

SL ENGINEERS – CODE OF CONDUCT POLICY

At SL Engineers, directors, employees, business partners and service providers are expected to abide to the SL Engineers Code of Conduct policy. This policy is the overall general frameworks and is supported by more detailed policies. The following set of principles is the foundation of the Company.

1. PROFESSIONAL CONDUCT

- 1.1 We conduct all of our activities professionally and with integrity. We take great care to be completely objective and independent in our judgement and any recommendations that we give, so that issues are never influenced by anything other than the facts and best interests of our clients.
- 1.2 We support total transparency and have put in put a whistle-blower policy to support reporting of suspicious business practices. All directors, employees, business partners and service providers are encourage to disclose any suspicious activity.
- 1.3 We strictly adhere to the Company guidelines and policies.

2. EQUALITY AND DISCRIMINATION

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

3. CONFIDENTIALITY

- 3.1 We 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.
- 3.2 We will treat appropriately all confidential client information that is not public knowledge, take reasonable steps to prevent it from access by unauthorized people, and will not take advantage of proprietary or privileged information, either for use by ourselves, the client's firm, or another client, without the client's permission.
- 3.3 We extend the same standards to all our clients, business partners and service providers.

4. ETHICS

- 4.1 We always conduct our own services honestly and honourably, and expect our clients and suppliers to do the same.
- 4.2 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, business partners and service providers.
- 4.3 We will offer to withdraw from a consulting assignment when we believe our objectivity or integrity may be impaired.
- 4.4 We will refrain from inviting an employee of an active or inactive client.
- 4.5 Our Integrity Management Policy provides additional details and guidelines.

5. DUTY OF CARE

- 5.1 Our actions and advice will always conform to relevant law, and we believe that all businesses and organizations, including this consultancy, should avoid causing any adverse effect on the human rights of people in the organizations we deal with, the local and wider environments, and the well-being of society at large.
- 6 We will only accept assignments for which we possess the requisite experience and competence to perform and will only assign staff or engage colleagues with the knowledge and expertise needed to serve our clients effectively.
- 7 Before accepting any engagement, we will ensure that we have worked with our clients to establish a mutual understanding of the objectives, scope, work plan, and fee arrangements.

6. CONFLICT OF INTEREST

- 6 We will avoid conflicts of interest or the appearance of such and will immediately disclose to the client circumstances or interests that we believe may influence my judgment or objectivity.
- 6.1 Our Integrity Management Policy provides additional information and guidelines.

7. QUALITY ASSURANCE

- 7.1 We maintain the quality of what we do through constant ongoing review with our clients, of all aims, activities, outcomes and the cost-effectiveness of every activity. We encourage regular review meetings and provide regular progress reports.
- 7.2 Our Quality Assurance and Quality Control Policy provides additional information and guidelines.

8. INTELLECTUAL PROPERTY AND MORAL RIGHTS

- 8.1 We retain the moral rights in, and ownership of, all intellectual property (IP) that we create unless agreed otherwise in advance with our clients.
- 8.2 We respect the moral and intellectual copyright vested in our clients' intellectual property.
- 8.3 We value and respect both our Background IP and those from our clients and partners'.

9. CONTRACTS

- 9.1 We are generally not able to start working on a project without signed contracts.
- 9.2 Our contract 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.
- 9.3 We always try to meet our clients' contractual requirements

10. FEES

- 10.1 Our fees are always competitive for what we provide, which is high quality, tailored, specialised service. As such we do not generally offer arbitrary discounts; generally a reduction in price is only enabled by reducing the level or extent of services to be delivered.
- 10.2 We 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.

11. PAYMENT AND INVOICES

- 11.1 We aim to be as flexible as possible in the way that our services are charged. Some clients prefer fixed project fees; others are happier with retainers, and we try to fit in with what will be best for the client. We make no attempt to charge interest on late payments, so we expect payments to be made when agreed. Our terms are generally net monthly in arrears. In some markets, a down-payment is the norm to initiate the services.
- 11.2 Invoices are always supported by timesheet that are to represent to be a true representation of the service performed. Expenses are to be documented and are passed on directly to our client with any addition of management fees or administration fees
- 11.3 We will not accept commissions, remuneration, or other benefits from a third party in connection with the recommendations to a client.
- 11.4 We have a zero tolerance to facilitation payment or agent fees, for any governments, organisation and individuals, by, for or on behalf of the Company.

"At SL Engineers, directors, managers, employees, business partners and service providers are all expected to do the right thing"

Louis Lefevre

For and On Behalf of SL Engineers



Louis Lefevre

Technical Director