

Quantios

Code of Conduct

Purpose

This Code of Conduct is a policy which outlines the values, principles, and behaviours expected of all Quantios Staff. Staff, including employees, contractors, consultants, and other individuals working under Quantios's supervision or engagement are expected to follow these guidelines to foster a positive, ethical, and productive work environment. The Code will be reviewed and updated annually to ensure it remains current and effective. Staff will receive training for the policy and informed when the policy is updated.

Quantios is committed to fostering an ethical culture that aligns with its mission and values. This Code of Conduct serves as the foundation for ethical behaviour across all interactions, both internally among colleagues and externally with clients, partners, and the community. Quantios expects everyone to act with integrity, accountability, and respect. This policy applies to all Staff, guiding them to make ethical decisions and maintain appropriate behaviour in all situations, ensuring a workplace built on trust, fairness, and mutual respect.

This Code of Conduct is part of a broader set of Company policies and compliance procedures. This Code is not intended to supersede or materially alter specific Company policies and procedures already in place, but to support them.

Core Values

Quantios's culture is based on values that build trust in work and interactions. Staff are expected to embody these values in all their actions and decisions, ensuring they contribute to a positive, ethical, and productive work environment.

Integrity: We do the right thing ensuring honesty, transparency and accountability

Collaboration: We believe in the power of working together to make positive change

Innovation: We create a significant positive impact for our customers and our people

Quality: We deliver value and ensure customer success

Professional Conduct

Staff are expected to uphold the highest standards of professional conduct. This means treating others with respect, maintaining professionalism at all times, and representing Quantios in a positive manner, both within and outside of the workplace. Each staff member is required to:

- Act with integrity and honesty.
- Treat others respectfully and avoid any form of disrespectful behaviour.
- Maintain a collaborative attitude and actively contribute to a supportive workplace.
- Be dependable and reliable, demonstrating respect for colleagues' time.

Compliance with Laws and Regulations

Staff are required to adhere to all applicable laws and regulations in the countries in which Quantios operates. Compliance is essential to maintaining integrity, reputation, and ensuring a safe and lawful work

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environment. This includes areas such as employment, discrimination, intellectual property, data protection, and health & safety.

To ensure compliance with external laws, external regulations, and internal policies, Staff are required to:

- Follow all Quantios company policies, including anti-bribery, sanctions, anti-modern slavery, information security, and other internal policies.
- Adhere to all applicable local, national, and international laws and regulations relevant to Quantios's operations.
- Maintain Quantios's integrity by ensuring all actions align with both internal policies and external legal requirements.
- Contribute to a safe and fair workplace, helping to build trust with customers, partners, and regulatory bodies.

Ethical Business Practices

Staff are expected to conduct business with integrity, fairness, and in compliance with Quantios's ethical standards. This involves engaging in honest dealings and avoiding any abusive or harmful behaviour. Staff must:

- Conduct themselves with integrity in all business dealings to build trust and enhance Quantios's reputation.
- Avoid any behaviour that could be abusive or harmful towards colleagues, customers, partners, or the public.
- Engage in fair competition and conduct all business dealings honestly.
- Protect Quantios's reputation through ethical business practices.

Conflict of Interest

Staff are expected to avoid any conflicts of interest that could compromise their responsibilities or loyalty to Quantios. This includes disclosing any potential conflicts and avoiding situations that could harm Quantios's reputation. Specifically, Staff are required to:

- Avoid any situation that may create a conflict of interest, such as financial investments, relationships, or outside employment that may interfere with Quantios's interests.
- Disclose any potential conflicts of interest to the Company Secretary, line manager or member of the Senior Leadership Team.
- Avoid engaging in outside activities that could harm Quantios's reputation or create a negative impression of Quantios.
- Consult the conflict of interest and nepotism policies in the culture guide, available in the People system.

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Confidentiality and Data Protection

Staff must ensure the protection of data and the preservation of privacy in all operations. Proper handling of confidential information is essential to maintaining trust and compliance with data protection regulations. Specifically, Staff are required to:

- Understand and implement appropriate data handling procedures in line with GDPR and other applicable data protection regulations.
- Maintain the confidentiality of all sensitive information.
- Promptly report any potential security incidents to the relevant authorities.
- Participate in regular security assessments and adhere to relevant compliance certifications.
- Consult the data protection policy for further guidance.

Use of Technology

Staff must use technology responsibly to safeguard company assets and protect Quantios's systems from potential threats. Proper use of technology ensures security, stability, and supports Quantios's reputation. Staff are required to:

- Use technology responsibly to ensure safety, security, stability, and the protection of Quantios's reputation.
- Follow all cybersecurity policies and guidelines to protect Quantios's systems and data from unauthorized access or threats.
- Report any security issues or breaches to IT immediately.

Gifts, Entertainment, & Payments

Staff must ensure that all gifts, entertainment, and payments are appropriate, transparent, and in line with Quantios's policies. This is essential to maintaining integrity and avoiding conflicts of interest. Staff are required to:

- Not give or accept gifts that could influence decisions, this includes excessive customer entertainment. Gifts in the form of branded merchandise is acceptable, as is customer entertainment, with prior approval from a member of SLT. All other forms of gifts or incitement for customers and suppliers is prohibited.
- Report any gifts received from customers or suppliers, together with an estimate of the value of the gift, to the Company Secretary. Where the value of such gift is in excess of £25 you should politely return the gift to the customer or supplier explaining that you are unable to accept it
- Obtain approval, in advance, from the Company Secretary, if invited to attend a corporate hospitality event.
- Ensure that all business transactions are transparent and properly documented.
- Refrain from making donations to political parties or representatives on behalf of Quantios. However, Staff may make such donations in their personal capacity if they wish.

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The Group prohibits the offering, giving, solicitation or acceptance of any bribe, whether pecuniary or otherwise:

- by or on behalf of the Group, its officers and employees;
- to or from any private or public person, official, body or corporation wherever they are situated; and
- in order to gain any commercial, financial, contractual or regulatory advantage for the Group or any other party in a way which is improper

Bribery and Corruption

Quantios has zero tolerance for bribery and corruption. Staff are required to uphold this principle to maintain Quantios's ethical standards and ensure compliance with relevant laws. Staff must:

- Not engage in bribery or corruption in any form.
- Report any suspected bribery or corruption to their manager, Company Secretary, or Senior Leadership Team immediately.
- Comply with all anti-bribery and anti-corruption laws in the jurisdictions where Quantios operates.
- Understand that all reports will be treated confidentially, and there is zero tolerance for bribery at Quantios.
- Consult the anti-bribery and corruption policy for further guidance, available on the company's website.

Use of Company Assets

Staff must use company assets responsibly and only for legitimate business purposes. Protecting Quantios's assets is essential to maintaining Quantios's operational effectiveness and safeguarding proprietary information. Staff are required to:

- Protect Quantios's assets, including equipment and intellectual property, from misuse or unauthorized access.
- Use company assets strictly for business purposes only.
- Not take, use, or misappropriate Quantios's assets for personal use or any improper or illegal purpose.

Commitment to Diversity and Inclusion

Quantios is committed to fostering an accessible, inclusive and diverse work environment. Staff are expected to treat everyone with respect and avoid any form of discrimination or harassment. Staff must:

- Treat everyone with respect and contribute to an inclusive workplace.
- Avoid any form of discrimination based on race, gender, age, religion, sexual orientation, or any other characteristic.
- Adhere to equal opportunity practices, making decisions based on ability and potential, and comply with employment laws.

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- Ensure the workplace is free from harassment, threats, or acts of violence or intimidation. All staff are expected to contribute to a respectful and inclusive workplace, which is safe from discrimination by following all diversity and inclusion, discrimination, harassment and equal opportunities policies and participate in diversity, equity and inclusion training and awareness sessions. Staff should consult the DEI policy and culture guide for more information, available on the People system.

Ethical Labour Practices

Quantios is committed to ethical labour practices, including compliance with labour laws and the prohibition of modern slavery and human trafficking. Staff are required to:

- Comply with all applicable labour laws and regulations.
- Ensure their actions, as well as those of suppliers and partners, prevent modern slavery and human trafficking.
- Support internationally proclaimed human rights.
- Align with Quantios's commitment to ethical labour practices throughout Quantios and its supply chain.
- Consult the anti-slavery and human trafficking policy for further guidance, available on the company's website.

Health, Safety, and Wellbeing

Quantios is committed to ensuring the health, safety, and wellbeing of all Staff. Staff are expected to contribute to a safe and healthy work environment by following safety procedures and taking proactive steps for their wellbeing through the provision of mental health first aiders, embracing and encouraging work life balance practices and offering support through occupational health and wellbeing programmes.

Staff are required to:

- Follow all safety procedures.
- Take proactive steps for their own health and wellbeing.
- Consult the health and safety policy and culture guide for further guidance, available on the People system.

Bullying

Quantios does not tolerate bullying of any kind. Bullying involves repeated, unreasonable actions intended to intimidate, degrade, humiliate, or undermine a person or group of people. It can create an intimidating, hostile, or offensive work environment and is strictly prohibited.

Examples of bullying include:

- Verbal abuse, such as insults, mocking, or offensive jokes.
- Physical abuse, such as hitting, pushing, or physical intimidation.
- Social exclusion or isolation, deliberately excluding someone from work-related activities.

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- Spreading rumours or gossip intended to harm someone's reputation.
- Undermining someone's work, such as deliberately assigning impossible tasks or withholding information.
- Cyberbullying, including offensive or threatening messages or social media posts.

Consult the harassment, bullying and discrimination policy for further guidance, available in the People system.

All Staff are expected to contribute to a respectful and supportive workplace, where bullying of any kind is strictly prohibited. Any incidents of bullying must be reported to the People Team or management without delay. The whistleblower policy is also available for confidential reporting, available in the culture guide in the People system.

Media, Communications, and Social Media

Quantios expects Staff to exercise caution and professionalism when communicating on social media, both personally and professionally. Proper conduct on social media is essential to protect Quantios's reputation and maintain confidentiality. Staff are required to:

- Respect the audience and colleagues when making statements on social media.
- Represent Quantios positively and avoid material that could harm the reputation of Quantios.
- Not disclose confidential or proprietary information to the media or on social media.

Consult the social media policy for further guidance, available in the culture guide in the People system.

Accounting Practices

Quantios is committed to maintaining accurate and truthful financial records. Staff are expected to comply with all financial documentation standards and ensure transparency in all financial matters.

Staff are required to:

- Properly document all transactions in compliance with legal and regulatory standards.
- Maintain accurate and truthful records.
- Make accurate disclosures as required by applicable laws and regulations.
- Complete all records for compensation or expense reimbursement truthfully, avoiding any misclassification or falsification.

Disciplinary Actions

Violations of this Code of Conduct may lead to disciplinary action, including termination of employment or contract under which a member of staff is engaged. Consequences vary based on severity, from verbal warnings to termination. Quantios will investigate all reported violations thoroughly and confidentially.