



# Code of Conduct

BIE Group



# Introduction

The BIE Group “Code of Conduct” is intended to outline our Core Values and Business Principles in our day to day operations and work activities. The guidelines and rules are applicable to us all and no one is exempt. It outlines the high standards of integrity that applies to every employee, Consultant or Associate Companies engaged in our business activities.

Anyone working for the BIE Group is required to consistently act within the Code and understand how it applies to them in their relationships with staff and throughout the supply chain.

The Code describes the expected behaviour and culture of integrity of the BIE Group. It provides a framework and guidelines to help the individual make the right decision in business and in dealings with others. This is not exhaustive and all personnel must exercise good judgement whilst implementing services on behalf of the BIE Group.

The Code outlines our principles for managing corporate responsibility and ethical relations with customers, partners and stakeholders. It should be considered by the individual as the necessary framework to guide them in their day to day activities.

Please take time to study the Code and understand how to act according to the BIE Group’s common values of integrity, respect for others, honesty and transparent business dealings. This, along with our continued commitment and focus on technical excellence is the key to our continuing success in today’s global and challenging market.

We look forward to your continued working relationship with the BIE Group.

A handwritten signature in black ink, appearing to read 'Graham Rush', with a long horizontal line extending to the right.

Graham Rush

**Chairman BIE Group**



# Our Values and Behaviour

The BIE Group Code of Conduct applies to all BIE Personnel, whether Employee, Consultant or Associate Companies that provides Inspection, Expediting, Auditing, Technical Staffing and Design Services.





# Our Commitment to People

## Health and Safety

To continue our world class Health & Safety record, BIE is committed to the goal of no harm to our personnel and stakeholders. We consider that all work-related injuries and fatalities can be prevented and we are committed to ensuring that all personnel work in a safe environment.

To support this we have a comprehensive Health and Safety management system designed to ensure compliance with BIE's Group mission of zero lost time incidents.

### Your Responsibility:

You must understand and comply with BIE's Health & Safety management system, adhere to any client or manufacturer Health & Safety procedures, wear the necessary personal protection equipment and ensure that any Near Misses or Incidents are reported immediately to your Line Manager.

You should also travel safely from your home to place of work and take time to check that your vehicle is in good condition for the journey ahead. Always ensure long car journeys include sufficient rest periods and breaks so you arrive safely at your destination.



## Substance and Alcohol Abuse

The BIE Group has a zero tolerance for substance and alcohol abuse. The BIE Group is committed to providing a safe working environment. The BIE Group ensures that the workplace is free from the use of illegal drugs, misuse of legal drugs, and the abuse of alcohol. Anyone who is found under the influence of illegal drugs or alcohol while conducting business for the BIE Group will be subject to our disciplinary procedure.

### **Your Responsibility:**

You must understand and comply with BIE's Alcohol and Drug policy as well as any Client specific requirements.

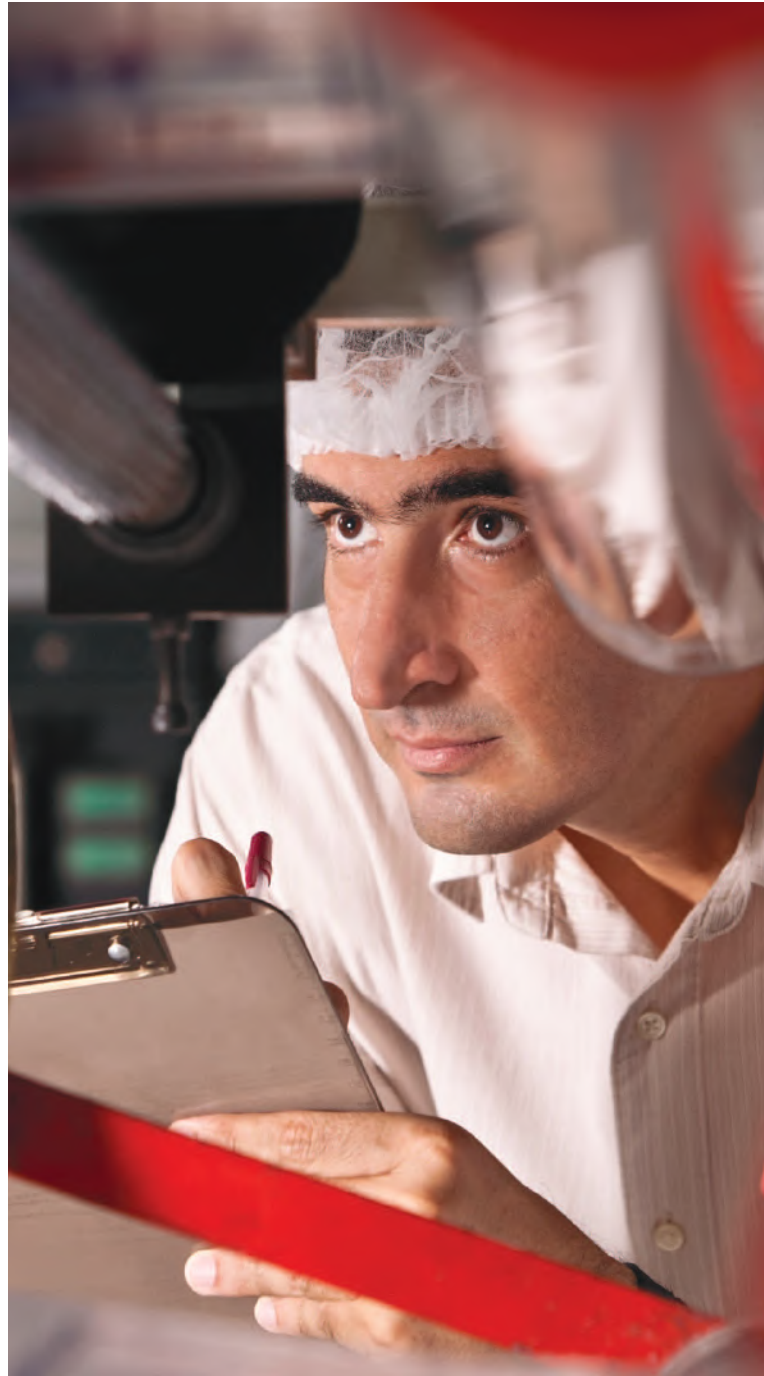
## Respect for Human Rights

BIE supports the Universal Declaration of Human Rights (UDHR), which forms the basis of our respect for the communities and societies in which we operate.

Human Rights considerations affect many aspects of our business activities, from our employment processes, investment strategies, to the health, safety and security of our personnel, assets and our goal is to contribute positively to communities in which we operate.

### **Your Responsibility:**

You should understand the human rights in your work environment and commit positively in upholding BIE's Code of Conduct.



## Equality and Respect

The BIE Group recruits, selects, and promotes employees on the basis of their expertise and competency in relation to the job.

BIE will not tolerate any unlawful discrimination on the basis of race, colour, national origin, gender, marital status, sexual orientation, religious belief, age or disability. All BIE Group Personnel are treated with respect and dignity. Accordingly, any harassment or bullying is unacceptable.

The BIE Group respects the rights of all personnel and will implement the respective national laws and regulations for all the countries that we operate in. The BIE Group is committed to understanding local practices and customs.

The BIE Group believes in open and transparent communications with all personnel and in promoting consultation, co-operation and teamwork on matters of mutual concern.

### **Your Responsibility:**

Those responsible for recruitment must work on the basis of evaluation of qualifications, performance, and competency and business considerations only. Everyone is to treat others equally and with respect.

## Breaches of the Code of Conduct

The BIE Group is committed to implementing this code and encourages personnel to bring promptly to management's attention any planned or actual breaches of our Code of Conduct.

Personnel making such information known through the appropriate channels will not face any adverse or unfavourable treatment for such disclosure.

### **Your Responsibility:**

You should report to your line manager any intended or breach of the Code, so that appropriate actions can be taken to rectify the breach as soon as possible.

# Our Commitment to Customers

## Customer Charter

The BIE Group is committed to providing a Quality Service to our Customers. It is our objective to strive to achieve the following core competences;

- Technical and operational excellence.
- Provide cost effective solutions at an exemplary, world class level of quality.
- Ensure we meet our Clients expectations.
- Ensure Customers are always treated promptly, courteously and professionally.
- Maintain a motivated and professionally driven workforce.
- Facilitate ready access to our services.

We will disseminate these principles to our Personnel and will seek to promote their application throughout our supply chain.

### Your Responsibility:

To always act professionally on behalf of BIE and its clients. Ensure that you are familiar with all of BIE's relevant work processes, procedures, policies and client requirements to execute your assignment to the right quality and safely.

Competitive markets can only flourish where there are sound business ethics. Our business is judged by the service we provide and the way we conduct ourselves collectively. The BIE Group does not engage in, nor is it party to, agreements, business practices or conduct that, as a matter of law, are anti-competitive.

You must always act within the law, transparently and in accordance with established business practices.





# Our Commitment to Society

## Compliance with All Applicable Laws and Regulations

The BIE Group is committed to working within the laws and regulations of all the countries in which we operate.

### **Your Responsibility:**

To acquaint yourself with all local laws applicable to your assignment and ensure you comply with them at all times.

## Environmental Protection

The BIE Group is committed to ensuring that any detrimental effects of its activities and services upon the environment are minimised.

### **Your Responsibility:**

You must comply with BIE and Client's Environmental procedures at all times when executing your assignment.

## Anti-Bribery and Corruption

The BIE Group acts with integrity at all times to safeguard the trust in which the Group is held by its Clients, Associates and other persons and organisations with which our businesses interact.

BIE will not offer, promise, give or accept bribes or other unethical advantage in order to obtain business.

### **Your Responsibility:**

To immediately report to your line manager any attempts by third-parties to solicit preferential treatment or give advantage in business dealings on the basis of payment or gifts.

## Conflicts of Interest

No BIE Group personnel, whether an Employee, Consultant or Associate Companies, will engage in personal activities or pursue financial or business interests which might give rise to, or give the appearance of, conflicts of interest with the BIE Group, or which might compromise their ability to meet the responsibilities of their job.

### **Your Responsibility:**

Any possible conflict of interests should be reported to your line manager for further assistance in how to proceed.



## Confidential Information

BIE Group personnel having access to BIE and Clients' proprietary and confidential information must not use it for personal gain for themselves or others.

All BIE Group personnel must respect and treat all such information and documentation in accordance with agreed terms of technology, intellectual property, confidential information and any other assets or data received from customers, suppliers and others.

### Your Responsibility:

All BIE Group Personnel, agreed to be bound by the BIE Group's and Clients Confidentiality / Non-Disclosure Agreement.

## Fair and Honest Treatment of Suppliers, Business Partners and Clients

The BIE Group ensures its personnel, are paid promptly within the agreed terms of their contract.

The BIE Group believes in working in partnership with its service suppliers to meet the expectations of our Customers and to ensure quality, value and timeliness throughout the business process.

### Your Responsibility:

The BIE Group expects all Personnel to act lawfully and ethically, and in accordance with the values and standards set out in this Code of Conduct.

## Hospitality, Gifts and Entertainment

BIE Personnel will not allow hospitality, gifts and entertainment to influence their business decisions or cause others to perceive an influence, and BIE Personnel must not place themselves or the BIE Group under any obligation.

### Your Responsibility:

All corporate hospitality, entertainment and gifts must be declared and not be construed in any way as an obligation or influence on all BIE Group personnel.

## Impartiality

To obtain and maintain confidence, it is essential that BIE's decisions are based on objective evidence of conformity (or nonconformity), and that its decisions are not influenced by other interests or by other parties.

### Your Responsibility:

The BIE Group expects all Personnel to act lawfully and ethically, and in accordance with the values and standards set out in this Code of Conduct.

## Accounts and Records

The BIE Group records all business transactions accurately, prudently and transparently, in accordance with the law and best practice.

Independent Auditor's monitor and report to the Board's on the effectiveness of internal controls and on the on-going risk management process for identifying, evaluating and managing significant business risk.

### **Your Responsibility:**

You must always work within the legal requirements taking into account any Client specific requirements.

# Protecting Our Assets

## Computer, Network and Data Security

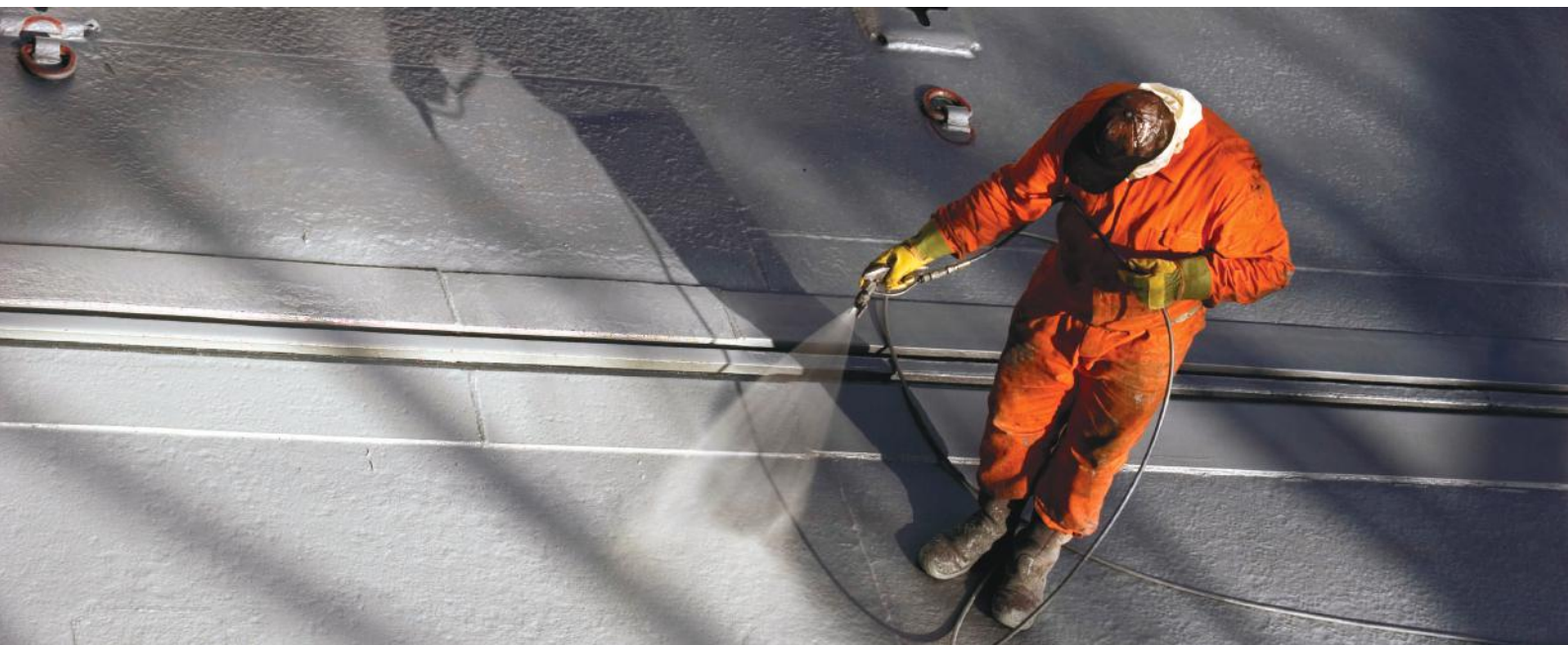
The personal use of IT and communication facilities must never endanger the security of BIE's information.

Unscrupulous websites are increasingly being used to spread viruses, spyware and other malicious software designed to exploit vulnerabilities in personal computers and IT networks. Unauthorised installation of software may also endanger information security.

The BIE IT policy requires that employees never use company facilities to visit inappropriate sites or to install un-authorised software.

### Your Responsibility:

- Do not upload or download, transmit or otherwise access pornography or any other form of objectionable material.
- Do not upload or download or send material that is likely to cause annoyance, inconvenience or needless anxiety to your colleagues.
- Do not send personal emails with the BIE footer (Outlook signature) attached.
- Do not disable BIE security measures.
- Do not install un-authorised software or connect non-company hardware without licence and authorisation.
- Do not use BIE IT and communication facilities in any way that could damage BIE.





## Computer and Data Security

The BIE Group understands that information assets are important management resources that are essential to conducting business. The BIE Group is committed to maintaining a high level of security so as to protect our and our Clients information assets against any potential threat, by ensuring physical and technical security measures are firmly in place. These are controlled by our IT Security Policy

BIE owns or has been licensed to use information technology in the form of hardware, software and computer systems. All personnel who use or have access to a computer are responsible for protecting these valuable technology resources.

### **Your Responsibility:**

Ensure intellectual property is secure and records are appropriately stored and retained. Do not use unlicensed software. Advise immediately to your local BIE office management any perceived cyber threat, or instances of client or BIE intellectual property or data being hacked, or shared with third parties.

## Property and assets

BIE's property and assets must be treated in a proper manner and only be used for its intended purposes. BIE's property is meant solely for business purposes, though reasonable incidental personal use, such as local telephone calls, appropriate personal use of e-mail, minor photocopying, printing, or computer use is permitted.

All physical property, including equipment and supplies, must be protected from misuse, damage, theft, or other improper handling.

# Responsibilities

The Chairman has the primary responsibility for implementing this policy. The General Manager of each business unit will establish appropriate responsibilities and procedures within their operations. If there are any instances of breach of this Code of Conduct then, we will take immediate corrective action.

## Training and Communications

We will communicate this policy and relevant guidance to Personnel across the Group. We will also communicate this policy to our suppliers, contractors and business partners and stakeholders.

## Raising concerns and seeking guidance

Personnel are encouraged to raise concerns about any instance of improper, illegal, negligent professional behavior or behavior that could affect safety, which contravenes this Code of Conduct, at the earliest possible stage.

## Monitoring and Review

The Management of BIE Group will periodically review this Code of Conduct in respect of its suitability, adequacy, effectiveness, implementation and make improvements as appropriate.

## Acceptance

This Code of Conduct represents BIE Group Policy and by signing the below declaration you confirm as follows:

- I have read and understand the standards of behaviour expected and outlined in this Code of Conduct.
- I understand that I must comply with the terms of my employment or engagement by the Company, including complying with the specific policies and procedures that are in effect, as well as behaving according to the standards outlined in this Code of Conduct.
- I understand that any breach may result in counselling, training, disciplinary action or the termination of my employment or engagement.

Name

Signature

Date