

Business Ethics policy statement

Our Standards of business practice include at its core;

- We oppose bribery and corruption in whatever form it may take
- We do not make contributions to political parties, political candidates, or political organisations
- We oppose slavery and human trafficking
- To consistently deliver service excellence and value for money, meeting customers' expectations and anticipating their changing requirements
- Our suppliers are entitled to fair treatment. It is our policy to pay suppliers in accordance with agreed terms of trade
- We will always compete vigorously and in a fair and ethical way
- We are committed to managing tax affairs responsibly and transparently

Approach to governance

- We are committed to promoting the long-term sustainable success of our company through appropriate governance and generating value for our shareholders and contributing to wider society through compliance with the relevant legal and regulatory environments and careful management of business risks
- Our reporting must be accurate and complete and in compliance in all material respects with accounting standards, policies and procedures
- Management is responsible for ensuring that policies and procedures are in place to manage risks and for complying with those policies and procedures

Commitment to employees

- To understand and to tackle all forms of discrimination and achieve equality in our decision making and in all we do
- To ensure employees are made aware that discrimination is unacceptable conduct which may lead to disciplinary action
- The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits
- To ensure information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion
- To provide employees with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion
- To put in place any reasonable measures and/or adjustments within the workplace for disabled appointees

Social networking

- Have a duty to promote the interests of the Company
- When engaging in social networking on websites or in groups which show any association with, or make reference to DMRC, employees are expected to behave in ways that are consistent with our DMRC's values and policies
- Do not access links from untrusted sources in case they lead to banned or unethical sites
- Ensure that the company is not exposed to legal or reputational risks and the safety and security of employees, customers and the general public are not undermined



This policy will be reviewed bi-annually.

Signed
(employer)

A handwritten signature in blue ink, appearing to be 'Q. Singh', written over the signature line.

Dated: 1 January 2022

Review Date: 31 December 2023

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