

CODE OF CONDUCT

1 January 2025



Est 2006

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COMPANY POLICY

Action:

All FSS Employees and Consultants

Information:

Management

Effective date of Policy: 29th January 2007

Version 6: June 2011

FSS HANDBOOK

Introduction

1. Field Security Services Limited (FSS the Company), expects and demands that its contracted consultants and employees conduct themselves in a professional, courteous and businesslike manner at all times when on duty, and with maturity when off duty.

- The purpose of the FSS Handbook is to lay down basic guidelines for the minimum standards of professional behaviour expected of FSS Consultants and employees by FSS management and FSS clients.

2. As set out in the Consultants or Employees contract all FSS personnel are bound by the requirements of this Code of Conduct. It is aligned with HR best practices.

3. FSS Disciplinary Code and Procedure is covered separately.

Personal Responsibility

4. All FSS contracted consultants and employees are subject to the local and national law of the country to which they are assigned.

5. Whilst FSS will take all reasonable steps to inform its contracted consultants and employees of their legal liabilities, it remains the duty of the individual consultant and employee to keep himself properly informed of the law of the land. Consultants or employees in breach of the law may be liable to immediate dismissal, and ultimate prosecution by the appropriate authorities if they fall into breach.

6. It is the duty of the individual consultant or employee to read, understand and comply with all Client or Company policy, instructions and operating procedures as these affect his consultancy or employment with FSS whilst deployed and at the Client facilities.

Illegal Organisations

7. All FSS personnel are barred from membership of illegal or proscribed organizations as defined by law.

8. Recruiting for, agitating on behalf of and membership of such bodies constitutes a serious breach of this Code of Conduct and will result in the immediate termination of employment.

The FSS and Client Chain of Command

9. Dependent upon your deployment the Company will have a clearly defined operational and administrative Chain of Command. The Chain of Command exists to facilitate the Client's security needs in the most efficient and effective manner possible. You are not to circumvent the Chain of Command.

10. Managers and Supervisors within the Chain of Command are appointed and authorized by the Company to exercise management and supervisory control commensurate with their management level, and within the bounds set out by their job description, plus any directives, law, recognized professional and industry best practices.

11. Consultants and employees under management or supervisory control are bound to follow all reasonable and lawful commands and directives in pursuit of the Company's contractual and professional obligations.

12. Insubordination, threatening, insulting or disrespectful behaviour towards any member of the Company or Client will not be tolerated and may result in suspension and ultimate dismissal.

Personal Standards

13. General Desirable Qualities.

- The reputation of the Company rests in large measure on the performance and behaviour of individual employees and consultants. Moreover, the Company believes that both the individuals' professional commitment and self-discipline are the foundations on which capability is built.
- FSS in pursuit of excellence is committed to recruiting working with and remunerating likeminded professional personnel that have the following qualities:
 - Honesty and truthfulness.
 - Initiative, resourcefulness and alertness.
 - Attention to detail.
 - Loyalty.
 - Courage.
 - Team spirit.
 - Tact and co-operation.
 - Reliability and hard work.
 - Good humour.

14. The consistent display of these qualities by FSS consultants and employees will be rewarded where possible by the Company through a combination of either career development opportunities, or pay related incentive and bonus payments. These will be awarded at the discretion of the Board of Directors. They are real and they are given.

15. **Honesty and Probity.** Effectiveness is grounded on mutual trust between the consultant, the employee, the Company and the Client. The Company regards acts which compromise mutual trust as serious breaches of its Code of Conduct and will result in immediate termination from contract or for employees suspension which could lead to dismissal. You will have been presented with a Non Disclosure Contract. Compromising acts include

- Stating falsehoods. This includes falsification of, or knowingly making material omissions to, reports (whether verbal or written), records and other official Company forms.
- Being deceitful or misleading about time spend and compromising activities that are non work related that affect performance or safety both group and personal including travel times, off site visits, social agenda or location.
- The withholding of information needed for the proper exercise of discipline and operational effectiveness.
- Unauthorized possession of the Client's or Company's property.
- Unauthorized possession of other consultants or employee's property.

- Fraudulent use of the Company's or Client's documentation and confidential information.
- The use of the Company's or Client's equipment and property for unauthorized purposes.
- The undermining of morale and discipline by continuous and negative verbal criticism of conditions, pay, allowances, colleagues, management or Clients.
- Talking about and passing to others confidential information about the activities of a Client or the Contract, either prior to contract signature or during contract delivery. FSS Operates on a "need to know" basis. If the other party doesn't need to know, and is nothing to do with FSS or its contract deliverables, don't tell him.

16. Sobriety – Alcohol and Drugs.

- Drunkenness or being under the influence of behaviour altering drugs whilst on duty will not be tolerated under any circumstances. Alcoholic drinks/drugs are not permitted on any of the Company's duty sites, or sites for which FSS has security responsibility. Consultants and employees who report for duty under the influence of drugs or alcohol will be subject to immediate contract termination or suspension which could lead to dismissal.

- Where a Consultants ability is impaired during the working day by alcohol consumption from the night before will be viewed as a serious lack of responsibility and will not be tolerated. Foul breath, alcoholic odour, bloodshot eyes and the lack of energy and ability caused by alcohol consumption of the night before is viewed as a gross lack of responsibility and discipline.

18. Threatening Behaviour. Threatening Behaviour will not be tolerated under any circumstances and will result in disciplinary action being taken against the perpetrator. Threatening behaviour includes:

- Intimidation, inciting unrest and coercing other consultants or employees to commit illegal acts.
- Verbal and physical abuse, including fighting, directed at the Client, management or other employees.
- Unlawful or sexual harassment of other consultants, employees and the Client's personnel.
- The demanding of money for favours, or the taking or giving of bribes. FSS conforms with the US Foreign and Corrupt Practices Act and the UK Anti Bribery Laws.

19. Absence without leave.

- Unauthorized absence from the consultants and employees place of duty is considered a serious offence. Extended absences will result in suspension which could lead to dismissal.

PROFESSIONAL STANDARDS

20. Weapons Security and Safety.

- Firearms are only to be carried when authorized by the Company in support of specific security related operations and tasks.
- Unless authorized by the Company in exceptional circumstances, the use of private firearms for the carrying out of security duties on behalf of the Client is forbidden. Only registered and Company issued weapons are to be used by employees.

- Under no circumstances are Company weapons to be taken away from their place of duty.
- It is the duty of the consultants and employees to ensure that he complies with all weapons and ammunition safety drills taught during training. Unsafe handling of weapons and negligent discharge will result in disciplinary action being taken.
- Consultants and employees are responsible for the cleanliness and serviceability of their issued weapons.
- To ensure maintenance of performance test standards and safety Consultants are required to undertake training and range work. Consultants who do not participate in mandatory training will be dismissed.

21. **Physical Fitness.**

- All employees are expected to maintain an acceptable level of aerobic fitness.
- The Company believes in the active maintenance of fitness and expects Consultants to be able to pass the internationally recognised Coopers Test applicable to their age group. Where Consultants cannot meet these requirements the Company may choose not to employ them in accordance with individual Consultancy contracts.

22. **Dress and Cleanliness.**

- Employees are expected to report for duty in a well groomed and clean state.
- Employees are expected to be smartly turned out in clean, pressed civilian clothing or uniforms with clean footwear. It is the individual's responsibility to ensure that issued or indeed self purchase uniforms are maintained in good repair.
- Hair is to be maintained in the style and length that was the norm in the service background from which they retired.
- Beards, long 'Goatee' beards, long side burns, pony tails, face piercings, Mexican style moustaches and other styles of hair or clothing that are not in keeping with security industry expected norms will not be tolerated. Consultants are expected to comply with the dress code.
- Visible and offensive or inappropriate tattoos gained whilst on leave are not in accordance with the image FSS portrays to its Clients and Consultants are advised that whilst they may chose to be tattooed in this way they may be jeopardizing their continued employment opportunity with the Company.
- T shirts or golf style shirts which form part of on duty uniform or dress are not to carry logos or motifs. They are to be plain coloured.

23. **Punctuality.**

- It is the individual's responsibility to arrive at the pre-appointed time. Failure to arrive on time will result in the employment HR procedure being instigated against the consultants and employees and may result in his contract being terminated..

24. **Company and Client Information.**

- All Company and Client information, including routine, management documentation (including personal records, duty rosters, security instructions, sketches, photographs, reports and the like), is to be treated as confidential. The unauthorized passing of such information to parties other than the Company is tantamount to a serious breach in security and will result in suspension which could ultimately lead to dismissal.

Consultants to the Company may be on different pay scales and on different consultancy contracts. These differences relate to skills, qualifications and time served Consulting to the Company as well as differences between different Client contracts. For example an FSS Consultant who has provided reliable services to the Company over several years and across several contracts may be on a different Consultancy rate to that of a new Consultant, but on the same contract, likewise a driver may be on different rates to a Paramedic consulting on the same contract due to different skill sets.

The discussion of rates, terms and the passing of such personal and confidential contract information is considered to be unprofessional and a gross breach of confidentiality as laid out within the Consultants Confidentiality Contract. In plain terms agitation caused by confidentiality breach between individual self employed Consultants as well as that which escalates to management or the Client will result in contract termination and for employees suspension which could ultimately lead to dismissal.

25. **Media.**

- FSS employees and contractors are not permitted to discuss or disclose any Company operational details, or instigate contact with the news or any other media, unless authorized to do so by the Company Directors. Enquiries are to be directed to FSS Media Director. The Consultants Confidentiality Contract is explicit in this regard.

27. **Other Employment.**

- Unless specifically authorized in your contract by the Company to do so, FSS consultants and employees are barred from direct or indirect engagement in any other employment of any kind.

SUMMARY

28. The standards and behaviour against which FSS consultants and employees' perform will be judged by the Client and directly affect the retention of

- The individual.
- The Company.

29. It is usually a long delicate, painstaking and expensive process in terms of time and FSS investment money that results in the successful signature of contracts, usually won in the face of much competition. Typical pre contract discussion and negotiation last 10-12 months. This pre contract phase is always an FSS unpaid overhead. Contract loss occurs much more quickly and easily, mostly as a result of lack of performance and diligence at the operational level. The Company is its Contractors!

30. The Company welcomes you and wishes you every success on your assignment. *Sine labore nil splendidum!"*

The Company reserves the right to update this Code of Conduct and will take all reasonable steps to ensure that consultants and employees