

## OPERATIONAL POLICIES

### Code of Conduct

The company sets "World Class" as the standard for all business activities. This extends to the behavior of all employees demanding they are fair and ethical in all their dealings internally and externally whilst conducting business. Employees receive excellent remuneration for performing their role and very fair conditions of employment. The company's aim is to always be fair and just in enforcement of standards of conduct which affect all employees within the company.

### Disciplinary Policy

The company's disciplinary policy is to ensure all employees are treated with justice and fairness and are given the opportunity to readdress substandard non-performance in their role. This ensures the safe and effective operation of the business and protects the rights of all employees.

### Discrimination

The company will not tolerate discrimination or harassment of any kind and seeks to ensure the work environment is sympathetic to all employees. We strive to embrace diversity and make every effort to make all employees feel safe and secure regardless of age, gender, race or religious or political persuasion. All employees will be treated equally.

### Privacy

It is the company policy to protect its employee's privacy. In their efforts to do so they will abide by all the guidelines set out in the Privacy Act 1988.

### Drugs and Alcohol

It is the company policy to ensure that employee's use of drugs or alcohol does not impair the safe and efficient running of the business or put at risk the health of its employees or the community and/or public. It is company policy not to allow any employee to work under the influence of alcohol or non-prescribed drugs. No employee is allowed to bring unauthorized drugs or alcohol onto the premises or site. Any employee deemed under the influence of drugs or alcohol will be asked to go home and may also be asked to attend for medical counselling.

### Smoking

The company wishes to provide as clean and safe a work environment for all employees as possible. To achieve this smoking is banned within any internal building space or company motor vehicle. Smoking is only permitted in designated areas.

### Training and Development

The company is committed to implementing training and development programmes to increase efficiency and productivity, and providing enhanced career opportunities as well as job related skills development for staff through training.

### Suppliers

The company aims to establish and maintain existing relationships with suppliers, which are mutually beneficial to both parties and ensure that only the highest quality and value for money products and services are provided. Only relationships with suppliers who are ethical in their business practices will be nurtured.

A handwritten signature in blue ink, appearing to read "Skea", with a horizontal line underneath.

**Steve Skea**  
**Managing Director**

**4<sup>th</sup> April 2016**