

Author: L Frank

# Scope & Purpose

This Hepco Group Code of Conduct incorporates Hepco Slide Systems, Braintree Precision Components, HepcoAutomation and HepcoMotion Europe and applies to all employees across the Hepco Group. The purpose of the Code of Conduct is to set out the values and principles on how we conduct business and to facilitate us upholding our ethical, professional and legal obligations to the high standard expected of us by our employees, customers and suppliers.

### **Our Core Values**

Our aim is to act in accordance with our core values which underpin everything we do and set the standards of how we will measure ourselves.

#### Our core values are:

- Support at every stage, from concept to delivery
- Choice a range of products to meet solution requirements
- Innovation continuous improvement culture
- Quality total quality culture across the business
- Cost value added for customer or company
- Commitment keeping our promises to our customers

# Labour & Human Rights

## Discrimination, Harassment & Bullying

The Hepco Group's objective is to have a workplace free from discrimination, harassment and bullying and to ensure all employees and workers are treated with dignity and respect. We have a zero-tolerance approach to discrimination, bullying and harassment.

We understand that experiencing inappropriate behaviour can impact the mental and physical health of those affected, both in their personal and working life, as well as having a negative impact on our workplace culture and productivity. We take all allegations seriously and will address them sensitively and in accordance with our policies and without fear of retaliation.

We are committed to eliminating discrimination and encouraging diversity amongst our workforce. Our objective is to create a working environment in which there is no unlawful discrimination and all decisions are based on merit.

Our Modern Slavery Statement, available on our website sets our commitment to ensuring we do not accept any form of forced, bonded, compulsory or child labour in our workforce or in our supply chain.

#### Wages & Benefits

All wages are paid in accordance with applicable local laws and any existing collective labour agreements, in addition to the relevant national minimum wage laws. We comply with the applicable laws and (international) labour standards with regard to the maximum permitted working hours and ensure that the working hours, including overtime, do not exceed the maximum limits as permitted by law.

# Health & Safety

We recognise our employees are intrinsic to our business performance. Our aim is to protect the health and wellbeing of all employees by having safe systems of work, appropriate workplace and workspace organisation whereby we create an environment avoiding potential hazards that could lead to accidents, illnesses or other safety-related risks. Health and safety concerns identified or reported are addressed immediately and audits are carried out routinely to ensure standards are upheld.

We have defined emergency and evacuation procedures for events such as fire, flood and adverse weather.

# **Customer Support**

We pride ourselves on being able to fulfil almost any requirement and work closely with our customers through our network of technical sales engineers to create bespoke systems and solutions.

Thanks to our global sales and customer service network, we can respond quickly to the needs of our customers. We value the feedback from our customers to help us to drive innovations and widen the experience and knowledge of our customer support functions.

We ensure that our products meet the quality, reliability and value expected from our customers, backed up by technical advice.

# Suppliers

We expect our suppliers to comply with our Code of Conduct or to apply an equivalent Code of Conduct. We also encourage our suppliers to implement our Code of Conduct within their own supply chains.

We reserve the right to ask our suppliers to demonstrate the application of our Code of Conduct and as reasonable to request documents. We will also carry out regular audits and these may be on site assessments/visits or supplier questionnaires.

## **Conflict Minerals**

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Our Conflict Minerals Statement, available on our website sets out the necessary actions we are taking to avoid using conflict minerals in our supply chain and products to prevent violations of human rights, corruption and the financing of armed groups.

# Sustainability & Environment

We recognise the importance of sustainability and the critical role we play in protecting the environment for future generations. We are committed to minimising our environmental footprint and promoting a sustainable, eco-friendly approach in every aspect of our business. Our website provides details on our current initiatives and aims to reduce our carbon footprint.

### **Ethical Business Practice**

At The Hepco Group, we are committed to conducting our business with the highest standards of ethics and integrity. We believe that ethical practices are the foundation of long-term success and are essential in building trust with our employees, customers, partners, and the communities in which we operate.

#### **Our Commitment to Ethical Practices**

We strive to create a work environment where respect, fairness, and accountability are fundamental principles in every aspect of our business. Our ethical approach is grounded in the following core values:

### Integrity and Transparency

We operate with integrity in all our business dealings, ensuring honesty, transparency, and accountability. We believe in open communication with all stakeholders and are committed to providing accurate and truthful information in all our business operations, including financial reporting, marketing, and customer relations.

#### Fair Business Practices

We conduct all our business dealings in a fair and ethical manner, ensuring that we treat our customers, suppliers, competitors, and employees with honesty and respect. We are committed to providing high-quality products and services that meet or exceed expectations while avoiding any deceptive or unfair practices.

#### Anti-Corruption and Anti-Bribery

We have a zero-tolerance policy toward bribery and corruption in any form. We do not engage in or condone any form of corrupt or unethical behaviour, including bribery, kickbacks, or fraud. We ensure that all transactions are conducted with fairness and in compliance with applicable laws and regulations. You can read more about our preventative measures in our Anti Bribery & Anti-Corruption Policies on our website.

#### Confidentiality and Privacy

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We are dedicated to maintaining the confidentiality of sensitive information related to our employees, customers, and business operations. We adhere to strict privacy policies and ensure that personal and business data is handled with the utmost care, security, and respect.

## **Environmental and Social Responsibility**

We are committed to conducting our business in a way that supports sustainable development and positively impacts society. We strive to contribute to the well-being of the communities in which we operate through responsible sourcing, charitable efforts, and social programs.

#### Compliance with Laws and Regulations

We adhere to all local, national, and international laws and regulations that apply to our operations. Our ethical practices follow all relevant legal frameworks, including labour laws, environmental regulations, and industry-specific guidelines.

#### Our Ethical Governance

We hold ourselves accountable to these ethical standards through strong governance and continuous oversight. Our leadership team ensures that ethical practices are embedded within the corporate culture, and we provide training and resources to empower our employees to make ethical decisions.

## Reporting and Accountability

We encourage all employees, partners, and stakeholders to report any concerns related to ethical violations or misconduct. We have implemented clear and accessible reporting mechanisms, ensuring that any issues are addressed promptly and with the appropriate level of confidentiality and protection against retaliation.

#### Continuous Improvement

Our commitment to ethical business practices is ongoing. We continuously evaluate and improve our policies, procedures, and training to ensure that our business practices remain aligned with the highest ethical standards. We are dedicated to fostering a culture of ethical excellence that evolves with changing global expectations and industry standards.

#### Conclusion

At the Hepco Group, ethical business practices are central to our operations and reputation. We are proud to be a company that values integrity, transparency, and fairness, and we are committed to doing business in a way that benefits our employees, customers, and society. We believe that by upholding the highest ethical standards, we can build lasting relationships, contribute positively to the global community, and ensure long-term success for our company.

# Final provisions

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The principles outlined in this Code of Conduct are supported by other internal guidelines, procedures and regulations at both Group level and at the level of the subsidiary. This Code of Conduct is approved and supported by the Board of Directors and will be reviewed on an annual basis.