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## ETHICAL POLICY

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It is the policy of GTS Central that its employees and board members uphold the highest standards of ethical, professional behaviour. To that end, these employees and board members shall dedicate themselves to carrying out the mission of this organization and shall:

- 1) Hold paramount the safety, health and welfare of the public in the performance of professional duties.
- 2) Act in such a manner as to uphold and enhance personal and professional honour, integrity and the dignity of the profession.
- 3) Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
- 4) Engage in carrying out GTS Central's mission in a professional manner.
- 5) Collaborate with and support other professionals in carrying out GTS Central's mission.
- 6) Build professional reputations on the merit of services and refrain from competing unfairly with others.
- 7) Recognize that the chief function of GTS Central at all times is to serve the best interests of its clients.
- 8) Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- 9) Respect the structure and responsibilities of the board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.
- 10) Keep the community informed about issues affecting it.
- 11) Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.

- 12) Exercise whatever discretionary authority they have under the law to carry out the mission of the organization.
- 13) Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
- 14) Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities.
- 15) Respect and protect privileged information to which they have access in the course of their official duties.
- 16) Strive for personal and professional excellence and encourage the professional developments of others. what training each individual needs, based on the results of our risk assessments. Each individual's training requirements are identified in a training matrix, and this is supported by general responsibilities contained in the Health and Safety Handbook and individual work instructions for specific tasks and processes.
- 17) Bribery and Other Illegal or Corrupt Behaviour

The Company 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 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.

- 18) Adopt regular training of employees in accordance with section 17 of this policy. Each employee must sign a declaration to this effect as part of their contract.

#### 19) Anti-Slavery and Human Trafficking Policy

We have a zero - tolerance approach to modern slavery and human trafficking in our Company and our supply chains and ensure these same high standards on our contractors, suppliers and other business partners.