

## GEO CHEM ETHICS POLICY

### Overview

Geo Chem purpose for this ethics policy is to establish a culture of openness, trust and integrity in business practices. Effective ethics is a team effort involving the participation and support of every Geo Chem employee. All employees should familiarize themselves with the ethics guidelines that follow this introduction.

Geo Chem is committed to protecting employees, partners, vendors and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. When Geo Chem addresses issues proactively and uses correct judgment, it will help set us apart from competitors.

Geo Chem will not tolerate any wrongdoing or impropriety at anytime. Geo Chem will take the appropriate measures act quickly in correcting the issue if the ethical code is broken. Any infractions of this code of ethics will not be tolerated.

### Purpose

Our purpose for authoring a publication on ethics is to emphasize the employee's and consumer's expectation to be treated to fair business practices. This policy will serve to guide business behavior to ensure ethical conduct.

### Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at Geo Chem, including all personnel affiliated with third parties.

### Policy:

#### Executive Commitment to Ethics

- ❖ Top brass within Geo Chem must set a prime example. In any business practice, honesty and integrity must be top priority for executives.
- ❖ Executives must have an open door policy and welcome suggestions and concerns from employees. This will allow employees to feel comfortable discussing any issues and will alert executives to concerns within the work force.
- ❖ Executives must disclose any conflict of interests regard their position within Geo Chem.

#### Employee Commitment to Ethics

- ❖ Geo Chem employees will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.
- ❖ Every employee needs to apply effort and intelligence in maintaining ethics value.
- ❖ Employees must disclose any conflict of interests regard their position within Geo Chem.

- ❖ Employees will help Geo Chem to increase customer and vendor satisfaction by providing quality products and timely response to inquiries.

### Company Awareness

- ❖ Promotion of ethical conduct within interpersonal communications of employees will be rewarded.
- ❖ Geo Chem will promote a trustworthy and honest atmosphere to reinforce the vision of ethics within the company.

### Maintaining Ethical Practices

- ❖ Geo Chem will reinforce the importance of the integrity message and the tone will start at the top. Every employee, manager, director needs consistently maintain an ethical stance and support ethical behavior.
- ❖ Employees at Geo Chem should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.
- ❖ Geo Chem has established a best practice disclosure committee to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.

### Unethical Behavior

- ❖ Geo Chem will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- ❖ Geo Chem will not tolerate harassment or discrimination.
- ❖ Unauthorized use of company trade secrets & marketing, operational, personnel, financial, source code, & technical information integral to the success of our company will not be tolerated.
- ❖ Geo Chem will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.
- ❖ Geo Chem employees will not use corporate assets or business relationships for personal use or gain.

### Enforcement

- ❖ Any infractions of this code of ethics will not be tolerated and Geo Chem will act quickly in correcting the issue if the ethical code is broken.
- ❖ Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## SUSTAINABILITY POLICY

Geo Chem is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Geo Chem's professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

### Principles

Our Sustainability Policy is based upon the following principles:

- ❖ To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- ❖ To integrate sustainability considerations into all our business decisions.
- ❖ To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- ❖ To minimise the impact on sustainability of all office and transportation activities.
- ❖ To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- ❖ To review, annually report, and to continually strive to improve our sustainability performance.

### Practical steps

In order to put these principles into practice we will:

#### *Travel and meetings*

- ❖ Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- ❖ Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car or air. Where the only practical alternative is to fly, we will include costs for full air fares rather than budget airlines in our financial proposals, and appropriate offsets.
- ❖ Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- ❖ To reduce the need to travel to meetings and elsewhere, and facilitate regular client contact, we

### SUSTAINABILITY POLICY

will provide a web cam to clients free of charge for the duration of a project where appropriate.

- ❖ Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations.

#### *Purchase of equipment and consumption of resources*

- ❖ Minimize our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.
- ❖ As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- ❖ Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- ❖ Purchase electricity from a supplier committed to renewable energy. Seek to maximize the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.

#### *Working practices and advice to clients*

- ❖ Undertake voluntary work with the local community and / or environmental organizations and make donations to seek to offset carbon emissions from our activities.
- ❖ Ensure that any associates that we employ take account of sustainability issues in their advice to clients.
- ❖ Include a copy of our Sustainability Policy in all our proposals to clients.

## GEO CHEM EQUALITY AND DIVERSITY POLICY STATEMENT

Geo Chem believes and recognizes that the diversity of Geo Chem Employees is a huge asset that should be valued and seen as one of Geo Chem's greatest strengths.

As one of the largest Testing and Inspection Companies in the Middle East, We are committed to providing equality of opportunity and tackling discrimination, harassment and intimidation, and disadvantage. We are also committed to achieving the highest standards in service delivery, decision-making and employment practice. Equality of opportunity for all sections of the community and workforce is an integral part of this commitment.

Geo Chem will not tolerate the less favorable treatment of anyone on the grounds of their gender, age, race, colour, nationality, ethnic or national origin, disability, marital status, sexual orientation, responsibility for dependents, trade union or political activities, religious or other beliefs, or any other reason which cannot be shown to be justified.

In driving forward this policy we will: -

1. Seek to ensure that our workforce reflects the diverse communities we serve and that every employee is treated fairly during the whole of their working life.
2. Take action to eradicate discrimination and inequality when delivering services, when employing others to deliver services on our behalf.
3. Fulfill our obligations by adopting legal, national and local guidelines that seek to ensure equality of opportunity, eradicate discrimination and promote good relations
4. Evaluate the impact of our policies, services and functions on communities and make changes to them where they impact unfairly or adversely on any group/s.
5. Make equalities a part of everyday working practice and train our employees to carry out this policy.
6. Set challenging equality objectives and targets in relation to employment, service delivery and the carrying out of our functions.
7. Seek to make it possible for everyone in the Company to participate fully in the life of Geo Chem.
9. Work with others to stamp out harassment and intimidation.
10. Use our influence and purchasing power to help make equality a reality for all and to rid the City of prejudice, discrimination and disadvantage.
11. Consult with people from all the diverse Employees in Geo Chem to help shape the services we deliver and our policies and practices.
12. Consider the needs of all Employees in the methods we use for communicating with customers, employees and residents.