

## **Salt Express Ltd**

### **Ethical Code of Conduct**

Salt Express Ltd expects the highest ethical standards from employees and other personnel in carrying out their business.

#### **The Purpose of this Code**

- Describe the principles by which Salt Express Ltd expects to conduct its business.
- Provides employees with guidance on the standards expected when conducting business on behalf of Salt Express Ltd

It is essential that everyone at Salt Express maintains its reputation for integrity. Everyone should act honestly, fairly and with transparency and should be loyal to Salt Express Ltd in the conduct of their work. They should not act in a manner which could discredit themselves or Salt Express Ltd or put themselves in a position which may result in a conflict of interest.

Salt Express respects the rules of law and requires all employees to conduct their business in a way that ensures compliance with the rules that apply to Salt Express and all our businesses.

Salt Express recognizes that observing a local custom or practice may have a different effect to that envisaged by this code. Local management's advice should be sought in such cases to resolve the dilemma where individuals do not feel able to resolve it themselves.

#### **Supporting Policies**

A number of the principles in this code are supported by more detailed policies to guide employees. For example, The Gifts and Hospitality Principle is supported by Theft, Fraud and Bribery Policy and managers' guidance notes.

All employees are required to comply with Salt Express Policies.

#### **Scope**

This code applies to all Salt Express employees, temporary personnel, agents and contractors.

We expect our suppliers to adhere to this code or adopt similar ethical standards.

#### **Breach of this Code**

Any breach of this code may be considered a disciplinary matter and could result in disciplinary action up to and including dismissal. It is therefore of critical importance that you understand and read this code.

#### **Key principles**

##### **Compliance with the law**

Salt Express Ltd.'s businesses, employees and others to whom this code applies must observe both the spirit and letter of the laws and regulations.

##### **Bribery and corruption**

Salt Express does not permit the bribery of any person involved in Salt Express's business or any customer, supplier or business partner of Salt Express.

##### **Fraud**

Salt Express Ltd does not tolerate fraud.

### **Gifts and hospitality**

No Salt Express Ltd employee or family member should accept or solicit or give (directly or indirectly) any improper gift or hospitality.

### **Confidential information**

Salt Express Ltd.'s trade secrets and other sensitive commercial information must be kept confidential.

### **Conflicts of interest**

Salt Express employees and other personnel must avoid situations where personal interests could conflict, or appear in conflict, with Salt Express Ltd.'s interests.

### **Customers and suppliers**

Salt Express Ltd treats its customers and suppliers fairly. We expect the same standards of them as we expect from our employees.

### **Competitors**

Salt Express's employees must comply with all competition and anti-trust rules in the countries in which they operate.

### **Shareholders**

Salt Express is committed to high standards of corporate governance, transparency and responsibility.

### **Health and Safety**

Salt Express will provide a safe and healthy working environment and does not compromise the health or safety of any individual.

### **Environment**

Salt Express will run efficient operations that minimise waste and reduce any negative effect of its business activities on the environment. We will promote sustainable development.

### **Employees**

Salt Express values its employees and their diversity. We will develop our people and reward them fairly.

### **Guidance**

Many business decisions may involve ethical dilemmas. This code cannot address every possible situation. It is very important that employees recognize when they are in a difficult ethical situation and that they seek assistance as appropriate.

The principles in this code are intended to help guide you in the normal course of your work but there are no substitutes for common sense and proper internal consultation. If you find yourself in a situation where you are unsure of the right course of action to take, you may find it helpful to ask yourself the following questions:

- Is it legal?
- Is it ethical?
- Is it consistent with Salt Express policies and this Code of Conduct?
- Can I explain it to my family and friends?
- Would I feel comfortable if it appeared in a newspaper?

### **How to ask a question or raise concerns**

If you still find that you do not know the right course of action to take, if you suspect someone else of acting contrary to this code, or if you do not understand anything pertaining to this code, please speak to one of the following:

- Your manager in the first instance  
Never hesitate to ask questions, raise concerns, or seek guidance that you may need. Salt Express will not tolerate any retaliation or discrimination against anyone who has reported a concern in good faith.

#### Compliance with the Law

Salt Express Ltd.'s businesses, employees and others to whom this code applies must observe both the spirit and letter of the laws and regulations.

#### Guidance

- The laws and regulations that apply to Salt Express Ltd.'s business are numerous and often complex.
- If you have any doubts whether your conduct – or the conduct of a colleague or your business unit – complies with the law, guidance should be sought from your manager.
- You should immediately bring to your manager's attention any request that you think may be illegal or in violation of this code. It is Salt Express Ltd.'s policy that employees who raise such concerns in good faith shall not suffer from any form of retaliation.

### Theft Fraud and Bribery

Salt Express does not permit the bribery of any person involved in the company's business or any customer, supplier or business partner of Salt Express.

#### Guidance

You must not directly or indirectly authorise, offer, promise, pay or give a:

- **Bribe**

A bribe is a reward, an advantage or benefit made in order to influence and/or secure an improper advantage. The amount of the bribe offered or paid is irrelevant and it need not actually be paid.

- **Kickback**

A kickback (e.g. the payment or receipt of a payment in return for securing a contract) is a form of bribe.

- **Facilitating Payment**

A facilitating payment is a relatively small payment or gift to an official or government employee made to expedite routine services or administrative actions to which the company would already be entitled. Such payments should not be made in any circumstances.

- **Excessive Hospitality**

In some circumstances, excessive hospitality can be seen as either giving or receiving a bribe. Such hospitality can include gifts, entertainment, invitations to events (for example sporting events) or other social activities.

#### Fraud

Salt Express does not tolerate fraud.

#### Guidance

All staff have a responsibility to be alert to the signs of fraud and to report suspected fraud.

Salt Express defines fraud as any intentional act committed to secure an unfair or unlawful gain. This includes:

- Fraudulent financial reporting (such as manipulation of vendor rebates, false sales, delaying or avoiding expenses)
- Misappropriation of assets (examples include fraudulent expense claims, burglary and property damage, misuse of customer accounts or customer data)
- Theft
- Bribery or corruption
- Concealing a conflict of interest

Salt Express is committed to the prevention, detection and proper investigation of fraud. Salt Express will respond to all incidents of fraud, seeking to recover loss, taking action against those who perpetrate fraud and reporting incidents to the authorities as appropriate. This may lead to prosecution or to disciplinary sanctions up to and including dismissal.

Salt Express will implement a fraud risk management framework that is appropriate for the size and complexity of the fraud risks that are faced.

We expect our business partners to uphold similar principles for fraud risk management.

## **Gifts and Hospitality**

No Salt Express employee or family member should accept or solicit or give (directly or indirectly) any improper gift or hospitality.

### **Guidance**

- Accepting hospitality from, or providing entertainment to, third parties is acceptable if it is reasonably related to a clear business purpose and is modest.
- It is recognised that the giving and receiving of business gifts is an integral part of the way in which some businesses operate.
- You should be mindful that the donation or receipt of gifts, hospitality or favours may give rise to embarrassing situations and may be seen as improper inducement to give some concession in return to the donor.
- The following principles should be observed:
  - The giving or receiving of gifts or hospitality should remain appropriate to the business and should be modest. It is almost always inappropriate at the initial stages of a relationship.
  - Employees must obtain the consent of their manager before giving or accepting gifts or hospitality in accordance with the rules set out in the Theft, Fraud and Bribery Policy.
  - Gifts, favours or hospitality should never be solicited.
  - Gifts of money should never be offered or accepted.
  - When being offered a gift or entertainment, a good test as to whether it is acceptable is whether or not you would be able to, or would feel obliged to, reciprocate.

For the purpose of this code, hospitality and gifts can include travel, accommodation, social or sporting events or other benefits received or given in the context of providing or receiving gifts and hospitality.

A register of gifts and hospitality should be kept by every Salt Express employee/department.

## **Confidential Information**

Salt Express's trade secrets and other sensitive commercial information must be kept confidential.

### **Guidance**

#### **Commercial Information**

- Confidential information should not be used for personal gain. You should treat email with the same confidentiality as other forms of communication.
- Dissemination and disclosure of commercial information must be dealt with in accordance with Salt Express Ltd.'s Communications Code and in accordance with competition and anti-trust laws.
- The obligation of confidentiality extends to periods after you cease to work for Salt Express Ltd and includes the disclosure of information to others.

### **Price Sensitive Information**

- Information will be price sensitive if it is of a precise nature that is not generally available, relates directly to Salt Express and its release into the public domain would be sufficiently significant to affect Salt Express Ltd.'s good reputation.
- Information which is 'price sensitive' or 'inside' information may only be released in accordance with the Salt Express's Communication Code.
- The use of price sensitive information for personal gain to avoid a loss is unlawful.

### **Social Media**

- It is possible you may use social media for work purposes (e.g. LinkedIn) or for personal use outside of work (e.g. social networking sites such as Facebook and YouTube or discussions forums). Any social media use should be respectful of Salt Express Ltd, its employees, practices and associated companies. Usage should be relevant, protective of Salt Express Ltd.'s reputation and should follow the letter and spirit of the law.
- When using social media, you must not disclose confidential information (including price sensitive information). You should also be mindful of protecting yourself and your privacy.

### **Data protection**

- You must only collect and retain personal data for legitimate commercial purposes. You must respect the privacy of personal data relating to employees, customers and suppliers.
- Salt Express must ensure that its data and information systems comply with data protection legislation.

### **Conflicts of interest**

Salt Express employees and personnel must avoid situations where personal interests could conflict, or appear in conflict, with Salt Express Ltd.'s interests.

### **Guidance**

- Conflicts of interest arise where a person's position or responsibilities within their business unit present an opportunity for personal gain above the normal rewards of employment.
- They can also arise where personal interests are inconsistent with those of their employer or create conflicting loyalties in respect of transactions between their employer and third party.
- You must not be involved with an activity for personal gain which is in conflict with Salt Express Ltd.'s business interests. Any of your personal interests or the interests of a member of your immediate family in relation to Salt Express Ltd.'s business must be disclosed to your manager immediately.
- You must not work simultaneously for any of Salt Express Ltd.'s competitors, customers or suppliers. If you are unsure as to whether a conflict of interest exists, please seek advice from your manager, human resources department or legal department. All such transactions are considered to be Related Party Transactions and should be disclosed in accordance with Salt Express's Policies.
- Accepting gifts, hospitality or entertainment may in some circumstances lead to an impairment of a person's judgement or independence or be open to misinterpretation.

### **Customers and suppliers**

Salt Express treats its customers and suppliers fairly. We expect the same standards of them as we expect from our employees.

### **Guidance**

Salt Express Ltd.'s reputation and the loyalty of our customers depend on the quality and value of our products and the service we deliver. The integrity of our dealings with customers and suppliers is therefore critical to the long-term success of Salt Express. We will pay our suppliers, contractors and agents in accordance with agreed terms. We expect our suppliers, contractors and agents to adhere to this code or to adopt similar ethical standards.

### **Competitors**

All of Salt Express Ltd.'s employees must comply with all competition and anti-trust rules in the countries in which they operate.

### **Guidance**

- Salt Express Ltd welcomes and encourages free and open competition in the marketplace.
- Salt Express Ltd will compete vigorously but fairly and legally.
- Each business unit should have a formal process of educating its management on the competition and anti-trust laws of the UK with regular reviews to ensure that management teams keep their knowledge up to date. This is supported by training where appropriate.

### **Shareholders and other stakeholders**

Salt express is committed to high standards of corporate governance, transparency and responsibility.

### **Guidance**

Salt Express engages actively and constructively with all who are interested in the success of its business. We have regular and open dialogue with our customers, suppliers, employees, shareholders, analysts, governmental and regulatory agencies, non-governmental organisations, trade associations and groups promoting improvement in society and the environment, as well as educational organisations.

### **Political donations**

Salt Express will not contribute to party political organisations.

### **Health and Safety**

Salt Express will provide a safe and healthy working environment and does not compromise the health and safety of any individual.

### **Guidance**

- Salt Express's aim is to create an accident-free workplace, and we are committed to continual improvement in health and safety throughout our operations.
- Salt Express has high standards of care for the safety of our people, products and operations and for the environment in which our people work.
- Salt Express will provide the necessary training and resources to allow for the safe performance of day-to-day activities.
- Every Salt Express employee has a legal duty to look after their own health, safety and welfare and that of those around them.
- Effective safety management requires the active involvement of every employee.

### **Environment**

Salt Express will run efficient operations that minimise waste and reduce any negative effect of its business activities on the environment. We will promote sustainable development. We have set challenging targets in the key areas of waste, energy, water and timber.

## Guidance

Salt Express will:

- Prevent, or otherwise minimise, any harmful effects of its operations on the natural environment.
- Continually look for ways to reduce the environmental impact of our operations and products.
- Provide information and advice to our customers regarding sustainable and renewable products and supply such products where appropriate.
- Encourage all employees to conduct their work with regard to the highest environmental practices and minimise the waste of natural resources.

**WORKFORCE PRACTICES:** Our suppliers are expected to provide a safe workplace and treat their employees lawfully, respectfully, and fairly including:

**NO FORCED LABOUR** – Salt Express conforms with the Modern Slavery Act 2015 and expect our suppliers to do so also. Our suppliers are prohibited by law and this policy from using slaves and forced labour of any kind, including prison labour, non-rescindable labour contracts, indentureship, or labour obtained through threats of punishment, deposit of bonds or travel documents, or other constraints. If applicable our suppliers are expected to have filed a transparency statement in compliance with the UK Slavery Act 2015.

**NO CHILD LABOUR** – Our suppliers are prohibited from employing children under the age of 15 years (or any higher age established by the applicable law). Suppliers will conform with Convention 138 (minimum age) and Convention 182 (worst forms of child labour) of the International Labour organisation.