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Accu Limited Ethical Code of Conduct

The Accu Limited Ethical Code of Conduct establishes the requirements for the company to operate in an ethical manner, and ensuring that business practices conform to strict requirements moral and ethical behaviour.

As a UK-based company, Accu Limited is inherently subject to a broad range of national laws surrounding health and safety, environmental conscientiousness, and the humane treatment of employees. This document summarises Accu Limited's company ethos, but is not a comprehensive summary of national law.

Accu Limited's Ethical Code of Conduct incorporates the company's stance on Conflict Minerals, found under section 2.

1.1. Labour

- A. Accu Limited employees are willingly and lawfully employed within the company, with no transporting, harbouring, recruiting or receiving persons by way of threat, force, coercion, abduction, fraud, or any other unlawful means.
- B. All work is voluntary and employees are free to issue notice of termination of their contract at any time. Accu Limited does not coerce the retainment of employees by any unlawful means, including the confiscation, concealment, or destruction of identity or immigration documents.
- C. Working hours do not exceed the limits set by local law.



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D. Wages and salaries paid to employees are compliant with all applicable laws, including the enforcement of a minimum wage, overtime pay, and legally mandated benefits. Deductions from wages as a disciplinary measure are not permitted.

E. There is no threat or enactment of harsh or inhumane treatment of employees under any circumstances, including, but not limited to, discrimination, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, or verbal abuse.

1.2. Health and Safety

A. In compliance with local law, sufficient measures shall be put in place to prevent exposure to hazardous situations or environments.

B. Potentially dangerous situations are, to the best of our knowledge, identified and addressed, with contingencies in place should an incident occur.

C. Employees are provided with access to potable water, as well as suitable and hygienic toilet, food storage and food eating facilities.

1.3. Environmental

A. The use of resources and creation of unnecessary waste is to be reduced wherever possible.

B. Exposure to substances hazardous to organic life is reduced wherever possible. Where exposure is unavoidable, such as in chemical-based manufacture



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processes, potential risks to health and to the environment are addressed and removed or mitigated.

- C. Customer-stated requirements regarding the prohibition of materials and substances in relation to local and national laws are observed and followed at all times. If the supply of prohibited products or materials is unavoidable due to fundamental characteristics of the product in question, the customer is consulted.
- D. Energy use is monitored and reduced wherever possible, reducing costs and emissions.

1.4. Management Ethics

- A. All business dealings are transparently performed, with no attempt to perform or conceal acts which knowingly violate local and national law.
- B. Business books and financial records are kept and preserved accurately, with no violation of associated laws.
- C. Bribery or similar means of obtaining an unfair competitive advantage are never promised, offered or accepted, in compliance with all relevant anti-corruption laws.
- D. Intellectual property is respected and protected, and is never knowingly used, shared, or distributed without the owner's express consent.
- E. Privacy is respected and protected within reason for all personnel, suppliers and customers. Accu Limited complies with privacy and information security



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regulations whenever, for any law-abiding reason, personal information is collected, stored, processed, or shared.

F. To ensure security, customer payment details are not retained by Accu Limited's digital systems, and if taken verbally, are destroyed after use.

2. Conflict Minerals Policy Statement

In compliance with restrictions placed upon conflict minerals, Accu Limited requires all inbound and outbound products to be free from the elements (or derivatives of) tin, tungsten, tantalum and gold – collectively known as 3TG – originating from the Democratic Republic of Congo or neighbouring countries.

Accu Limited supports the goal of ending violence, human rights violations, and unlawful environmental destruction in conflict zones. We are committed to appraising our compliance with any current and future national or international requirements in relation to the prohibition of conflict minerals.

Document Change Log			
Revision	Description	Employee	Date
A	Document Created	D.Ackroyd	28/11/2017
B	Header Amendment	D. Ackroyd	17/12/2018

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