

# CODE OF CONDUCT POLICY

## INTRODUCTION

The PCS Group is aware of its corporate responsibility towards the people, communities, and environment where we conduct our business. We support a sustainable development policy and the conduct of our people and suppliers is a crucial part of that policy. The conduct of our supplier network is part of our conduct policy and is governed by our integrity policy as well as our company ethics standards.

## SCOPE

All PCS employees are required to behave in a manner consistent with current company standards, client stated requirements and community expectations, and in compliance with the legislation relevant to their role and responsibilities.

Any and all partnerships we form, through client contracts or sub-contractors, will fall within the definition of this policy.

## POLICY

The Code of Conduct Policy requires all employees to abide by the Company policies provided to them at time of their employment, during induction, and periodic re-induction and as outlined in their employment agreement. All employees are required to conduct themselves with courtesy to the client and community and to ensure they:

- Work within the safe work practices provided.
- Do not endanger other workers or the public.
- Report any workplace hazards immediately to your supervisor.
- Abide by the environmental standards established for your workplace.
- Attend the workplace at the designated times of employment.
- Always maintain a clean and tidy appearance.
- Do not harass, discriminate against, bully or intimidate others.
- Always ensure waste bags are full and recycling has been separated.
- Always ensure the most energy efficient method of cleaning is implemented.
- Ensure where possible sustainable products are used.
- Report any bribery or corruption.

The code is important to us and also to those who do business with us. We need to be able to trust that our partner's standards in all business practices meet the necessary legal and regulatory compliances, client and community expectations. The Code supports our business reputation and corporate image within the community because it indicates that the Company cares how it operates.

We have a focused supplier relationship management process in place that assists with the selection, monitoring, and evaluation of the supply chain network. This system is based on a risk-based methodology to determine compliance with the code of conduct as well as the internal policies and procedures we have in place.

Each supplier will be evaluated according to this risk-based process before business operations will be entered into between them and the client.

Regular assessments will be conducted to maintain high standards. These will be in-depth and if any non-compliance I found, we will direct the supplier on which corrective actions need to be taken.

We will maintain clear business relationships that do not appear, are, or might be seen to be, improper. We will not conduct any business with another company if one of our employee's has a spouse, life partner, or other family member employed by them. This policy will extend to the negotiating of the supplier's contract prior to a business relationship being initiated.

We will maintain high standards when it comes to Human Rights and Equal Opportunity. We require our suppliers to comply with this standard, as well as keeping in line with

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current laws and regulations. We ensure the workplace is free of harassment and unlawful discrimination. At all time we will be focused on creating and maintaining a work environment that does not include hiring discrimination, inequality of compensation, access to training or promotion, wrongful termination or retirement based on age, religion, disability, gender, marital status, sexual orientation, or union membership.

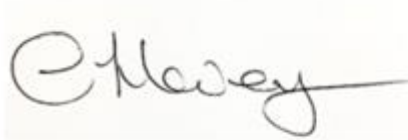
We will comply with local minimum working age and at no time be a party to child labour practices or exploitive labour practices.

## RESPONSIBILITIES

It is the responsibility of the directors to ensure the company runs in time with this policy  
It is the responsibility of the Contract Managers to enable the operatives and workforce to have access to this policy and to provide updates and training on its contents.  
It is the responsibility of the Compliance Manager to keep this policy updated/

## DATES

This policy was last reviewed on 31<sup>st</sup> January 2023.  
This policy will next be reviewed on 1<sup>st</sup> February 2024



Director



ISO 9001  
ISO 14001  
ISO 45001

