



Code of Business Conduct

2025 v1.3



Our people



Our planet



Our principles

Index

	page no.
Introduction from our CEO	4
About us	5
Our focus	6
Global presence	7
Introduction to the Code	8
Compliance with laws and regulations	9
Integrity	10
Slavery and human trafficking	11
Environment	12
Health and safety	13
Equality, diversity and inclusion	14
Data Privacy and Data Protection Statement	15
Reporting concerns	16

	page no.
Appendix A - Policies	17
Anti-Bribery Policy	18-20
Business Ethics and Responsible Behaviour Policy	21-22
Charitable and Political Donations Policy	23-24
Environmental Policy	25
Equality, Diversity and Inclusion Policy	26-32
Fair Competition and Antitrust Policy	33
Freedom of Association Policy	34
Health and Safety at Work Policy	35
Trade Compliance and Sanctions Policy	36-37
Whistleblowing Policy	38-39
Working Conditions and Human Rights Policy	40

Introduction from our CEO



Iain Percival
Chief Executive Officer

At Trifast we are committed to conduct our business in a fair and ethical manner and comply with all relevant laws and regulations

Our Code of Business Conduct sets out our purpose, vision and core values, alongside the policies and guidance that ensure ethical business practices.

We recognise our operations' activities may impact on the regions we operate in, and we are committed to ensuring we act responsibly within those communities.

As a global business we bring together people from a variety of backgrounds, origins, experiences and cultures. It is our responsibility to respect and value others and maintain high ethical standards.

Our reputation is critical to our success, and I therefore ask that all employees take the time to read, understand and adhere to the Code of Business Conduct. I would also ask that a responsible business approach is fulfilled throughout our supply chain. We expect our customers, suppliers, distributors and contractors all around the globe to observe all relevant laws and regulations as well as the conditions of our Code of Business Conduct.

Iain Percival
Chief Executive Officer
Trifast plc

Our purpose and vision
is to sustainably drive our
customers' success by simplifying
their fastener supply chain and
supporting them in their
technical requirements through
our world-class engineering
and manufacturing capabilities

Trifast is a global leader in the design, engineering, manufacture and supply of fastenings and Category 'C' components. Supplying major assembly industries, we deliver innovative solutions that enhance efficiency and performance



Our focus

Our business model proposition to customers is supply chain simplification, supported by engineering and manufacturing. It plays to our current capabilities and to the needs of our customers



Engineering

Our early involvement in design and strong technical knowledge allows us to offer significant engineering capability and innovation to help drive value, solve application problems and support new product development



Manufacturing

With our manufacturing capacities and capabilities, we offer the confidence and know-how of threaded fastener technology and a high-quality supply chain that is capable of manufacturing critical components in-house



Supply chain simplification

We offer our customers supply chain simplification and deliver a solution that removes administration, engineering and supply chain complexity, allowing our customers to focus on their own core competence, technology and higher-value components



We are Trifast

A trusted specialist

Driving success with simplified fastener supply solutions, world-class engineering and manufacturing

Our ambition

Our ambition is to create a high-performing Trifast that is safe, inclusive and an enjoyable place to work for our employees and operates at the upper quartile of the industry peer group performance resiliently

Our values



We work with integrity



We're agile and forward thinking



We respect everyone



We care about the environment



We're passionate and courageous

16

Countries

1,200

Employees

c.8,300

Customers

65

Countries
exported to

We supply billions of critical components to the world's leading industrial companies, with c.5.3bn being produced in-house



North America

62

colleagues



UK & Ireland

433

colleagues



Europe

270

colleagues



Asia

410

colleagues

Introduction to the Code

This Code is a summary of the principles and standards of business conduct that we expect from our employees.

The Code should be read by all employees and be used as the basis for dealing with colleagues, customers, suppliers, contractors and other stakeholders. When appropriate this Code can be provided to outside organisations to ask that they comply with our standards and principles.

Trifast is committed to complying with the laws and regulations of all the countries in which we operate, and each employee is responsible for understanding and following the applicable laws.

Employees have a responsibility to:

- Encourage, promote and maintain an inclusive and supportive work environment, which reflects the rights of individuals to be treated fairly and with respect and enables them to fulfil their potential
- Conduct business fairly, honestly and with respect and integrity
- Prevent compliance violations and protect the Company's reputation by acting in an ethical manner
- Commit to eradicating unethical business practices including bribery, fraud, corruption and human rights abuses, such as slavery and human trafficking and child labour
- Continually enhance knowledge and compliance with laws, regulations and policies applicable under the Code and in the locations where we operate
- Actively support and promote our Environmental, Social and Governance principles and sustainability initiatives
- Report any violations or potential violations of the Code without fear of retaliation



Compliance with laws and regulations

As an international company with relationships in many countries around the world, Trifast is committed to maintaining high standards of business conduct

We expect our employees to conduct our business in an ethical manner and within applicable laws, rules and regulations. You must respect and abide by the laws of the cities, states and countries in which we operate. Failure to abide by the laws can result in substantial fines, imprisonment and restrictions on the Company's ability to carry out its business.

Export controls and trade sanctions

Trifast complies with laws and regulations concerning embargoes and sanctions and does not conduct transactions with individuals, entities or countries that are subject to restricted party or embargoed country lists (also known as interdiction lists).

Our suppliers should also ensure they conduct their business in compliance with all lawful international sanctions regimes, and that they do not engage with any sanctioned parties. As such, suppliers must:

- Be aware of, and fully comply with, all lawful sanctions regimes affecting their business
- Carry out regular checks on their business partners to ensure that they are not designated, blocked or otherwise targeted by applicable economic or trade sanctions in order to avoid doing business with sanctioned parties

For further information see [Trade Compliance and Sanctions Policy](#). Trifast will ensure that all of its employees work in compliance with all applicable laws and industry standards with regard to working hours, rest breaks, holidays and statutory leave.

Child labour

Trifast prohibits the use of child labour and all minimum age regulations in all of the countries in which we operate. This will be strictly observed.

Forced labour

Trifast will only employ workers who are legally authorised to work within their operations. All work is voluntary and all employees are free to leave work or terminate their employment upon reasonable notice.

For further information please see:

[Working Conditions and Human Rights Policy](#)

[Freedom of Association Policy](#)



Integrity

Trifast plc does not tolerate any form of bribery

Anyone associated with the Company must not offer, give or receive bribes or any form of corrupt payments.

All of Trifast's operating Companies are expected to understand the rules within their own jurisdiction.

They are also expected to abide by the Company's [Anti-Bribery Policy](#) and to complete an annual declaration to confirm that no such activity takes place within their location.

For further information please see:

[Charitable and Political Donations Policy](#)

[Fair Competition and Antitrust Policy](#)



Slavery and human trafficking

Trifast plc is committed to eradicating all forms of slavery or human trafficking. We aim to eliminate the risk of modern slavery within our supply chain and to trade both ethically and with integrity

Our continuing approach to preventing slavery and trafficking activities within the supply chain is through supplier engagement and oversight, conducting risk-based audits and working collaboratively with suppliers to raise awareness and ensure compliance.

Modern Slavery training is available on our e-learning platform as part of our overall compliance training programme. This training explains how to assess the risk of slavery and human trafficking, how employees can identify the signs of slavery and human trafficking and what to do if this activity is suspected.

Trifast's Slavery and Human Trafficking Statement is reviewed annually and published on our website.

[Slavery and Human Trafficking Statement](#)



Environment

Trifast is committed to good environmental management across our operations and supply chain, and in the way we design products. Employees and business partners are expected to comply with all requirements and to report any incidents or conditions that might result in a violation of a law or Company Policy

All employees have a personal and collective responsibility to use resources efficiently and to minimise the impact of our operations on the environment. All employees should be aware of and understand the Company's Environmental Policy.

On a monthly basis we compile the Group Carbon Footprint data, based on energy, fuel and fleet usage. This data allows us to effectively manage and reduce our emissions, and in turn reduce our environmental impact.

The Company complies with and is certified to ISO 14001.

Trifast is committed to providing innovative products, compliant with all applicable environmental legislation, we work closely with our customers and supply chain to determine requirements, and conduct due diligence.



Health and safety

The Company is committed to providing a safe and healthy working environment

The well being of employees is paramount. This includes not only their physical health but also their mental health. We operate an effective health and safety management system across our operations, with a focus on risk management and prevention. We manage health and safety issues alongside environmental issues within an integrated environment, health and safety (EHS) system.

Every employee has responsibility for maintaining a safe and healthy workplace for all employees by following health and safety rules and practices and reporting accidents, injuries and unsafe equipment, practices or conditions as stated in the Company's [Health and Safety at Work Policy](#)



Safety at heart

Safety of our people
is at the heart of
everything we do



Equality, diversity and inclusion

We are committed to developing a working environment that is fair and inclusive, enabling all employees to make individual and valuable contributions to the business. We are also determined to ensure that we extend this same openness to all our customers, suppliers, business partners and the communities in which we operate

All our employees throughout the Group are expected to help to create a positive working environment by supporting colleagues and treating others with respect, dignity and courtesy. We expect our managers to exercise leadership in this field by discouraging prejudice, and to lead by example through their own behaviour.

This policy outlines our approach to Equality, Diversity, and Inclusion within the Group and what we expect of all employees to support and uphold our principles.

It applies to all employees across the Group. Where there are local legal or regulatory requirements, local requirements will take precedence. However, the policy must be applied across the Group in all other circumstances.

The policy also applies to contractors, agents, consultants, or any others working for or on behalf of any businesses within Trifast plc.

Data Privacy and Data Protection Statement

Data privacy and personal information

We think carefully about issues relating to personal information, making sure that we protect individual privacy and follow the data protection and data privacy laws in the countries where we operate

We will only allow employees with the correct authorisation and valid legal or business reasons to access any personal information. Where such employees access personal information, they will only use it for proper business purposes.

We will only hold personal information for the time we need to carry out the specific legal or business task or as required by law. We will not transfer personal information to other employees or countries if it is not allowed by local law.

Personal information means data such as names, addresses, dates of birth, national insurance or social security numbers, job titles, medical data, or photographs of any persons.

Data protection and data privacy laws mean laws which cover the collection, disposal, use, and storage of personal information. These laws vary in different countries in the world, although there are common principles in some regions such as under the General Data Protection Regulation 2016/679 (GDPR) that applies within the EU.

We never

- Check potential employee references without getting their consent first
- Use or give personal information to unauthorised people

We always

- Comply with data protection and data privacy laws
- Consider the privacy impact when we develop new products and processes
- Protect personal information, keeping it confidential and secure
- Obtain any permissions we might need for the use of personal information and record those permissions
- Use personal information in ways that individuals would reasonably expect
- Take particular care with sensitive personal information, such as medical information, as explicit consent may be required for processing or disclosing such information
- Tell your manager and report to gdpr@trifast.com if you lose any personal information (e.g. employee details stored on a laptop)

Reporting concerns

Employees have an obligation to report any potential or suspected violation of this Code

The Code cannot cover every situation that may occur but there are a number of ways that you can seek advice and support including:

- Your manager
- An alternative manager
- The Human Resources Department
- Local Grievance Procedures
- The Whistleblowing Service - Safecall

The Company does not tolerate any sort of retaliation against any employee who reports a complaint in good faith.

The Company's Whistleblowing Policy should be referred to in order to understand the procedures and processes that are available. Each of our sites has details of the relevant method to contact Safecall. The service is fully confidential and information can be reported anonymously.



Appendix A

Policies

Anti-Bribery Policy

The Company is committed to the highest standards of ethical conduct and integrity in its business activities in the UK and overseas. This policy outlines the Company's position on preventing and prohibiting bribery, in accordance with the Bribery Act 2010. The Company will not tolerate any form of bribery by, or of, its employees, agents or consultants or any person or body acting on its behalf. Senior management is committed to implementing effective measures to prevent, monitor and eliminate bribery

Scope of this policy

The policy applies to all employees and officers of the Company, and to temporary workers, consultants, contractors, agents and subsidiaries acting for, or on behalf of, the Company ('associated persons') within the UK and overseas. Every employee and associated person acting for, or on behalf of the Company is responsible for maintaining the highest standards of business conduct. Any breach of this policy is likely to constitute a serious disciplinary, contractual and criminal matter for the

individual concerned and may cause serious damage to the reputation and standing of the Company.

The Company may also face criminal liability for unlawful actions taken by its employees or associated persons under the Bribery Act 2010. All employees and associated persons are required to familiarise themselves and comply with this policy, including any future updates that may be issued from time to time by the Company.

The Bribery Act is in force from 1 July 2010. This policy covers:

- The main areas of liability under the Bribery Act 2010
- The responsibilities of employees and associated persons acting for, or on behalf of the Company
- The consequences of any breaches of this policy

Bribery Act 2010

Under the Bribery Act 2010, a bribe is a financial or other type of advantage that is offered or requested with the:

- Intention of inducing or rewarding improper performance of a function or activity
- Knowledge or belief that accepting such a reward would constitute the improper performance of such a function or activity

A relevant function or activity includes public, state or business activities or any activity performed in the course of a person's employment, or on behalf of another company or individual, where the

person performing that activity is expected to perform it in good faith, impartially, or in accordance with a position of trust.

A criminal offence will be committed under the Bribery Act 2010 if:

- An employee or associated person acting for, or on behalf of, the Company, offers, promises, gives, requests, receives or agrees to receive bribes
- An employee or associated person acting for, or on behalf of, the Company offers, promises or gives a bribe to a foreign public official with the intention of influencing that official in the performance of his/her duties (where local law does not permit or require such influence)
- The Company does not have the defence that it has adequate procedures in place to prevent bribery by its employees or associated persons All employees and associated persons are required to comply with this policy, in accordance with the Bribery Act 2010

What is prohibited

The Company prohibits employees or associated persons from offering, promising, giving, soliciting or accepting any bribe. The bribe might be cash, a gift or other inducement to, or from, any person or company, whether a public or government official, official of a state-controlled industry, political party or a private person or company, regardless of whether the employee or associated person is situated in the UK or overseas. The bribe might be made to ensure that a person or company

improperly performs duties or functions to gain any commercial, contractual or regulatory advantage for the Company in either obtaining or maintaining Company business, or to gain any personal advantage, financial or otherwise, for the individual or anyone connected with the individual.

This prohibition also applies to indirect contributions, payments or gifts made in any manner as an inducement or reward for improper performance, for example, through consultants, contractors or sub-contractors, agents or sub-agents, sponsors or sub-sponsors, joint-venture partners, advisors, customers, suppliers or third parties.

Records

Employees and, where applicable, associated persons, are required to take particular care to ensure that all company records are accurately maintained in relation to any contracts or business activities, including financial invoices and all payment transactions with clients, suppliers and public officials.

Due diligence should be undertaken by employees and associated persons prior to entering into any contract, arrangement or relationship with a potential supplier of services, agent, consultant or representative.

Employees and associated persons are required to keep accurate, detailed and up-to-date records of all corporate hospitality, entertainment or gifts accepted or offered.

Anti-Bribery Policy

Working overseas

Employees and associated persons owe a duty to the Company to be extra vigilant when conducting international business.

Procedure

Employees and associated persons are required to cooperate with the Company's risk management procedures and to report suspicions of bribery to a Company Director. While any suspicious circumstances should be reported, employees and associated persons are required particularly to report:

- Close family, personal or business ties that a prospective agent, representative or joint-venture partner may have with government or corporate officials, directors or employees
- A history of corruption in the country in which the business is being undertaken
- Requests for cash payments
- Requests for unusual payment arrangements, for example, through a third party
- Requests for reimbursements of unsubstantiated or unusual expenses
- A lack of standard invoices and proper financial practices

If an employee or associated person is in any doubt as to whether or not a potential act constitutes bribery, the matter should be referred to a Company Director.

Facilitation payments

The Company prohibits its employees or associated persons from making or accepting any facilitation payments.

These are payments made to government officials for carrying out or speeding up routine procedures. They are more common overseas. Facilitation payments are distinct from an official, publicly available fast-track process. Facilitation payments, or offers of such payments, will constitute a criminal offence by both the individual concerned and the Company under the Bribery Act 2010, even where such payments are made or requested overseas. Employees and associated persons are required to act with greater vigilance when dealing with government procedures overseas.

Procedure

Where a public official has requested payment, employees or associated persons should ask for further details of the purpose and nature of the payment in writing. If the public official refuses to give these, this should be reported immediately to a Company Director.

If the public official provides written details, a Company Director will consider the nature of the payment. Local legal advice may be sought by the Company.

If it is concluded that the payment is a legitimate fee or is permitted locally, the Company will authorise the employee to make the payment.

Where the Company Director considers that the request is for a facilitation payment, the employee or associated person will be instructed to refuse to make the payment and notify the public official that the employee or associated person is required to report the matter to the Company and the UK embassy.

The Company will seek the assistance of the relevant employee in its investigation and may determine that the matter should be referred to the prosecution authorities.

If an employee or associated person has any other concerns about the nature of a request for payment, he/she should report it to a Company Director using the reporting procedure set out in this policy, and in accordance with the Company's whistle-blowing policy.

Corporate entertainment, gifts, hospitality and promotional expenditure

The Company permits corporate entertainment, gifts, hospitality and promotional expenditure that is undertaken:

For the purpose of establishing or maintaining good business relationships

- To improve the image and reputation of the Company
- To present the Company's services effectively

Provided that it is:

- Arranged in good faith
- Not offered, promised or accepted to secure an advantage for the Company or any of its employees or associated persons or to influence the impartiality of the recipient

The Company will authorise only reasonable, appropriate and proportionate entertainment and promotional expenditure. This principle applies to employees and associated persons, whether based in the UK or overseas.

Procedure

Employees and, where relevant, associated persons should submit requests for proposed hospitality and promotional expenditure well in advance of proposed dates to a Company Director.

Employees are required to set out in writing:

- The objective of the proposed client entertainment or expenditure
- The identity of those who will be attending
- The organisation that they represent
- Details and rationale of the proposed activity

The Company will approve business entertainment proposals only if they demonstrate a clear business objective and are appropriate for the nature of the business relationship. The Company will not approve business entertainment where it considers that a conflict of interest may arise or where it could be perceived that undue influence or a particular business benefit was being sought.

Any gifts, rewards or entertainment received or offered from clients, public officials, suppliers or other business contacts should be reported immediately to a Company Director. In certain circumstances, it may not be appropriate to retain such gifts or be provided with the entertainment and employees and associated persons may be asked to return the gifts to the sender or refuse the entertainment, for example, where there could be a real or perceived conflict of interest.

Anti-Bribery Policy

As a general rule, small tokens of appreciation, such as flowers or a bottle of wine, may be retained by employees.

If an employee or associated person wishes to provide gifts to suppliers, clients or other business contacts, prior written approval from a Company Director is required, together with details of the intended recipients, reasons for the gift and business objective.

Employees and, where applicable, associated persons must supply records and receipts, in accordance with the Company's expenses policy.

Charitable and political donations

The Company considers that charitable giving can form part of its wider commitment and responsibility to the community. The Company supports a number of charities that are selected in accordance with objective criteria, following a risk assessment. The Company may also support fundraising events involving employees.

Risk management

The Company has established detailed risk management procedures to prevent, detect and prohibit bribery. The Company will conduct risk assessments for each of its key business activities on a regular basis and, where relevant, will identify employees or officers of the Company who are in positions where they may be exposed to bribery.

Procedure

The Company will identify high-risk areas, for example projects undertaken in high-risk countries, tenders for work and those working on high-value projects.

The Company will:

- Regularly monitor 'at risk' employees and associated persons
- Regularly communicate with 'at risk' employees and associated persons
- Undertake extensive due diligence of third parties and associated persons
- Communicate its zero-tolerance approach to bribery to third parties, including actual and prospective customers, suppliers and joint-venture partners

Reporting suspected bribery

The Company depends on its employees and associated persons to ensure that the highest standards of ethical conduct are maintained in all its business dealings. Employees and associated persons are requested to assist the Company and to remain vigilant in preventing, detecting and reporting bribery.

Employees and associated persons are encouraged to report any concerns that they may have to a Director as soon as possible. Issues that should be reported include:

- Any suspected or actual attempts at bribery
- Concerns that the other employees or associated persons may be being bribed

- Concerns that other employees or associated persons may be bribing third parties, such as clients or government officials

Employees or associated persons who report instances of bribery in good faith will be supported by the Company. The Company will ensure that the individual is not subjected to detrimental treatment as a consequence of his/her report. Any instances of detrimental treatment by a fellow employee because an employee has made a report will be treated as a disciplinary offence. An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, employees and associated persons should not agree to remain silent. They should report the matter to a Director.

Action by the Company

The Company will fully investigate any instances of alleged or suspected bribery. Employees suspected of bribery may be suspended from their duties while the investigation is being carried out. The Company will invoke its disciplinary procedures where any employee is suspected of bribery, and proven allegations may result in a finding of gross misconduct and immediate dismissal. The Company may terminate the contracts of any associated persons, including consultants or other workers who act for, or on behalf of, the Company who are found to have breached this policy.

The Company may also report any matter to the relevant authorities, including the Director of Public Prosecutions, Serious Fraud Office, Revenue and Customs Prosecutions Office and the Police. The Company will provide all necessary assistance to the relevant authorities in any subsequent prosecution.

The Company reserves the right to amend and update this policy as required.



Business Ethics and Responsible Behaviour Policy

Trifast plc, ('the Company'), is a business founded on mutual trust and confidence. These attributes have to be earned and sustained over a long period by the successive generation of people who work in the business and can be lost overnight by irresponsible or unethical behaviour. The purpose of this code is to set out in some detail the principles, which must be observed throughout the Company. They fall under three general principles - integrity, loyalty and self-respect - basic qualities that we expect from every employee from the Board to the newest employee. They also include certain corporate values to which we subscribe and which must govern our business ethics. We all must take responsibility to ensure that these behaviours and ethics are upheld, deliberate failure to do so may result in

disciplinary action and the result of which, in serious circumstances, may lead to the dismissal of an employee. It is therefore important that everybody reads and understands this Policy



Business Ethics and Responsible Behaviour Policy

Integrity

Integrity implies being fully worthy of the trust placed in us by our customers, suppliers and employer by being honest, impartial and truthful. This means:

- Acting at all times in an honest and upright manner both in our corporate and personal dealings, recognising that our personal conduct may reflect on the Company
- Scrupulously refraining from illegal, fraudulent, dishonest or unethical behaviour, particularly in relation to business dealings
- Never using confidential information for personal gain or abusing the trust placed in us by the Company
- Avoiding conflict between self-interest and the interest of the employer, and being ready and willing to disclose any potentially compromising or conflicting business relationships or shareholding
- Where husbands, wives, partners or other relatives are employed in the same or related areas; never allowing personal and/or domestic circumstances to impinge upon or affect either working relationships or the breaching of the Company's employment regulations regarding confidentiality and fidelity
- Avoiding gifts, services or hospitality on a scale, which could be interpreted as affecting integrity or the ability to exercise independent judgement. Further information can be found in the anti-bribery policy

Fidelity

Fidelity embraces duties of loyalty, confidentiality and citizenship in relation to the affairs of our Company. This means:

- Promoting the good standing and name of the Company and defending it against unwarranted criticism
- Ensuring that any undertakings given are within our personal capacity and fully honoured
- Safeguarding information in relation to the Company's affairs and restricting access to any confidential or sensitive documents
- Taking care over our communications – oral, written or electronic – to prevent others acquiring confidential information
- Not knowingly engaging in business that might in any way be associated with, or regarded as supportive of, illegal or criminal activities, construed as bribery or corruption or, which would be contrary to the national interest of respective countries
- To not knowingly deal with companies that do not adhere to international human rights and environmental laws and practices. This also refers to the Company's slavery and human trafficking statement published in this Handbook and also on the Company's website

Self-respect

Self-respect is enhanced by professionalism, good citizenship and conscientiousness.

This means:

- Acquiring the necessary skills, knowledge and experience to conduct business dealings or tasks in a professional manner and keeping abreast of current developments
- Acting with the utmost courtesy at all times
- Seeking help and advice from colleagues where difficulties arise in matters of professional judgement or conduct and adopting an approach of openness and teamwork
- Maintaining your dignity and promoting that of fellow employees, by not bullying or victimising colleagues for any reason and by promoting equal opportunities

Corporate values (in relation to personal conduct)

We work with integrity

- We respect and value our past and strive to build an even stronger future
- We build trust through delivering on our promises and actions
- We work and collaborate as One TR

We're agile and forward thinking

- We seek continual improvement and a culture of making things better
- We strive to do our best work and to continually learn and develop
- We relish new challenges with a positive attitude

We respect everyone

- We respect and embrace fresh thinking and new ideas
- We celebrate diversity and welcome a culture where our people can be themselves
- We listen and learn from each other and seek to create a safe working environment

We care about the environment

- We strive to reduce our impact on the environment
- We've committed to finding new ways of business that are better for the environment
- We aspire to be net zero

We're passionate and courageous

- We challenge the status quo and find solutions to problems
- We bring our passion and engineering excellence to be the best at what we do
- We constantly evolve to be there to deliver value for our customers as their businesses continue to change

Charitable and Political Donations Policy

The Company runs its business with integrity. All employees must work together to ensure our businesses remain untainted by bribery and corruption. This policy is integral to that effort and all employees are bound by it.

Trifast takes pride in its support of charities and good causes and is committed to conduct itself with the highest standards of probity in continuing to offer such support.

This policy covers political and charitable donations made by the Company or on its behalf. This is to ensure that any legitimate contribution is recorded and does not improperly affect this organisation

Charitable donations

A charitable donation is a gift made by an individual or Company to a non-profit organisation or charity.

A charity means anybody of persons or trust established for charitable purposes only.

Charitable donations are commonly in the form of cash or other assets.

Bribes may be disguised as charitable donations. For that reason, any donations Trifast makes requires prior approval.

While individuals may of course make personal donations to charity, they must not do so on behalf of the organisation without prior approval.

Political donations

Political donations are contributions made to a politician, a political campaign or a political party.

All employees should be aware that such contributions can be seen as bribes in disguise.

We do not make donations to political parties.

No individual is to make a donation stated to be, or which could be taken to be, on behalf of Trifast.

Individuals may, of course, make political donations in a personal capacity, but employees need to be sensitive to how such contributions could be perceived, especially by those who are aware of a connection with our Company.

Personal political donations

This policy is not intended to interfere with an employee's individual personal political donations.

Employees may make personal political donations and be involved in political activity in their own time.

However, employees must not make personal political donations where:

- They could be connected, or be seen to be connected, with a decision by a public sector body in relation to Trifast's business
- They could be mistaken to be for the activities of Trifast
- Company time, property or equipment is needed to carry out or support personal political activities

Trifast is completely independent of any personal political donations and will never pay, reimburse or organise these types of donation.

Employees must always make clear that their views and actions are their own and not those of Trifast.

Approval procedure

Trifast forbids any employee directly or indirectly from making an offer of, or making a donation to, any charitable, non-profit or political organisation in the course of their employment as a way to obtain an advantage in a business transaction or other business matter.

Trifast may exercise its discretion to permit charitable donations through this approval process.

To seek approval, employees must submit their request to an OEB Director.

Trifast will undertake an initial screening exercise on all approval requests. This will include considering:

- The intention behind the donation
- The perception
- The legal and regulatory environment

Should any concern emerge from the initial screening, or should the proposed donation be a 'major donation', we will carry out a more detail and thorough due diligence process before deciding whether or not to approve the donation request.

As with all due diligence, the level of enquiry depends on the circumstances, and will be reasonable and proportionate.

Trifast will record on a central register details of all charitable donations made.

Due diligence

Trifast will conduct due diligence on requests for approval of 'major donations' (over £1,000 or equivalent) or those that raise concerns during the initial screening process to:

- Ascertain whether there is any connection between the political party or charity and any business transactions, organisations or individuals with which Trifast's name is involved, or likely to be involved
- Ensure no foreign public official (FPO) is associated with the body gaining an advantage through the donation
- Confirm the donation is appropriate and consistent with the needs of the recipient
- Confirm the donation will not be diverted inappropriately
- Determine whether the donation is consistent with any local laws

Charitable and Political Donations Policy

Should the due diligence process identify any cause for concern in relation to a donation, we will consider whether it is necessary to engage third parties to assist with further checks and enquiries or whether there is sufficient reason to refuse a request to make the donation.

Other controls

The Company will employ the following further safeguards:

- We will always ask for any requests for donations to be put in writing
- We will always require receipts from recipients
- We will make donations to purchase equipment or services directly to the vendors
- We will avoid cash payments and make deposit funds into an authorised bank account
- We will always require the recipient to sign a confirmation that the donation does not violate anti-bribery and corruption laws and that they will only use the money for the specified purpose

Recording donations

Trifast will ensure all charitable are accurately recorded.

Reporting concerns

Every member of staff has a responsibility to speak out if they suspect bribery or corruption or are concerned about a charitable or political donation.

Any such concern must be reported to a Director or through the Whistleblowing procedure. This can be done anonymously.

The Company will investigate all allegations immediately and thoroughly and end any ongoing charitable or political donation arrangements if appropriate.

Compliance with this policy

The Chief Financial Officer (CFO) is responsible for this policy.

Compliance with this policy is a condition of each employee's employment contract. Every employee is responsible for reading and understanding the contents of this policy.

Trifast will provide training on the requirements of the policy, but if any employee has any questions they should contact the Group Finance team.

Employees may be liable to disciplinary action if they fail to comply with the provisions of this policy.

Environmental Policy

1. Purpose

At Trifast plc, we recognise our responsibility to minimise the environmental impact of our operations. As a manufacturer and distributor of fasteners, we are committed to sustainable practices that protect the environment, comply with legal obligations, and support continuous improvement.

2. Scope

Trifast is a global leader in the design, engineering, manufacture and supply of fastenings and category 'C' components. Supplying major assembly industries, we deliver innovative solutions that enhance efficiency and performance.

This policy applies to all operations, employees, contractors and facilities involved in the manufacturing, packaging, storage, distribution and administration of our products and services.

Consideration is taken of environmental issues arising from business decisions, activities and processes, and this policy is supported by internal policies, documents and processes.

3. Commitment

We are committed to:

Compliance

Conduct our activities in full knowledge of, and compliance with, all applicable environmental laws, regulations, approved codes of practice, industry standards and other environmental requirements where approved by top management.

Sustainable resource use

Optimize energy and water usage and promote the use of recycled and recyclable materials in packaging and production.

Water and Waste Management

Implementing water and waste management strategies, including minimization, reuse, recycling and responsible disposal of materials to prevent pollution.

Air and Water Pollution prevention

Managing known emissions and resource consumption through efficient processes and responsible sourcing. Ensuring that robust systems are put in place to prevent, so far as is practical, pollution to air and water.

Product Stewardship

Design and distribute sustainable product ranges with consideration for their environmental impact throughout their lifecycle, including the reduction, control and prevention of the use of restricted substances.

Climate change

Reducing our carbon footprint and actively supporting climate resilience by promoting energy efficiency, green energy purchase, green energy production, and implementing fuel use reduction initiatives.

Employee Engagement

Educating and empowering employees by raising awareness, participating in environmental initiatives, and reporting concerns.

Monitoring

Monitoring our energy consumption, water use, waste produced and emissions to air, water and land – ensuring that effective controls are implemented.

Continuous Improvement

Set measurable environmental objectives and targets, and review performance regularly to drive improvement.

4. Implementation

To support this policy, we will:

- Conduct regular environmental audits and risk assessments
- Maintain an Environmental Management System (EMS) aligned with BS EN ISO 14001:2015. The system will be implemented, maintained and continually improved throughout the business
- Collaborate with suppliers and customers to promote sustainable practices across the supply chain
- Implement our Environmental Strategy objectives globally, including establishing and monitoring environmental KPI's

5. Responsibility

The Executive Leadership Team (ELT), Regional Leadership teams and Senior Leadership Team (SLT) hold overall accountability for implementing and maintaining this policy at the organisational level.

Site leads and function managers are responsible for ensuring the policy is effectively applied and integrated into all functions and local operations.

All employees are expected to actively support and uphold our environmental commitments through their daily actions and decisions

Equality, Diversity and Inclusion Policy

Principles

Equality, diversity and inclusion is about recognising and harnessing the value that individual differences bring to the organisation. As a global employer, we celebrate our diverse workforce and the benefits that this brings in achieving our goals

The key principles of our approach are to:

- encourage, promote and maintain an inclusive and supportive work environment, which reflects the rights of individuals to be treated fairly and with respect and enables them to fulfil their potential
 - recruit, develop and retain talent based on skills, qualifications, experience, performance, behaviours and achievements, using clearly defined, fair and inclusive criteria
 - invest in employee development, treat employees fairly and equally and encourage an honest and open culture, which values differences
 - support employees to work in a way that suits their circumstances by supporting flexible working, offering part-time roles and encouraging job-sharing opportunities and shift swapping where this is possible
- develop policies and practices to direct and guide the way in which we conduct ourselves both within the organisation and with our external stakeholders, which make our principles and expectations clear, deliver fairness and consistency of approach, and value individuality
 - understand our customers and the communities in which we operate to deliver excellent service to our increasingly diverse customer base
 - ensure that all employees are aware of their rights and their responsibilities in relation to equality, diversity and inclusion
 - encourage leaders, employees and our external partners and stakeholders to make a positive difference through proactively supporting our equality, diversity and inclusion principles



Equality, Diversity and Inclusion Policy

Responsibilities

Employee responsibilities

It is the responsibility of all employees to promote a culture and approach to our work that supports our principles of equality, diversity and inclusion

As an employee you are expected to:

- understand and comply with the policy and report any incidents or alleged incidents that would be considered a breach to your line manager or HR Representative
- promote our principles of equality, diversity and inclusion, and speak up if you see or hear something that you believe is not in line with our expectations
- raise any potential issues of discrimination, victimisation, bullying or harassment with the person against whom you have the complaint. Any employee raising a concern in an attempt to resolve a matter as an alternative to a formal process will be supported
- be aware that you can be held personally liable as well as, or instead of, the Company for any act of unlawful discrimination

Management responsibilities

As a manager you are expected to:

- ensure the policy is implemented, employees are trained against it and comply with it
- take responsibility by discussing and resolving any allegations you are made aware of against a colleague or a member of the public associated with Trifast with the complainant
- ensure further advice, support and training is requested from the HR team as required



Equality, Diversity and Inclusion Policy

Unacceptable conduct, bullying and harassment

To promote and maintain a diverse and inclusive working environment that allows all employees to feel valued, it is important that we are all aware of behaviours that may constitute harassment, bullying or unacceptable conduct that may have a negative impact on an individual

Unacceptable conduct

Conduct that is deemed unacceptable includes, but is not limited to:

- unwelcome physical contact, comments, looks, innuendos of either a personal or suggestive nature which cause offense
- any form of victimisation, physically or mentally, on the grounds of sex, ethnic origin, nationality, colour, creed, age, sexual orientation, physical or mental disability, illness/medical condition, religious or similar beliefs, whether the grounds are actual or assumed
- offensive language or behaviour including jokes and insults
- display of visually offensive material, including that of a sexual nature
- sexual advances, including favours from an individual in authority in relation to another individual's job content and career progression
- intimidating or humiliating behaviour

Bullying

The term 'bullying' is often associated with persecution or oppression by either force or threat, however, the majority of bullying within the workplace occurs at a much lower level, which can be described as continually or repeatedly troubling or annoying an individual. The types of behaviour that may constitute bullying, and are unacceptable, irrespective of the circumstance, include, but are not limited to:

- constant, unwarranted criticism or ridicule, especially where this occurs in front of or in earshot of other employees, for example in a meeting
- insulting remarks or unfounded threats
- undermining an individual or group of employees through overloading them with too much work
- preventing an individual from having access to development or promotion opportunities

Harassment

The term 'harassment' constitutes unwanted conduct towards an individual that leads to:

- the violation of their dignity or
- the creation of an intimidating, hostile, degrading, humiliating or offensive environment

Issues or complaints of unacceptable behaviour, bullying or harassment can be of a sensitive or personal nature. Regardless of whether unacceptable behaviours are intentional or unintentional, it is important to remain mindful that what doesn't cause offense to one person may do so to another.

Equality, Diversity and Inclusion Policy

Measures

The company aims to:

- ensure that our employment policies and practices are compliant with current legislation and related Country Directives and Acts
- communicate our commitment to diversity, inclusion and equal opportunities to all our employees
- develop and maintain a working environment which is free of discrimination, bullying and harassment
- recruit the most capable individual for each job regardless of their background
- ensure that access to training, development and promotion is based solely on merit
- ensure that a course of action exists so that any employee, who feels they have experienced unfair treatment at the hands of either the company or a colleague, can readily have their concern addressed
- train employees in our diversity and inclusion expectations



Equality, Diversity and Inclusion Policy

Reporting unacceptable conduct

Every employee is entitled to a working environment that promotes dignity, equality and respect for all.

We will not tolerate any acts of unlawful or discrimination, including harassment, committed against an employee, contractor, consultant, visitor or any others working for or on behalf of Trifast, because of a protected characteristic:

- age
- sex
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including ethnic origin, colour, nationality and national origin)
- disability
- sexual orientation
- religion and or belief

Employees who raise a genuine concern or complaint under this policy will not, under any circumstances, be subjected to any unfavourable treatment or victimisation as a result, whether they are raising a concern on their own behalf or for someone else.

However, if it is established that an employee has made a deliberately false or malicious complaint against another person about harassment or bullying, disciplinary action may be taken against that employee.

Our principles on **unacceptable behaviour, bullying and harassment** also extend to our third-party partners, for example customers, suppliers, visitors and other associates. Employees should report any unacceptable conduct, bullying or harassment by third parties to their manager who will take appropriate action.



Equality, Diversity and Inclusion Policy

Further guidance and support

If you have any questions on the content of this policy, or need further guidance or support, please contact your local HR Representative

You can also find further information on raising concerns in:

Group Code of Conduct

Group Whistleblowing Policy

Local Grievance Policy

[Click here to download and view our company policies](#)

Equality, Diversity and Inclusion Policy

Appendix:

Types of discrimination

There are various types of discrimination prohibited by this policy:

1. Direct discrimination - occurs where a person is treated less favourably than another because of a protected characteristic set out in this policy. For example, refusing to promote an employee because she is pregnant would be direct sex discrimination.

Other types of direct discrimination are:

Associative discrimination - direct discrimination against someone because they associate with another person who possesses a protected characteristic. For example, an employee is discriminated against because their son is disabled.

Perceptive discrimination - direct discrimination against an individual because others think they possess a particular protected characteristic. For example, where co-workers believe the individual is gay. It applies even if the person does not actually possess that characteristic.

2. Indirect discrimination - occurs when an unjustifiable requirement or condition is applied, which appears to be the same for all, but which has a disproportionate, adverse effect on one group of people. For example, a requirement for a UK based qualifications could disadvantage applicants who have obtained their qualifications outside of the UK; this could amount to indirect discrimination on the grounds of race.

Fair Competition and Antitrust Policy

Trifast plc carries out its business by promoting fair competition. Fair competition is a key element of the development of the Group and the market in which it operates. This policy has been created to support the Group's core values, to ensure fair, transparent, and honest business practices, sustainable development and growth and to comply with the global fair competition principles

The jurisdictions where the Group operates may impose additional legal requirements related to fair competition. It is the responsibility of all Group Companies to ensure compliance with relevant country laws and governmental regulations and regulatory guidance which relate to competition and antitrust.

Investigations by competition authorities can result in significant fines and costs, compensation claims for customers and competitors and damage to reputations and commercial relationships. Criminal sanctions for individuals can also apply.

Competition laws prohibit:

- Anticompetitive agreements
- Sharing of commercially sensitive information between competitors, unless approved through legal channels
- Certain restrictions imposed or agreed with distributors and other customers
- Abuses of dominant market positions

- This policy which forms part of the Group Code of Conduct sets out what employees must do to ensure that Trifast plc upholds fair competition
- This policy applies to directors, employees, advisers and all persons who operate for the benefit of the Trifast Group

Employees must:

- Comply with competition law for all markets in which they operate and undertake appropriate training
- Object immediately if inappropriate topics are raised during any contact with competitors
- Report any incidents of inappropriate discussions immediately with the Global Commercial and Sales Director or Chief Executive Officer (CEO) who may seek legal advice if that is deemed necessary
- Seek advice from the Global Commercial and Sales Director or Chief Executive Officer (CEO) if advice is needed with regard to any specific business situation and in any cases of doubt or in situations which may involve the exchange of information with a competitor
- Seek advice from the Global Commercial and Sales Director or Chief Executive Officer (CEO) before discussing joint purchasing arrangements or production, research and development and standardisation agreements with any competitors, or when contemplating restrictions on the commercial activity of a customer or a distributor

- Clearly record sources of competitor information in all communications and documents so their legitimacy is understood

Employees must not:

- Participate in cartels
- Discuss, agree or exchange information about any of the following, directly or indirectly, with competitors:
 - The price or terms of sale for products and/or services
 - The price or terms to be demanded from suppliers
 - The co-ordination or allocation of bids or quotes
 - Limitations on production or sales,
 - The division or allocation of geographic markets, customers or product lines
- Impose restrictions on the commercial activity of a customer or a distributor without first seeking advice from the Global Commercial and Sales Director, including control of the resale price, the territory or channels in which they may resell Trifast products and the extent to which they may sell competing products

Freedom of Association Policy

Trifast plc respects the dignity of all its employees and recognises fundamental principles of human rights. The Company will uphold fundamental human rights in all of our corporate activities. We are committed to taking steps to identify and prevent interference with those fundamental rights

Trifast recognises that the ideal of free human beings enjoying civil and political freedom and freedom from fear can only be achieved if conditions are created where everyone can enjoy their civil and political rights, as well as their economic, social and cultural rights. We also recognise that the challenge of maintaining these standards is unique in different parts of the world and as such due regard is given to the law of the jurisdiction where the policy is applied.

It is also recognised that many people and groups have different views on human, civil and political rights and whilst we welcome discussion and debate on these issues, we do not believe that it is appropriate to attempt to impose our views on others. We do, however, believe that we can, and do, influence others through leading by example.

All employees and contractors will be extended the following workplace rights, without distinction of any kind, such as race, colour, sex, sexual orientation, language, religion, political or other opinion, national or social origin or other status.

Workplace rights:

1. Everyone shall have the right to freedom of association with others, including the right to form and join trade unions
2. When consistent with local law, everyone shall have the right to vote for representatives in genuine elections which shall be held by secret ballot, guaranteeing the free expression of the will of the electors
3. Everyone shall have the right to freedom of expression. This right shall include freedom to seek, receive and impart information and ideas of all kinds, either orally or in writing, or through any other media of their choice, and the freedom to hold opinions without interference
4. Everyone shall have the right to protection against interference with their privacy, family, home or correspondence, or attacks on their reputation
5. Everyone shall have the right to their property. No one shall be deprived of their property, or the right to exercise control of their property

Responsibilities:

The exercise of the rights provided for in this policy carry duties and responsibilities by those claiming such rights and are therefore subject to recognising that the workplace is for work and that these rights must be exercised in a manner that does not interfere with the safe and efficient performance of work. The Company will not tolerate conduct by any person or organisation that seeks to intimidate, harass, or coerce employees in the exercise of these rights.

Health and Safety Policy

1. Purpose

Trifast plc Group is committed to placing safety at heart of everything we do and sending our team home safely each day. Our approach is to foster a safety work environment that supports our organisational values, promotes accountability for safety, and to engage our team in improving our performance.

2. Scope

Trifast is a global leader in the design, engineering, manufacture and supply of fastenings and category 'C' components. Supplying major assembly industries, we deliver innovative solutions that enhance efficiency and performance.

This policy applies to all operations, employees, contractors and facilities involved in the manufacturing, packaging, storage, distribution and administration of our products and services.

Consideration is taken of health and safety issues arising from business decisions, activities and processes, and this policy is supported by internal policies, documents and processes.

3. Commitment

To support this, we are committed to:

Incident prevention

Preventing accidents, occupational diseases, and workplace incidents, and to continuously improve the working environment. This involves proactively working to eliminate hazards and reduce risk through clear company-wide standards for our core business hazards.

Compliance

Conduct our activities in full knowledge of, and compliance with, all applicable laws, regulations, approved codes of practice, industry standards and other health and safety requirements where approved by top management.

Strategy

Developing and implementing a clear health and safety strategy to drive higher standards alongside developing a safer work environment.

Work environment

Providing safe and healthy working conditions for our employees and ensuring all our team have access to mechanisms to report health and safety hazards and concerns encountered during their work.

Employee consultation and training

Consulting, educating, raising awareness, and informing our employees on health and safety matters and providing training and education to our team on health and safety hazards and topics, ensuring competence to complete work duties safely.

Monitoring

Regularly monitoring our performance at a Board, Top Management, Regional and Site level, and responding to trends and priorities for improvement. Objectives and targets are established for improving our safety performance focusing on both reactive and proactive key safety performance indicators.

Auditing and continuous improvement

Auditing our operations to review compliance to our internal health and safety standards and implementing improvement plans to promote continuous improvement.

4. Implementation

To support this policy, we will:

- Periodically review health and safety performance and standards across all our operations
- Annually self-assess compliance to our internal Trifast health and safety standards
- Implement our health and safety strategy objectives globally, including establishing and monitoring environmental KPI's
- Collaborate internally to promote best practice and establish consistent organisational standards

5. Responsibility

The Executive Leadership Team (ELT), Regional Leadership teams and Senior Leadership Team (SLT) hold overall accountability for implementing and maintaining this policy at the organisational level.

Site leads and function managers are responsible for ensuring the policy is effectively applied and integrated into all functions and local operations.

All employees are expected to actively support and uphold our environmental commitments through their daily actions and decisions.

Breaches of this policy may be subject to disciplinary action, up to and including dismissal.

6. Supporting documents:

- Trifast EHS Framework

Trade Compliance and Sanctions Policy

This Policy has been developed to help employees and contractors understand where issues related to sanctions regulations may arise and to support them in making the right decisions, ensuring that the Company fully complies with all sanctions applicable to its business activities and appropriately manages associated risks.

The Company is committed to the highest standards of ethical conduct and integrity in its business activities, both in the UK and overseas. The jurisdictions where the Group operates may impose additional legal requirements related to sanctions and it is the responsibility of all Group Companies to ensure compliance with relevant country laws and regulations relating to sanctions

Scope of policy

The policy applies to all employees and officers of the Company, and to temporary workers, consultants, contractors, agents, intermediaries and subsidiaries acting for, or on behalf of, the Company ('associated persons') within the UK and overseas.

Every non-wholly-owned subsidiary and joint venture which the Company controls must adopt a similar sanctions policy.

Every employee and associated person acting for, or on behalf of the Company is responsible for maintaining the highest standards of business conduct. Any breach of this policy is likely to constitute a serious disciplinary, contractual and criminal matter for the individual concerned and may cause serious damage to the reputation and standing of the Company. The Company may also face criminal liability and substantial financial penalties for unlawful actions taken by its employees or associated persons.

All employees and associated persons are required to familiarise themselves and comply with this policy, including any future updates that may be issued from time to time by the Company.

Definition and examples

Financial sanctions are restrictions put in place by governments to bring about a change in the activities or policies by another country or individual, particularly where breaches of international law or human rights have occurred, or where democracy is under threat.

There are different types of sanctions, which can be country specific and may include bans on financial transactions and trade or they can be targeted at specific entities and or individuals.

Where financial sanctions are imposed on a particular individual or entity (usually referred to as a "designated person"), it is generally prohibited to:

- Deal with the frozen funds or economic resources, belonging to or owned, held or controlled by a designated person
- Make funds or economic resources available, directly or indirectly, to, or for the benefit of, a designated person
- Engage in actions that, directly or indirectly, circumvent the financial sanctions prohibitions
- Provide certain financial services and credit
- Sanctions can also be applied to a wide variety of markets and services: these can apply to named states individuals and entities, specified groups, or entire sectors

Trade Sanctions are export control laws that regulate the export and re-export of goods, software, and technology to specified destinations and end-users for specified purposes and applications. These laws apply to intra-company transfers as well as to dealings with third parties.

Breaches of financial sanctions and trade sanctions are criminal offences punishable by imprisonment. In addition, monetary penalties may be enforced against a person or company that is found to have breached their sanctions obligations, whether deliberately or inadvertently.

Compliance with sanctions

UK sanctions apply to all persons within the territory of the UK and to all UK persons, wherever they are in the world. This means that all individuals and legal entities who are within or undertake activities within the UK's territory must comply with UK sanctions that are in force.

In addition, all UK nationals and legal entities established under UK law must also comply with UK sanctions that are in force, irrespective of where their activities take place.

US Persons must not participate in any transaction involving an Embargoed Country or other US Sanctions Target unless OFAC has licensed or authorized the involvement of US Persons in that transaction. "US Persons" include anyone while in the United States; any US citizen or green card holder, wherever located (including dual nationals of the US and another country); any US incorporated entity, or anyone employed by a US entity, as well as US-owned or controlled non-US entities under certain US Sanctions.

All other entities in the European Union and in Asia must comply with the sanctions associated with their particular jurisdiction.

Working overseas

Employees and associated persons owe a duty to the Company to be extra vigilant when conducting international business.

Records

Due diligence should be undertaken by employees and associated persons prior to entering into any contract, arrangement or relationship with a potential supplier or customer.

Employees and associated persons, are required to take particular care to ensure that all company records are accurately maintained in relation to contracts for any business activities.

Trade Compliance and Sanctions Policy

Employees and associated persons should not engage in any conduct designed to evade Sanctions or the requirements of this Policy. No information in payment instructions, transaction documents and/or counterparty data should be altered, deleted or concealed in order to evade Sanctions or impede the identification of a Sanctions issue. Employees should reject and report to the Company Secretary any request from a counterparty to omit or conceal names, addresses or other information relating to a Sanctions Target in transaction records or other commercial documents.

Reporting concerns

The Company depends on its employees and associated persons to ensure that the highest standards of ethical conduct are maintained in all its business dealings. Employees and associated persons are requested to assist the Company and to remain vigilant in preventing, detecting and reporting suspected breaches of sanctions.

If you suspect that the Company or one of its subsidiaries has become involved in any business contrary to applicable Sanctions, you should notify the Company Secretary as soon as possible for further guidance.

If you are ever unsure of how to react to a situation or whether certain conduct may be improper or contrary to the Policy, you should always seek guidance from the Company Secretary before you take action.

Staff are reminded of their ethical obligations under the Business Ethics and Responsible Behaviour Policy and their ability to raise any concerns under the Whistleblowing Policy.

Non-compliance

You may be subject to disciplinary action if you have been found to be in breach of this Policy. This could lead to dismissal or termination of your contract.

Accordingly, you must read this policy and comply with the spirit and the strict letter of its regulations and related procedures.

Governance

The responsibility for the Sanctions Policy and the management of sanctions risk sits ultimately with the Board of Directors of the Company. Compliance of the Sanctions Policy is monitored by management and the Company Secretary. The Board of Directors and the Company Secretary review this Sanctions Policy on at least an annual basis to ensure that it remains relevant, both internally, with regards to all those parties defined as being in scope, and externally regarding changing legal and regulatory requirements and business best practice.

The latest version of this Policy can be obtained upon request from the Company Secretary and is available on the Company's Intranet and website.

Whistleblowing Policy

All of us at one time or another have concerns about what is happening at work. Usually these concerns are easily resolved. However, when they are about unlawful conduct, financial malpractice, or dangers to the public or the environment or any other matter of a serious nature, it can be difficult to know what to do

You may be worried about raising such issues or may want to keep the concerns to yourself, perhaps feeling it's none of your business or that it's only a suspicion. You may feel that raising the matter would be disloyal to colleagues, managers or to the organisation. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.

The Company has introduced this policy to enable you to raise your concerns about such possible malpractice at an early stage and in the right way. We would rather that you raised the matter when it is just a concern rather than wait for proof.

If something is troubling you which you think we should know about or look into, please use this policy. If, however, you are aggrieved about your personal position, please use the Grievance Procedure - which you can get from your Manager or the HR Department.

This Whistle-blowing Policy is primarily for concerns where the interests of others or of the organisation itself are at risk and includes reporting any concerns about activities in our supply chain that would contravene the Modern Slavery Act 2015. A separate Company statement on slavery and human trafficking is published in this document and also on the Company's website.

If in doubt - raise it!

Our assurances to you:

Your safety

The Board and Chief Executive of the Company are committed to this policy. If you raise a genuine concern under this policy, you will not be at risk of losing your job or suffering any form of retribution as a result. Provided you are acting in good faith, it does not matter if you are mistaken. Of course, we do not extend this assurance to someone who maliciously raises a matter they know is untrue.

Your confidence

We will not tolerate the harassment or victimisation of anyone raising a genuine concern. However, we recognise that you may nonetheless want to raise a concern in confidence under this policy. If you ask us to protect your identity by keeping your confidence, we will not disclose it without your consent. If the situation arises where we are not able to resolve the concern without revealing your identity (for instance because your evidence is needed in court), we will discuss with you whether and how we can proceed.

Remember that if you do not tell us who you are, it will be much more difficult for us to look into the matter or to protect your position or to give you feedback. Accordingly, while we will consider anonymous reports, this policy is not well suited to concerns raised anonymously.

What is protected?

- A 'qualifying disclosure' is one of information that in the reasonable belief of the disclosing worker shows wrongdoing of one or more of the following kinds:
- A criminal offence was committed or is being or is likely to be committed
- A person has or is or is likely to fail to comply with a legal obligation
- A miscarriage of justice has occurred or is likely to occur
- The health and safety of any individual has been, or is being, or is likely to be endangered
- The environment has been, is being, or is likely to be damaged
- That information tending to show any matter falling within any one of the above categories has been, is being, or is likely to be deliberately concealed

How we will handle the matter

Once you have told us of your concern, we will look into it to assess initially what action should be taken. This may involve an internal inquiry or a more formal investigation. We will tell you who is handling the matter, how you can contact them and whether your further assistance may be needed. If you

request it, we will write to you summarising your concern and setting out how we propose to handle it.

When you raise the concern, you may be asked how you think the matter might best be resolved. If you do have any personal interest in the matter, we do ask that you tell us at the outset. If your concern falls more properly within the Grievance Procedure, we will tell you.

While the purpose of this policy is to enable us to investigate possible malpractice and take appropriate steps to deal with it, we will give you as much feedback as we properly can. If requested, we will confirm our response to you in writing. Please note, however, that we may not be able to tell you the precise action we take where this would infringe a duty of confidence owed by us to someone else.

Whistleblowing Policy

How to raise a concern internally

Stage 1

If you have a concern about malpractice, we hope you will feel able to raise it first with your Manager. This may be done orally or in writing.

Stage 2

If you feel unable to raise the matter with your Manager, for whatever reason, please raise the matter in the first instance with your HR Representative thereafter either the Company Secretary or another Senior Manager / Director.

Please say if you want to raise the matter in confidence so that they can make appropriate arrangements.

Stage 3

If these channels have been followed and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, please contact Safecall. Safecall are an independent whistle-blowing hotline provider engaged by TR. Further information can be seen on the Safecall website.

Independent advice

If you are unsure whether to use this policy or if you want independent advice at any stage, you may contact Safecall at any time. Each location has a telephone number to get through to the Safecall team and these are publicised in each location and can also be found as an appendix to this policy.

External contacts

While we hope this policy gives you the reassurance you need to raise such matters internally, we recognise that there may be circumstances where you can properly report matters to outside bodies, such as regulators or the police. Public Concern at Work will be able to advise you on such an option and on the circumstances in which you may be able to contact an outside body safely.

If you are dissatisfied

If you are unhappy with our response, remember you can go to the other levels and bodies detailed in this policy.

While we cannot guarantee that we will respond to all matters in the way that you might wish, we will try to handle the matter fairly and properly. By using this policy, you will help us to achieve this.

Country	Telephone Number
UK	0800 9151571
USA	1 866 901 3295
Europe	
Netherlands	00 800 72332255
Hungary	0680993052
Ireland	1800 812740
Poland	00 800 72332255
Sweden	0850 252 122
Spain	00 800 72332255
Italy	00 800 72332255
Germany	00 800 72332255
Asia	
China	local call rates apply 4008 833 405
India	000 800 4401256
Malaysia	1800 220 054
Singapore	800 4481773
Thailand	001 800 72332255
Taiwan	00 801 444460

Working Conditions and Human Rights Policy

Responsible, sustainable and lawful conduct forms an integral part of Trifast plc's values and is embedded in its strategy

Trifast plc is committed to respecting internationally recognised human rights. Human rights are basic standards aimed at securing dignity and equality for all. We respect the human rights of all our employees and aim to provide working conditions that exceed the minimum standards.

This policy applies to employees, contractors and suppliers. The policy is to be implemented in accordance with current legislation in the various locations in which we operate and with due regard for their respective cultures.

The following sections set out the key points in order to respect human rights and ensure favourable conditions of work.

No child labour

The Trifast plc Group does not tolerate child labour of any kind. A child's development must not be hindered by undertaking any kind of work that keeps them from receiving an education. Their dignity must be respected and their health and safety ensured.

No forced labour

The Trifast plc Group does not tolerate forced or compulsory labour of any kind and opposes the use of forced or unlawful compulsory labour of any kind in its business activities.

Freedom of association

Trifast plc respects the dignity of all its employees and recognises fundamental principles of human rights. The Company will uphold fundamental human rights in all of our corporate activities. We are committed to taking steps to identify and prevent interference with those fundamental rights.

Trifast recognises that the ideal of free human beings enjoying civil and political freedom and freedom from fear can only be achieved if conditions are created where everyone can enjoy their civil and political rights, as well as their economic, social and cultural rights. We also recognise that the challenge of maintaining these standards is unique in different parts of the world and as such due regard is given to the law of the jurisdiction where the policy is applied.

It is also recognised that many people and groups have different views on human, civil and political rights and whilst we welcome discussion and debate on these issues, we do not believe that it is appropriate to attempt to impose our views on others. We do, however, believe that we can, and do, influence others through leading by example.

All employees and contractors will be extended the following workplace rights, without distinction of any kind, such as race, colour, sex, sexual orientation, language, religion, political or other opinion, national or social origin or other status.

Workplace rights:

1. Everyone shall have the right to freedom of association with others, including the right to form and join trade unions
2. When consistent with local law, everyone shall have the right to vote for representatives in genuine elections which shall be held by secret ballot, guaranteeing the free expression of the will of the electors
3. Everyone shall have the right to freedom of expression. This right shall include freedom to seek, receive and impart information and ideas of all kinds, either orally or in writing, or through any other media of their choice, and the freedom to hold opinions without interference
4. Everyone shall have the right to protection against interference with their privacy, family, home or correspondence, or attacks on their reputation
5. Everyone shall have the right to their property. No one shall be deprived of their property, or the right to exercise control of their property

Protection from discrimination

Equal treatment of all employees is a fundamental principle of our corporate policy. The Trifast Group does not tolerate discrimination against its employees. Employees must not be disadvantaged, favoured or harassed on the grounds of characteristics such as gender, age, skin colour, religion, nationality, political or other beliefs, ethnic origin, disability or sexual orientation or any other characteristics protected by local laws.

For further information please see the Company's Equal Opportunities and Equal Pay policies.

It is the responsibility of all managers to ensure that this policy is implemented and integrated into all working practices. Every manager has the duty to inform his or her employees of the content of this policy and those within the Corporate Code of Conduct and to advise and support them in implementing its principles in their day-to-day activities. At the same time, managers must comply with this policy themselves in their everyday managerial work, for example in their dealings with employees and as a basis for decision-making. Any indications that human rights may have been breached must be followed up and investigated immediately.

If necessary, corrective actions will be initiated to help resolve problems and prevent future occurrences.



www.trifast.com



Our people



Our planet



Our principles