

QUALITY & SERVICE LIMITED**ETHICAL BUSINESS POLICY STATEMENT****INTRODUCTION**

Quality & Service is committed to ensuring a high standard of ethical and environmental trade practises, including the provision of safe working conditions and protection of worker's rights, across its business. Q&S conducts its business in accordance with the provisions of this Code of Ethical Policy and expects our suppliers to adhere to the same provisions and to demonstrate similar commitment to an ongoing programme of ensuring, and where necessary, improving ethical and environmental practices.

POLICY OBJECTIVES

The objectives of this Ethical Policy are;

- To set out a clear statement of immediate policy
- To promote the adoption and Improvement of ethical practices
- To implement effective processes for improvement of trade practices

QUALITY & SERVICES' CORE REQUIREMENTS

Q&S will not engage in business with those whom do not meet these core requirements;

- Suppliers must not use any form of forced or involuntary labour, and workers must not be obliged to lodge identity papers or pay any deposit as a condition of work
- Workers must not be subject to physical or verbal abuse, threats or intimidation of any description
- Workers must not be required to work extreme hours or work without adequate rest periods
- Workers under the minimum legal working age must not be used
- Work sites must be safe and hygienic, with an adequate number of safe and accessible fire exits from all buildings. Access to safe drinking water must be available
- Companies must pay a sufficient wage to meet basic needs and provide some discretionary income
- Companies must not engage in bribery, corruption or any other similar unethical practices to gain a competitive advantage.

WORKING ENVIRONMENT

- The national Health & Safety laws must be complied with
- A senior manager must take responsibility for health and safety issues, including the establishment and communication of health and safety policies
- Workers must not be employed in potentially hazardous conditions without adequate safety training or supervision. Training must include emergency evacuation procedures, and for appropriate personnel, first aid. Training records must be maintained and made available upon request.

CONFLICTS OF INTEREST

When dealing with suppliers, potential conflicts of interest can sometimes arise. Spouses or other relatives may be employed by the supplier or company and personal friendships may grow over time. Such potential conflicts should be reported to the Managing Director as soon as they are identified. They will not normally prevent the Company trading with the company concerned and arrangements for the procurement is to be handled by someone else.

Former employee, who are now suppliers, shall be made aware that they shall not receive or expect to receive special consideration, and that fair competition among all suppliers is not compromised. Employees should avoid as far as possible dealing with the company suppliers and their private affairs, particularly if this is likely to put them under some obligation to the supplier. Where such arrangements are unavoidable, it is essential that they ensure that the supplier does not offer them any sort of deal, which is not commonly available, and which could be construed as a reward for actions taken during their employment.

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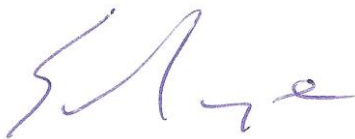
HOURS, PAY AND BENEFITS

- Companies must comply with legal registration regulating employment, hours of work and pay, including the minimum wage, allowances and benefits (including, without limitation, holidays, sickness, child care, maternity and paternity provisions and pensions)
- Workers must be provided with clear and understandable written information regarding their employment conditions, including pay, hours and job description
- Workers must not be required to work excessive hours and may not ordinarily and regularly work more than 60 hours per week (including overtime). All workers shall be entitled to at least one day off per seven days with overtime being completely voluntary.

RESPECT FOR THE INDIVIDUAL

- Companies must conduct their business in a manner which recognises the entitlement of all individuals to be treated equally with dignity and respect, to be able to work in an environment free from harassment, physical and verbal abuse, threats or intimidation of any description
- Disciplinary practices shall be fair and appropriate and must be clearly set out and communicated to workers. Workers have the right to appeal and have representation at disciplinary proceedings
- Companies must not discriminate against workers in any manner on the grounds of gender, religion, race, age, disability, sexual orientation, union membership, political affiliation, national or ethnic origin.

We will review on a regular basis the key aspects of our business and seek to continually improve the relationship with our employee's, clients, contractors, suppliers and all those whom are affected by, or come into contact with Quality and Service.



Managing Director

Date: 02/01/2025