



Ethics Policy

The purpose for this ethics policy is to support a culture of openness, trust, and integrity in all APEM management and business practices.

APEM is committed to conducting all its affairs and activities with the highest standards of ethical conduct. All employees have an obligation to adhere to this policy and encourage others to do the same.

The summary code of ethics includes the following provisions:

- Proactively promote ethical behaviour as a responsible partner among peers in the work environment;
- Deal fairly with APEM customers, suppliers, competitors, volunteers, and employees.
- Provide clients with information that is accurate, completely objective, relevant, timely, and understandable;
- Comply with applicable government laws, rules and regulations;
- Maintain the confidentiality of information entrusted to them by APEM or its clients except when authorised or otherwise legally obligated to disclose;
- Accept responsibility for preventing, detecting, and reporting all manner of fraud;
- Be honest and ethical in APEM's conduct, including ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
- Protect and ensure the proper use of company assets;
- Prohibit improper or fraudulent influence on external auditors.

APEM's ethics policy is supported by the following APEM policies: Sustainable business policy, Equal opportunity policy, Data Privacy policy, Customer care policy, CSR policy, Conflict of interest policy and Copyright policy.

Signed

Adrian Williams (Managing Director)

Reviewed: 24/06/2020

Revision	Date	Approved by	Comments
4	16/07/2019	Adrian Williams	Next Review: July 2020
5	24/06/2020	Adrian Williams	Next Review: June 2021