

CODE OF CONDUCT



OVERVIEW

At Matco Chemicals group we require that all of our employees conduct themselves according to the highest standards of ethics, integrity, and behaviour when dealing with our clients, colleagues and other stakeholders. This includes, but is not necessarily limited to, full compliance with all legal obligations imposed by statute or any other source of law.

This Code establishes the standards of behaviour that must be met by all employees. Where these standards are not met, appropriate disciplinary action will be taken. In cases where the breach involves serious misconduct, this may result in summary dismissal. In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police may be notified.

OPERATION

The purpose of this policy is to make it clear what the Company expects from employees, and employees are required to be familiar with and comply with the terms of this policy at all times. Failure to do so may result in disciplinary action, including potentially termination of employment.

In so far as this policy imposes any obligations on the Company, those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees, they are discretionary in nature and are also not intended to be contractual. They set the terms and conditions of employment that are intended to be contractual out in an employee's written employment contract.

The Company may unilaterally introduce, vary, remove or replace this policy at any time.

STANDARDS OF CONDUCT FOR EMPLOYEES

The standards expected of employees include:

- Compliance with all Company and workplace policies, procedures, rules, regulations and contracts;
- Compliance with all laws;
- Compliance with all reasonable and lawful instructions given by or on behalf of the Company;
- Devotion of the employee's entire time, attention and skill during normal working hours and at other times as reasonably necessary for the employee to perform their duties;
- To be honest and fair in dealings with customers, clients, co-workers, Company management and the general public, and to treat them with courtesy and respect;
- To be faithful and diligent, and actively pursue the Company's best interests at all times;
- To work in a safe and compliant manner, and to observe all workplace health and safety rules and responsibilities;
- Refraining from any discriminatory, bullying or harassing behaviour toward customers, clients, co-workers, Company management and the general public;
- To not make any statements to the media about the Company's business, unless expressly authorised to do so by the Company;

- To not make any statements about the Company on social media, or any other public platform, that may harm the Company's reputation;
- To not, in connection with the employee's employment, accept any financial or other benefit from any entity other than the Company – unless acceptance of such benefit is in accordance with the Company's other workplace policies or is otherwise disclosed to the Company and expressly permitted by the Company;
- To not engage in any employment or provide any services to any person or entity other than the Company, except with the Company's prior written consent;
- To not engage in any employment or provide any services to a supplier or competitor of the Company, except with the Company's prior written consent;
- Immediately disclosing any potential, perceived or actual conflict of interest (whether direct or indirect) that may give rise to a conflict with the performance of the employee's obligations to the Company, or the Company's business, confidential information or reputational interests. The Company may direct employees to take action to eliminate or reduce any such conflict, and employees must comply with such directions;
- To not engage in conduct, whether during or after work hours, that in the opinion of the Company causes damage or potential damage to the Company's property or reputation;
- To not use, or come to work while affected by use of prohibited drugs or alcohol;
- To not discriminate on the basis of personal characteristics including (but not limited to) sex, race, disability, pregnancy, age, marital status or sexual orientation;
- To ensure and maintain punctuality;
- To respect the Company's property;
- To dress in an appropriate manner and to ensure that appearance is presentable, clean, neat and tidy (including but not limited to wearing any uniform that is required of you by the Company);
- To not use Company internet to access and/or download sexually explicit material or other offensive material;
- To not use Company email to send sexually explicit or suggestive material, or other offensive or harassing material;
- To maintain both during employment and after termination of employment with the Company, the confidentiality of any confidential information, records or other materials acquired during the course of employment;
- At all times, behave in a way that upholds the Company's core values and the integrity and good reputation of the Company;
- Reporting any conduct of other workplace participants which is in breach of any of the above, or potentially in breach of any of the above, without delay.

STANDARDS OF CONDUCT FOR MATCO CHEMICALS

The standards expected of our company include:

Legal Compliance. Matco Chemicals shall comply with all laws and regulations applicable to its operations. Should a requirement of this Code contradict national laws or regulations, Matco Chemicals shall comply with whichever is more stringent.

Human and Labour Rights. We aim to comply with the United Nations (UN) 'Guiding Principles on Business and Human Rights', and the eight core International Labour Organization (ILO) Conventions. Matco Chemicals supports the protection of internationally recognized human rights and prohibits its suppliers to the use of forced, indentured or involuntary labour (including modern slavery and human trafficking) and child labour. Matco Chemicals aims to create an environment where employees are not exposed to discrimination of any kind, irrespective of their gender,

ethnicity, religion, race or age. Matco Chemicals respects the freedom of association and the effective recognition of the right to collective bargaining. Matco Chemicals empowers employees and other stakeholders to anonymously report concerns or potential unlawful practices at the workplace without retaliation. Matco Chemicals pays its workers a fair wage that allows them to participate as active citizens in society.

Health and Safety. Matco Chemicals believes that every accident at work or occupational illness can and has to be avoided. Matco Chemicals will only deliver products which will safeguard the safety and hygiene of the end-users during their entire life cycle. Matco Chemicals creates a healthy and incident free working environment for all personnel present and working at their premises, and to be harmless to neighbours. Matco Chemicals ensures that appropriate health and safety information and equipment are provided to their employees and contractors. Matco Chemicals makes sure that their products do not contain any product, material or substance prohibited by the legislation or regulations. Upon request Matco Chemicals is prepared to provide disclosure on the use and provenance of certain substances and materials. Matco Chemicals addresses at all times the European REACH procedures or the applicable national equivalent, such as the American Toxic Substance Control Act (TSCA).

Environmental sustainability. Matco Chemicals wants to minimize the impact on the environment of its operations and products throughout the entire value chain. Matco Chemicals has established and implemented procedures to minimize any adverse impact of their operations on the environment and utilize management systems, such as ISO, to continuously improve their performance. Matco Chemicals does not only consider the environmental impacts of their products during their design phase, but also in their production, procurement and after services processes. Matco Chemicals is focussed on reducing the use of raw materials and resources and to eliminate the waste produced by all their activities. Matco Chemicals attempts to use its resources efficiently, seek to reduce water use and greenhouse gas emissions, and encourage the use of energy-efficient technologies in their production and services.

Ethical business conduct. Matco Chemicals's commitment to do business right means acting with integrity with all our stakeholders and being a reliable and responsible partner. Matco chemicals is not engaged in any act or form of corruption, bribery, embezzlement or extortion. Matco Chemicals remains transparent about its ethical policies and practices and disclose any important information that may be a conflict of interest its customers. Matco Chemicals aims to implement appropriate systems and controls, which facilitate compliance with the applicable laws, regulations, and standards. Matco Chemicals adheres to international trade regulations and export control regulations. Matco Chemicals manages the information on and the existence of technology and know-how in such a manner that its customers intellectual property rights are adequately protected.