



Airbox Systems

Code of Ethics

17th November 2017

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1. Introduction

Airbox Systems will always act in line with the strictest professional values. We will not accept any conduct or practice that compromises our standards or which is not compatible with our core ethics. This policy extends to all of our business dealings, all our partnerships with other organisations and across all nations in which we operate.

This includes a commitment to:

- Avoid engaging in those nations or regions where our ethical standards may be compromised.
- Conform with laws and regulations applicable to the countries within which we operate.
- Act in good faith in all of our interactions with clients and business partners.
- Value and respect all people we deal with in our operations.
- Act as good corporate citizens, operating responsibly to protect the environment.
- Inform our business partners of our position in these regards.
- Act with transparency in all of our interactions with clients and business partners.
- Protect our corporate assets and those entrusted to us by our clients and partners. We will not tolerate the misuse of information to gain advantage.
- Abide by these principles even when it becomes challenging to do so.

2. Confidentiality

Airbox Systems are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past clients, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the business

services concerned. We extend the same standards to all our customers, suppliers and associates.

3. Ethics

Airbox Systems always conduct our own services honestly and honourably, and expect our clients and suppliers to do the same. Our advice, strategic assistance and the methods imparted through our training, take proper account of ethical considerations, together with the protection and enhancement of the moral position of our clients and suppliers.

4. Contracts

Our contracts will usually be in the form of a detailed proposal, including aims, activities, costs, timescales and deliverables. The quality of our service and the value of our support provide the only true basis for continuity. We always try to meet our clients' contractual requirements, and particularly for situations where an external funding provider requires more official parameters and controls.

5. Fees and Payment

Our fees are always competitive for what we provide, which is high quality, tailored and specialised service. We will always try to propose solutions which accommodate our clients' available budgets and timescales. Wherever possible we agree our fees and basis of charges clearly in advance, so that we and our clients can plan reliably for what lies ahead, and how it is to be achieved and financially justified. We make no attempt to charge interest on late payments, so we expect payments to be made when agreed.

6. Intellectual Property and Moral Rights

Airbox Systems retain the moral rights in, and ownership of, all intellectual property that we create unless agreed otherwise in advance with our clients. In return we respect the moral and intellectual copyright vested in our clients' intellectual property.

7. Quality Assurance

We maintain the quality of what we do through constant ongoing review with our clients, of all aims, activities and outcomes through regular review meetings. We will always strive to ensure that customers receive the best quality version of our products.

8. Professional Conduct

We conduct all of our activities professionally and with integrity. We take great care to be completely objective in our judgement and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of our clients.

9. Equality and Discrimination

We always strive to be fair and objective in our advice and actions, and we are never influenced in our decisions, actions or recommendations by issues of gender, race, creed, colour, age or personal disability.

10. Bribery and Other Corrupt Behaviour

Airbox Systems has a strict anti-bribery and corruption policy in line with the Bribery Act (2010). A bribe is defined as: *giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.*

If an employee or partner bribes (or attempts to bribe) another person, intending either to obtain or retain business for the company, or to obtain or retain an advantage in the conduct of the company's business, this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances the employee will be subject to formal investigation under the Company's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.