

Ethical Policy

1. Purpose

- 1.1 Reddington Crane & Company Limited and its subsidiaries (“the Company”) is committed to the practice of responsible corporate behaviour.
- 1.2 The company seeks to protect and promote the human rights and basic freedoms of all its employees and agents through its business practices.
- 1.3 Further, the Company is committed to protecting the rights of all of those whose work contributes to the success of the Company, including those employees and agents of suppliers to the Company.
- 1.4 The Company is also committed to eliminating bribery and corruption. All employees and persons associated with the Company must adhere to this policy and abstain from giving or receiving bribes of any form.
- 1.5 This policy is non-exhaustive, and all aspects of the Company’s business should be considered in the spirit of this policy.

2. Human Rights

- 2.1 The Company is vehemently opposed to the use of slavery in all forms, cruel, inhuman or degrading punishments, and any attempt to control or reduce freedom of thought, conscience and religion.
- 2.2 The Company will ensure that all its employees, agents and contractors are entitled to human rights as set out in the Universal Declaration of Human Rights and the Human Rights Act 1998.
- 2.3 The Company will not enter into any business arrangement with any person, company, or organisation that fails to uphold its workers' human rights or breaches the rights of those affected by the organisation’s activities.

3. Workers’ Rights

- 3.1 The Company is committed to complying with all relevant employment legislation and regulations. The Company regards such regulations and legislation as the minimum rather than the recommended standard.
- 3.2 No worker should be discriminated against based on age, gender, race, sexual orientation, religion or beliefs, gender reassignment, marital status or pregnancy. All workers should be treated equally. Workers with the same experience and qualifications should receive equal pay for equal work.
- 3.3 No worker should be prevented from joining or forming a staff association

or trade union, nor should any worker suffer any detriment due to joining or failing to join any such organisation.

3.4 Workers should know the terms and conditions of their employment or engagement from the outset. In particular, workers must be made aware of the wage that they receive, when and how it is to be paid, the hours that they must work, any legal limit that exists for their protection, and any overtime provisions. Workers should also be allowed such annual leave, sick leave, maternity/paternity leave, and such other leave as is granted by legislation as a minimum.

3.5 The Company does not accept corporal punishment, harassment, or bullying.

4. Environmental Issues

4.1 The Company is committed to keeping the environmental impact of its activities to a minimum and has established an Environmental Policy to help achieve this aim. Copies of the Environmental Policy are available from the Compliance Officer.

4.2 As an absolute minimum, the Company will ensure that it meets all applicable environmental laws in whichever jurisdiction it operates.

5. Conflicts of Interest

5.1 The Company holds as fundamental to its success the trust and confidence of those with whom it deals, including clients, suppliers and employees. Conflicts of interest potentially undermine the relationship of the Company with its partners.

5.2 To help preserve and strengthen these relationships, the Company has developed a Corporate Hospitality and Gifts Policy, which provides rules and guidelines concerning the conduct of its officers and employees aimed at minimising the possibility of conflicts of interest and avoiding risks associated with bribery and corruption. Copies of the Corporate Hospitality and Gifts Policy are available from the Compliance Officer.

5.3 All Company officers, employees and representatives are expected to act honestly and within the law.

6. Information and Confidentiality

6.1 Information received by employees, contractors or agents of the Company will not be used for any personal gain, nor will it be used for any purpose beyond that for which it was given.

7. Shareholders and Investors

The Company, its officers, employees, and representatives are committed to ensuring that no act or omission within their power that would have the effect of deliberately, negligently or recklessly misleading the shareholders, creditors, or other investors in the Company occurs.

8. Suppliers and Partners

8.1 The Company expects all suppliers and partners to work towards and uphold similar ethical and moral standards.

8.2 The Company will investigate the ethical record of potential new suppliers before entering into any agreement. Further, the Company reserves the right to request information from suppliers regarding the production and sources of goods supplied.

8.3 The Company reserves the right to withdraw from any agreement or other arrangement with any supplier or partner who is found to have acted in contravention of the spirit or principles of this Ethical Policy.

9. Bribery and Corruption

9.1 The Company is fundamentally opposed to any acts of bribery and to the making of facilitation payments as defined by the Bribery Act 2010.

9.2 Employees and any other persons associated with the Company such as agents, subsidiaries and business partners are not permitted to either offer or receive any type of bribe and/or facilitation payment.

9.3 All employees are encouraged to report any suspicion of corruption or bribery within the Company in accordance with the Whistleblowing Policy available from the Compliance Manger or a Director..

9.4 Should any employee or associated person be in doubt when receiving or issuing gifts and hospitality, he/she must refer to the Gift and Hospitality Policy available from the Compliance Manger or a Director.

9.5 The Company uses its reasonable endeavours to implement the guidance principles on bribery management that are published, from time to time, by any Bribery Act where we operate.

9.6 If an employee or associated person is found guilty of giving or receiving a bribe, he/she will be personally criminally liable and may be subject to disciplinary action.

9.7 Anyone found guilty of bribery, will be responsible for bearing any related remedial costs such as losses, court fees or expenses.