

## Business Conduct Policy

RME Services' objective is to be successful in the marketplace based on its high quality of service and competitive pricing. To satisfy this objective, it is required that high standards of conduct be achieved in every case in dealings with Customers, suppliers, employees, third parties and the public generally. In support of this, RME Services has established this policy to be applied in the execution of all Company business. The Company will always act fairly, honestly, impartially, responsibly, ethically and with integrity. This requirement applies to all employees, sub-contractors and representatives of the Company. Violation of this policy will result in disciplinary action.

RME Services is committed to the promotion of integrity and maintaining the highest standards of ethical conduct in its activities and is firmly of the opinion that the success of the business is dependent on trusted relationships that are founded on honesty. The Company's reputation relies on the practice of this by its employees. In pursuit of this, it is dedicated to the following:

- Honesty, fairness and openness in communications both internally and externally
- Protection of Company and Client confidential information
- Provision of high quality professional service and responsibility for promises and actions
- Fairness and respect in a responsible manner internally and to Customers and suppliers
- Compliance with applicable legislation, regulations and standards
- Minimisation of adverse environmental impact from business activities

RME Services is opposed to corruption, conflict of interest and illicit practice in any form. Through its established and registered management system, the Company will endeavour to provide services that meet Customer needs and expectations in a straightforward manner without undue complexity. Under no circumstances will there be any offer of items of personal inducement / bribery to secure business. Should any complaints or adverse comments arise associated with this, an effective complaints procedure will be implemented.

A working environment will be maintained that provides appropriate remuneration and facilities to employees along with training and opportunities for personal development. The Company will not tolerate discrimination, harassment, victimisation or offensive behaviour, and will provide a clean, healthy and safe work environment having good employee relations where the involvement of all is encouraged. The use of illegal drugs and alcohol is strictly prohibited in the workplace and persons reporting for work under the influence of these will not be tolerated.

RME Services will ensure that business is conducted compliant with all applicable environmental and workplace legislation, regulations and standards such that there is the highest consideration for safety and well-being of employees, Customers, third parties and public. It is accordingly expected that all employees will fully cooperate in abiding by all applicable legislation and associated requirements. There will particularly be support for employees who become aware of and report malpractice.

The highest standards of integrity will be maintained in business with suppliers. Suppliers, who operate with values and standards equivalent to those of RME Services, will be preferred. From ongoing assessment, effort will be made to ensure that services from suppliers are to best standards.

A handwritten signature in blue ink, appearing to read 'T. Roberts'.

Trevor Roberts,  
Managing Director

27th August 2021