



PROFESSIONAL STANDARDS POLICY

The Nuclear Technologies Divisional Board is committed to ensuring the highest standard of behaviour by members of its staff when interacting with colleagues and clients.

Nuclear Technologies employees and co-workers are entitled to:

- Be treated with dignity, respect and courtesy
- A workplace free from bullying, harassment (including third party harassment) or victimization
- Experience no form of discrimination (including direct, by association, by perception or indirect)
- Be valued for their skills and abilities.

In practice this means that Nuclear Technologies' employees and co-workers are expected to avoid causing embarrassment or offence to other employees or co-workers as a result of their physical presence, behaviour or language. In particular, they are expected not to indulge in bullying, physical or otherwise, victimisation or harassment on any basis including age, race, disability, religion or belief, gender, appearance, pregnancy or maternity, marriage or civil partnership, gender reassignment or sexual orientation.

Employees and co-workers are expected to support each other in their professional interaction and, in turn, to be supported, and to have their performance recognised, by their managers. Individuals are selected for positions at all levels of the Company solely on the basis of their suitability, competence, experience and qualifications.

Nuclear Technologies and its clients are entitled to:

- Benefit from independence and the highest level of skill and ability available
- Be treated in the course of business with respect and courtesy
- Have their premises, facilities and materials treated properly and with respect
- Have their business processes and information treated confidentially
- Have business outputs, and the technical interactions leading to them, accurately recorded in an appropriate form of documentation
- Be subject to no conflict of interests nor to be exposed to bribery or corruption
- Be free from any anti-competitive influences or practices
- Expect that all business transactions are carried out in accordance with prevailing laws and regulations.

Nuclear Technologies' employees and co-workers are expected to maintain good timekeeping, in particular ensuring prompt arrival for meetings, briefings, presentations, etc.

They are expected to dress appropriately for the relevant office environment, especially when interacting directly with clients. They are expected to observe local rules, policies and practices, handle information with care and confidentiality and, where protectively marked, in accordance with Nuclear Technologies' procedures and the client's rules and not to misuse premises, materials or facilities, especially electronic mail systems.

They are expected to bring the highest level of professional service available to bear, to keep accurate records of work done on behalf of clients and to report outcomes in accordance with Nuclear Technologies' procedures and client requirements.

Employees and co-workers are expected to avoid situations that may lead to conflicts of personal and financial interest with the interests of Nuclear Technologies. In particular, they do not accept or award any direct or indirect benefits that may reasonably be assumed to influence business decisions or transactions.

In all circumstances at all times, Nuclear Technologies' employees and co-workers are required to conduct themselves in a way which does not bring the Company into disrepute or damage the reputation of the Company through either their behaviour, actions or



inactions.

Employees and co-workers must ensure that prevailing laws and regulations are complied with, taking specialist advice wherever necessary.

All Nuclear Technologies' employees and co-workers are required to support each other in achieving the expected standards of behaviour. Staff must bring to the attention of Nuclear Technologies' managers, via the Grievance procedure, any ongoing instances of unacceptable behaviour (including that of any staff, clients or third-party personnel). Managers must challenge all unacceptable behaviour and to take the measures necessary to eliminate it.

A handwritten signature in black ink, appearing to read 'K. Hildred', written in a cursive style.

Dr Karen Hildred
Joint Managing Director
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