

The policy of **EXWOLD TECHNOLOGY LIMITED (ETL)** is to operate in an ethical way in all of its activities.

All employees contribute to the reputation of the company and it is therefore important that they recognise the importance of ethical behaviour and comply with this policy. This policy operates alongside other policies, including all employment policies and the company policy on bribery.

Honesty and Integrity

It is expected that all employees will act honestly and honourably in all their duties with other employees, customers, suppliers and other stakeholders.

Compliance with Laws.

ETL will always conduct business in compliance with all applicable laws and regulations. Illegal activity for the benefit of the organisation or any individual will not be tolerated.

Accounting Policies and Procedures

ETL will always comply with relevant accounting procedures and laws. All financial transactions will be properly recorded and, where relevant, audited.

Conflict of Interest

ETL expect all employees to behave in the best interests of the company. Situations where activities or dealings may be considered to be in conflict with personal interests must be avoided. Where such an instance may occur this must be highlighted to senior management.

Misuse of Company Assets

Employees must not use company assets - such as vehicles, tools, computer hardware or software, business information - for personal gain.

Employment Practices

ETL will endeavour to ensure that all employees are treated with respect and dignity. ETL will observe all employment laws.

Competitors and Suppliers

ETL will aim to develop professional relationships with suppliers.
ETL will not seek to damage the reputation of any competitor.
ETL will not share confidential information with any competitor nor will ETL attempt to gain information relating to a competitors business by any unlawful means.



Signed: *K Martin*
Date: 10/12/2018

Managing Director



partners in chemical processing

Title: Ethics Policy

Author: Alex Wilkes (Compliance Manager)

Version: 1

Page No. 2 of 2 | **Date:** 10/12/2018

Approved by: Kevin Martin

Version History

Version No.	Date	Changes
0	No Info	New Policy
1	10/12/2018	Review and Reformat

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