



Accurate Reporting and Records Policy

Our Commitment

- We maintain accurate and complete records of our business dealings. These include all transactions between our business and external individuals and organisations, and all expenditure and labour charges.
- We act in line with the law and applicable technical and professional standards.
- We prepare our financial records on time, representing the facts accurately and completely.
- We maintain a rigorous system of financial, operational and compliance controls and an effective system of risk management.
- We do not engage in fraud, money laundering or tax evasion, nor do we facilitate the tax evasion of others.

Our Safeguards

- Keep all our records accurately, on time, and in line with local procedures. This includes expenditure, hours worked, transactions or any other aspect of our company's business;
- Complete product inspection and testing documentation accurately and honestly;
- Not influence others to do anything that would compromise the honesty and accuracy of our business records, reports, products or services;



- Not knowingly help our customers, suppliers or anyone else we work with to evade tax, that is, to fraudulently under pay or not pay tax;
- Not make a false or deliberately misleading entry in a report, record or expense claim or falsify any records we are asked to keep, including financial, safety, environmental or quality results; and
- Work within the Delegated Authority Levels for the approval of financial and other business decisions

Reporting Information

Please inform the Legal Department immediately if you have any doubt on our reports and/or records.