

## Business Ethics Policy

This policy describes the ethical conduct FLI Structures requires of itself and its employees. FLI Structures and its employees shall comply with all laws governing our operations and shall conduct its business in accordance with this ethical policy.

The principles of the Business Ethics Policy that govern company practices are:

- FLI Structures shall conduct its business with respect for human rights in employment practices and relationships with suppliers and customers.
- FLI Structures shall protect the environment and the health and safety of its employees, customers and the communities affected by the Company's work.
- Financial activities shall be recorded in accordance with transparent accounting principles and these should be independently audited.
- Wages shall be fair and shall adhere to national legal requirements.
- Working hours shall comply with legislation.
- FLI Structures specifically hold prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children We expect our suppliers to hold the same high standards and engage with them to convey our Anti-Slavery Policy and to gain an understanding of the measures taken by them to ensure modern slavery is not occurring in their businesses
- There shall be no discrimination in hiring, training, promoting, terminating employment or retiring of staff based on race, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation

The principles of the Business Ethics Policy that govern employee practices are:

- Employees must comply with all applicable laws concerning employee privacy rights.
- Employees are expected to remain polite and professional in their behaviour towards suppliers, customers and colleagues.
- Employees shall not be involved in any activity, including personal investment, which creates or gives the appearance of a conflict of interest with the business of FLI Structures. (If there is a concern that a conflict of interest exists it should be raised with the General Manager.)
- Employees dealing with outside companies shall conduct their activities in the best interests of FLI Structures, without favour or preference.
- Employees shall not accept gifts, gratuities, entertainment or anything of value, without permission from their team leader, from any person who has business dealings with the company.
- Employees, as well as agents or representatives working on behalf of FLI Structures, shall not offer, promise, or give anything of value to any person in order to influence a commercial advantage
- Employees shall not use or disclose FLI Structures proprietary information and trade secrets without authorization from the General Manager. Employees shall take all reasonable precautions, to assure that FLI's intellectual property or that of a third party entrusted to FLI is not disclosed to unauthorized persons.
- FLI Structures independently and unilaterally determines the prices and terms of sale of its products and services. Employees shall not make any agreement with a competitor.

FLI Structures encourages and expects employees to report suspected violations of the company's policies or other processes. The company will investigate and determine appropriate corrective actions on all policy violations. An employee shall report to their team leader all policy violations that become known to him or her, in confidence, with ensured protection and any attempts to intimidate him/her would be treated as an incidence of gross misconduct and dealt with accordingly.

Signed

Justine Garbutt  
Director



Date: 4th January 2017

A written copy of this policy has been shared with all stakeholders and new employees as part of their induction to FLI. Copies are displayed on notice boards. This Policy will be reviewed annually.