

cranborne

Governance Policy

1. Introduction

- a. We comply with the obligations and spirit of the law and undertake open and fair activities to be a good citizen, respecting the culture and customs of local societies.
- b. We build relationships with stakeholders through open and fair communication of accurate and timely information. We listen to and action criticisms and suggestions.
- c. We manage and protect confidential information when providing our services, and when we create and develop advanced technologies. We work with partners to achieve stable and mutual, long-term growth, remaining open to new partnerships.
- d. Governance is used to improve business management efficiency, achieve sustainable increases in profit and strengthen the foundation of our management and profit. We constantly enhance the transparency of our management and actively incorporate management-checks.

2. Quality

- a. It is our policy to:
 - i. Establish clear objectives for the organisation.
 - ii. Implement a QMS (Quality Management System) that satisfies ISO9001.
 - iii. Satisfy clients by exceeding their expectations of the quality of our service.
 - iv. Continuously review our performance and identify areas for improvement.
 - v. Regularly update our Quality System with updates and improvements.

3. Procurement

- a. It is our policy to:
 - i. Procure with fairness and integrity with fair competition and transparency.
 - ii. Procure suppliers with mutual collaboration and close communications
 - iii. Procure additional services, and products locally, where available
 - iv. Coo-operate with our suppliers, to engage in research and development, design, production, and quality control.
 - v. Only use another party's assets, intellectual property, or confidential information with their express written permission.

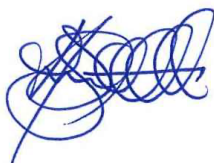
4. Conduct

- a. It is our policy to:
 - i. Comply with applicable laws statutory obligations, contracts, specifications and drawings, company policies, company rules, and abide by social norms.
 - ii. Act against any illegal or criminal acts.
 - iii. Act against any acts in violation of the company's policies and rules.
 - iv. Prohibit our employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.
 - v. Maintain healthy and transparent relationships with government agencies and public officials.

5. Risk

- a. It is our policy to:
 - i. Only engage with firms on equitable trading terms.
 - ii. Only engage with firms with similar core values.
 - iii. Only book profit when the income has been received
 - iv. Timely and fairly disclose our financial condition
 - v. Make timely and fair tax payments.

For and on behalf of Cranborne Group Limited



Lee James Smollett
Director
September 2021