

**At QPS we expect all employees to exhibit the highest standards of ethical behaviour and abide by our code of conduct.**

### **Employees must always:**

1. Comply with all applicable laws and regulations;
2. Never engage in bribery, corruption, extortion or embezzlement;
3. Declare all conflicts of interest;
4. Ensure business hospitality or gifts are reasonable and not intended to effect decisions;
5. Only obtain competitive information legitimately and for legitimate purposes;
6. Record and perform all business dealings transparently and accurately;
7. Safeguard intellectual property, know-how, confidential and personal information;
8. Store and deliver products and services to meet specifications;
9. Respect the legal and contractual rights of all workers;
10. Treat all employees with respect and dignity;
11. Follow safety and security procedures, only carry out work you are trained to do;
12. Respect the optional legal rights of others to collective bargaining;
13. Respect the rights of indigenous people and local communities; and
14. Aim to protect and preserve the environment.

