 <b>SCIP</b> ENGINEERING GROUP	Originator	SHEQ Manager	Revision
	Approver	16.1	01
	Document Number	POL003	
	Reference	ISO 45001:2018, ISO 14001:2015 & ISO 9001:2015	
	Document Name	Code of Business Conduct and Ethical Business Practice Policy	

## **CODE OF BUSINESS CONDUCT AND ETHICAL BUSINESS PRACTICE POLICY**

We comply with all applicable laws and regulations. We conduct business in a way that is fair, ethical and within the framework of applicable competition laws and regulations. We have an Integrity Management System in place in order to fight corruption, minimise risks within the organisation and present a commitment to fair play and integrity in our daily business activities. We are committed to the following responsibilities:

❖ **Social**

SCIP accepts continuing responsibility for its consulting services before its clients and society. The firm shall permanently contribute to the benefit of its clients and of society, through sustained staff training and technology development aimed at improving productivity. The firm will include sustainability as a permanent goal in every project. We value and encourage diversity and strive to be an employer of choice. We value trust, integrity and teamwork in workplace relationships and are committed to treating people with dignity and respect.

❖ **Quality of service**


The firm shall only undertake project assignments in areas of expertise where it has the capabilities to deliver efficient and effective services to its clients. The firm is committed to providing high quality services to clients. The firm will focus on quality management as a working methodology, and on permanent improvement as a means to improve the quality of service. The firm is committed to the continuing improvement of its knowledge base, abilities and tools in its areas of expertise. The firm will focus on technology management as a working methodology and will extend to its clients the benefits of its professional achievements. The firm will provide its services in a professional, courteous and efficient manner. We are all responsible for using good judgment so that company assets are not misused or wasted.

❖ **Objectivity of the firm**

The firm will act with loyalty to its clients and will maintain confidentiality of any information from the client that is obtained in the process of performing its services. Confidential information or information which is not generally available to the public may not be shared with anyone outside of Scip Engineering Group, including former employees. We respect the confidential information of others. The firm and its staff will respect all lawful confidentiality agreements with its clients. The firm will avoid any conflict of interest and will inform a client beforehand of any potential conflict of interest that could emerge during the execution of consulting services. The firm will only offer its services under contracting terms that do not interfere with its independence, integrity or objectivity. The firm will not accept any remuneration that could encourage the firm to offer a biased opinion.

❖ **Corporate integrity**

The firm will only solicit consulting work and participate in private or public competitive bidding under the highest standards of corporate ethics and competitive practices and with total integrity in its transactions. The firm will act at all times in the interest of clients, and will carry out services with professional integrity, without jeopardising the interests of society. The promotional activity of the firm and services the firm provides will uphold the dignity and reputation of the industry. Brochures and other formal documents describing resources,

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experience, work and reputation will reflect the firm’s actual circumstances in a truthful manner. We aim to market our services responsibly. The firm will require it’s staff to act with integrity and to report potential violations of integrity to the appropriate individuals within the firm. We are committed to providing a safe and secure work environment. The abuse of drugs or alcohol in the workplace will not be permitted. Intimidation, in any form, or harassment have no place in our work environment.

❖ **Competition**

The firm favours Quality-Based Selection for the contracting of its services. If solicited to review the work performed by another consultant, the firm will act in accordance with its integrity and objectivity policies. The firm will not sponsor compensation or contribution arrangements designed to influence or secure consulting work; nor will it seed commissions from suppliers of equipment or services recommended to the client as part of the firm’s consulting services. We do not permit the direct or indirect offer, payment, solicitation, or acceptance of any improper payments in any form. The firm will not take part in activities that could damage the reputation or business of other. All business transactions on behalf of Scip Engineering Group must reflect accurately and fairly in the accounts. Any political donations must be made with due care and restraint and in an open and transparent manner.

We expect all third parties acting on behalf of Scip Engineering Group to operate in accordance with this Code in all of their interactions.

We commit to improving the management of the environmental and social impacts of our business operations, and to supporting human rights and labour standards.


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**DIRECTOR**

31 January 2022  


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**DATE**