highest level of Integrity and ethical standards in the conduct of its business affairs with all interested parties. Achieving and maintaining both integrity and ethical standards is totally reliant on the culture and behaviours of our team and those we sub contract to. Core behaviours are the benchmark of our standard, honesty/ reliability / respectfulness are key enablers in driving our culture – all are hugely beneficial in the cooperation within the workplace, along with expectation of our clients and customers and interested parties.

The purpose of this document is to establish formally our commitment to business integrity and its ethical practices.

2. FlotechPS Principles

The core principles of this policy are standard expectations for all employees of FlotechPS

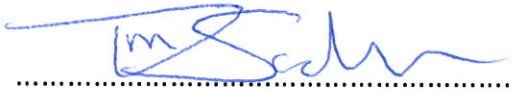
- **Principle No1: The Law / Regulations / Standards of Conformance:** All employees will apply legislative and conformance practices whilst undertaking any and all activities.
- **Principle No2: Respectfulness:** Is a core behaviour, respect for all is mandatory and must be applied in all circumstances¹ – discrimination will not be tolerated.
- **Principle No3: Conflicts of Interest:** All employees will resolve conflicts of interest pragmatically and professionally, informing the directors of any occurrence that will require intervention.
- **Principle No4: Bribery and Corruption:** FLOTECHPS has a zero tolerance on bribery and corruption – the policy must be understood by all employees.
- **Principle No5: Safety:** Safety of all is of paramount importance – all employees are to assure all activities carried out are done so under safe conditions and in accordance with the legislative requirements.
- **Principle No6: Business practices:** All business undertaken will be conducted ethically and professionally, FLOTECHPS will not engage in anti-competitive practices, price fixing, or bid rigging. FlotechPS will assure third party property and intellectual property rights are appropriately applied.
- **Principle No7: Company Assets:** Company assets are not to be utilised illegally, personal data is to secure at all times, no information is to be available to third parties without clear authorization to do so.
- **Principle No8: Flotech Reports - Accounting / Correspondence:** All internal and external reporting is to be accurate and honest, recorded correctly and archived appropriately for future traceability.
- **Principle No9: Suppliers / Contractors/ Agents / Sub Contractors:** Only trustworthy and appropriately conforming support systems will be engaged, the final decision on engagement will be made by FlotechPS directors.

3. Honesty, Accountability, Whistle Blowing



¹ Age/culture/Disability/gender/religion/race or nationality

Maintaining integrity and ethical practices is reliant upon all employees honesty and open accountability – all personnel are required to apply these behaviours at all times, where concern on any practice is apparent the whistle blowing process can be applied by all. Should any employees have any concerns they should contact the Quality Manager / Directors in the first instance.



Tom Sadler

Managing Director

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