



## **ETHICAL BUSINESS POLICY STATEMENT**

QCS Staffing; herein referred to as the Company; is committed to the highest standards of ethical conduct and integrity in its business activities in the UK as well as globally. Every employee and individual acting on the Company's behalf is responsible for maintaining the Company's reputation and for conducting company business honestly and professionally.

This policy outlines the Company's position on prohibiting and preventing bribery, fraud, dishonesty, and illegal activity.

The Board of Directors and Senior Management have a zero-tolerance approach. They are committed to implementing effective measures to prevent, monitor and eliminate any form of act which will go against our business ethics as well as the Company Values.

This policy applies to all employees of the Company, and to temporary workers, Consultants, Contractors, Suppliers, various Stakeholders, acting for, or on behalf of, the Company within our global presence.

Every employee and associated person acting for, or on behalf of, the Company is responsible for maintaining the highest standards of business conduct. Any breach of this policy is likely to constitute a serious disciplinary, contractual and criminal matter for the individual concerned and may cause serious damage to the reputation and standing of the Company.

The Company has a Code of Conduct which employees are expected to abide by. A copy of the Code of Conduct and other policies relevant to this procedure are available on the Company's shared drives and forms part of the Staff Handbook.

The following areas are included within the Company Ethics Policy. However, this list is not exhaustive and will be developed as required.

- Data protection/Access to employee data.
- Whistleblowing.
- The giving and receiving of gifts.
- Confidentiality.
- Relationships with competitors, suppliers, advertisers, etc.
- Equal opportunities, discrimination and harassment.
- The Environment.

In compliance with statutory legislations and to embed commitment to integrity and honesty the Company shall not sanction the following:

- Give or offer any payment, gift, hospitality or other benefit in the expectation that a business advantage will be received, or to reward any business received.
- Accept any offer from a third party that is known or suspected to be made with the expectation that the Company will provide a business advantage for their business or anyone else.
- Give or offer any payment to a Government official in any country to facilitate or speed up a routine or necessary procedure.
- Tangible assets and intangible assets such as computer systems, bespoke processes, software, intellectual property, trade secrets and confidential information shall not be used for unauthorised or unlawful purposes or for personal gain.
- Engage in any business practice which is unethical or amounts to unfair competition.



- Unlawfully or inadvertently acquire, use or disclose to any third party any proprietary information or intellectual property of another party.
- Engage in any activity or business practice whether unilaterally or in conjunction with any other party which is in breach of any applicable competition and/or anti-trust law in the relevant jurisdiction.
- Unlawfully induce any party to breach a contract with any third party.
- Make false statements about a competitor's products and/or services.

The success of the Company's measures depends on all employees, and those acting for the Company, playing their part in helping to detect and eradicate dishonesty. Therefore, all employees and others acting for, or on behalf of, the Company are encouraged to report any suspected dishonesty in accordance with the procedures. The Company will support any individuals who make such a report, provided that it is made in good faith.

A handwritten signature in black ink, appearing to read 'S. Trigg', written over a dotted line.

Spencer Trigg  
CEO