



Ethical Policy

This policy applies to Quadraturek Consulting Ltd, Quadraturek Infrastructure Ltd, Q TekTeam Ltd & Q People Ltd

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INTRODUCTION

This statement details Quadraturek's view on ethical procurement. It is based largely on the following principles with advice on how to put them into practice:

- Working conditions are safe
- Good health is promoted
- Prevention of damage to the environment
- Employment is freely chosen
- Working hours are not excessive
- Wages meet at least national legal standards
- Training is provided
- No discrimination is practised
- Diversity and good workforce practices are encouraged
- Child labour is eliminated
- No inhumane treatment is allowed

PURPOSE

Quadraturek strongly believes that it is important that value for money must be assessed over the lifetime of a project, including disposal (by the sale proceeds or decommissioning costs) estimating the costs and benefits to society as a whole, not simply those directly relevant to the purchaser.

Quadraturek shall therefore seek to ensure that the procurement or purchase of goods, services and works shall be done in such a way as to achieve value for money, improve efficiency and to increase sustainability. In doing so Quadraturek's over-riding objective is to secure the best mix of quality and effectiveness for the least outlay over the period of use of the goods or services bought.

This may not always mean choosing the immediately cheapest option since, for instance, it may be more cost effective to buy a more reliable service or a better-quality asset with lower maintenance costs and a longer operating life. In addition, Quadraturek shall promote good governance, social cohesion, and a fairer world by encouraging participation, inclusion and equal opportunities and engaging people's creativity, energy, and diversity.

ETHICS

In order to ensure it adopts a strong ethical culture, Quadraturek shall adopt principles of non-discrimination, equal treatment, transparency, procedural fairness, mutual recognition, and proportionality. In doing so, Quadraturek shall, within the procurement process, exclude any considerations surrounding how companies providing the goods and services manage their business generally, beyond relevant legal obligations such as on health and safety and employment.

Ethical considerations that are "relevant" to the subject matter of the contract may arise where there is a risk to Quadraturek from a supplier being unable to deliver the product or service within appropriate time scales and of sufficient quality, due for example to say insufficient health and safety provisions for its employees. If a clear link can be established between poor conditions of employment and the ability or motivation of an employee to maintain required quality standards, this will be relevant to the delivery of services or manufacture of products.



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WIDER BENEFITS

The championing of ethical practices along supply chains – particularly in those companies operating in developing countries – can bring wider benefits to society and the taxpayer. For instance, the pursuit of ethical practices can help tackle environmental degradation, resource depletion, economic exploitation and poor education and training. It is also recognised that poverty, food deficiency, conflicts and inequity contribute to movements of populations. Such movements can affect the quality of the natural environment, increase the likelihood of further conflict, and reduce social cohesion between ethnic groups.

Where ethical considerations are not directly relevant to the subject matter of the contract: they may be considered in partnership with the supplier outside the procurement process to identify solutions and to anticipate and resolve problems in a constructive and collaborative way.

PRINCIPLES

Quadraturek expects its suppliers to maintain high standards of integrity and professionalism in their business dealings, adhering to UK laws where possible but as a minimum to the laws of the countries where they operate and taking action where necessary to minimise negative impacts and potential risks.

Quadraturek therefore asks its suppliers to abide with the following principles where proportionate and directly relevant to the subject matter of the contract.

ACTING WITH INTEGRITY AND TRANSPARENCY

There is a persuasive argument to ensure that:

- Procurement processes are conducted in an open and honest way
- There is transparency in the spending of Quadraturek (and/or shareholder) money
- Suppliers also have systems in place to ensure high ethical standards.

WORKING CONDITIONS ARE SAFE

- Operate appropriate health and safety policies and procedures overseen by a Senior Manager responsible for compliance and monitoring and ensuring employees have the necessary training and health and safety equipment
- Provide comfortable and hygienic working conditions with clean toilets and water suitable for drinking and washing. Where worker housing is provided it shall meet the same standards for health and safety as the workplace



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GOOD HEALTH IS PROMOTED

- Invest in measures for tackling ill health as healthy employees experience a better quality of life and tend to be more productive
- Adopt measures that encourage good well-being among employees to promote good mental health and resilience as it is proven that this results in more engaged and productive employees
- Employment is freely chosen
- Afford employees the freedom to choose to work and not use forced, bonded or non-voluntary prison labour
- Afford employees' freedom of association with the right to join an independent trade union or other workers' associations and to carry out reasonable representative functions in the workplace
- Facilitate alternative means of democratic representation where laws restrict freedom of association and collective bargaining.

PREVENTION OF DAMAGE TO THE ENVIRONMENT

- Wherever possible prevent damage to the environment through effective and ethical safe waste disposal
- Non-usage of harmful chemicals either within manufacturing, cleaning, or disposal processes

WORKING HOURS

- Working hours are not excessive and comply with national and international laws or industry standards on employee working hours, whichever affords greater protection
- Employees should not be expected to work more than 48 hours a week on a regular basis and, on average, receive one day off about every seven days. Each working day over 6 hours should have a facility for workers to take suitable breaks. Overtime should be voluntary and not be demanded on a regular basis and where required it should be reimbursed at an appropriate rate and not exceed 12 hours in any week
- Provide clear, easily understood disciplinary, grievance and appeal procedures that are lawful and appropriate. Any disciplinary measures should be recorded, and suppliers should not seek to deprive employees of their legal or contractual rights

MINIMUM WAGES

- Provide wages and benefits at rates that meet at least national legal standards
- Provide employees with an easy-to-read contract of employment clearly explaining wage levels. Where employees are unable to read, the contract should be explained to them by another appropriate third party
- Wages should be in cash and not in kind (e.g. goods, vouchers) with no deductions made unless permitted under national law or agreed by the employee, without duress
- Seek to raise employees' skills through training and access to professional development as it may benefit their role to improve quality and secure greater value for money

NO DISCRIMINATION

- Practice no discrimination in hiring, compensation, training, promotion, termination, or retirement either directly or indirectly in accordance with the provisions of the Equality Act 2010
- Disputes procedure provides clear and accessible processes for resolving disputes with employees

CHILD LABOUR

- Child labour is eliminated
- Ensure no children and young persons are employed at night or in hazardous conditions
- Quadraturek shall not develop commercial relationships with any organisations that employ children (less than 15 years of age) who are required to perform any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development
- By doing so it is hoped to encourage suppliers to become aware of the importance of implementing and monitoring labour standards in their supply chains and where possible shall support them in doing so. Successful and competitive businesses depend upon their ability to embrace diversity and to draw upon the skills, understanding and experience of all people.

NO INHUMANE TREATMENT IS ALLOWED

- Prohibit physical abuse or coercion, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation
- Suppliers should inform Quadraturek about any concerns they have in applying the above principles
- Additionally, they are encouraged to keep written records to demonstrate that their actions are fair and above reproach and, where relevant, report on progress and future planned activity if requested to do so by Quadraturek, thus ensuring appropriate accountability

GROUND FOR EXCLUSION

Quadraturek reserves the right to exclude or reject a service provider when the organisation:

- Is in a state of bankruptcy insolvency compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings
- Has been convicted of a criminal offence related to business or professional conduct
- Has committed an act of grave misconduct in the course of business
- Has not fulfilled obligations relating to payment of social security contributions
- Has not fulfilled obligations relating to payment of taxes
- Fails to be compliant with the provisions of IR35
- Is guilty of serious misrepresentation in supplying information required by the Authority under the Regulations
- Is not in possession of a licence or not a member of the appropriate organisation where the law of that State requires it
- or
- Is not registered on the professional or trade register of the relevant State in which established.



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In deciding whether to exclude a service provider Quadraturek will consider the seriousness of the misconduct, whether it was related to the subject matter of the contract, when it was committed, and the action taken or being taken to prevent its recurrence.



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POSITION	Director
DATE	23 rd February 2023