

Every Q-Inspect employee and those of its associated companies, contractors, and suppliers needs to apply effort and intelligence in maintaining ethical values by:

- Understanding the policy and implementing it
- Exercising due diligence and determination to prevent bribery
- Reporting bribery and attempted bribery cases to management in a timely manner
- Guiding and helping newcomers to understand and implement the policy
- Cooperating with audit and inspection teams
- Providing improvement suggestions to enhance the robustness of the policy

Bribery is prohibited in any form, directly and indirectly. Bribery or its acts are not tolerated by Q-Inspect:

- Q-Inspect and its associated companies, contractors, and suppliers, including all their employees and associates, shall implement every possible measure to counter bribery
- Management shall take the leading position to establish, disseminate, explain, and enhance the policy for countering bribery as well as monitoring its implementation
- All bribes or attempted bribes shall be reported, recorded, and handled in a timely manner to conclude their validity, determine disposition for employees or associates involved, and establish preventive measures
- Regular audits by impartial parties shall be carried out to ensure the policy is fully implemented and/or trigger corrective actions if any violations are found
- Employees or associates shall be encouraged and appreciated for raising issues related to bribery, including self-reporting for violation of the policy
- Confidentiality shall be appropriately observed with the right balance of transparency for fostering the value and approach to countering bribery
- Due diligence shall be applied to any grey areas or areas not presented in this policy

Gifts, Sponsorship, and Souvenirs

- Gifts, sponsorships, and souvenirs, including corporate souvenirs, are prohibited from being offered to our customers or business partners
- Gifts and souvenirs, including corporate souvenirs, offered by contractors, suppliers, and other business partners are forbidden to be received by any Q-Inspect employee or associate

### Hospitality and Expenses

- Hospitality and expenses offered by contractors, suppliers, and other business partners are forbidden to be received by any Q-Inspect employee or associate
- The code of conduct of the receiving organization shall be observed before offering any appropriate social hospitality and expenses. Infraction of the receiving party's policy is strictly prohibited
- Dollar values less than US\$10 per person for occasional events can be considered acceptable internationally

### Internal Controls, Audit, and Reporting

- Q-Inspect shall plan and conduct its own audit at least once a year to validate the implementation of this policy
- Violations/Non-conformances found in the audit shall be documented and reported to the CEO of Q-Inspect immediately (maximum within 1 day). Hotline for bribery issues: +420 724 334 655
- Actions to correct and/or prevent the recurrence of those violations shall be identified, implemented, and completed within 30 days from the date of audit

### Monitoring and Review

Q-Inspect shall monitor the implementation of the anti-bribery program and periodically review the program's suitability, adequacy, and effectiveness, and implement improvements as appropriate