

ETHICS POLICY

It is the policy of the Company to:-

- ★ Provide our clients with a fair and honest way of doing business
- ★ To exceed their expectations for quality and performance and to maintain open communications with a spirit of co-operation and team work
- ★ To adopt a non adversarial approach to ensure that customer satisfaction and good relations are always achieved
- ★ To be default choice in our market
- ★ To be the best employer
- ★ To be the best financial performer

Core Values

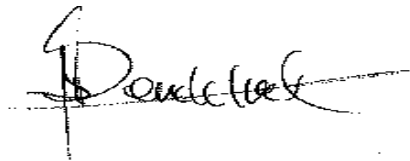
- ★ The Company believes that integrity in its dealings with clients is essential for the development of successful and sustained business relationships
- ★ The Company strives to provide products and services which are of a consistent high quality and reliability
- ★ The Company shall take all reasonable care to ensure that it does not give inadequate or misleading descriptions of the products and services that it provides
- ★ No employees shall give or receive money or hospitality, gifts, services, benefits in kind or other favours of significant value to or from a customer or other persons who may influence a customer which could be construed as being or being intended to be a bribe
- ★ The Company shall maintain the due confidentiality of customer data and commercially sensitive information
- ★ Information received by employees in the course of business dealings shall not be used for personal gain or for any inappropriate purpose except that for which it is expressly provided
- ★ Employees shall treat information relating to the Company as confidential, especially in commercial terms and as required in their Contracts of Employment
- ★ The Company continuously strives to develop relationships with its suppliers based on a partnering approach to business and on mutual trust
- ★ The Company endeavours to pay its suppliers promptly and according to agreed terms
- ★ All information regarding the relationship between the Company and its suppliers shall be treated with appropriate confidentiality
- ★ The Company shall complete vigorously, but honestly, with other companies in their respective sectors
- ★ The Company shall not attempt to acquire information regarding a competitor's business by disreputable means

In recognising our obligations to all stakeholders, the Company demands the highest ethical standards of behaviour and approach from all those who operate in the Company name and actively encourages the exposure of any practices which may injure the reputation of the Company or any of its employees.

ETHICS POLICY

Policies, procedures, documentation and training programmes have been developed to ensure that business activities and personal conduct comply with regulatory and other legal requirements.

Signed

A handwritten signature in black ink, appearing to read 'John Bendelack', written over a horizontal line.

John Bendelack
Director
January 2014