

ACCEPTABLE PRODUCT USE POLICY

MANORTEQ LTD

Policy statement

It is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to misuse of our products and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships, wherever we operate, and implementing and enforcing effective systems to counter the misuse of our products.

We are committed to ensuring that our products are not used for the purposes of any act of terrorism (or for assisting in any act of terrorism), or for any other purpose which may be deemed to be, or be of actual detriment or harm to the United Kingdom, or any of its allies.

Your responsibilities

You must ensure that you read, understand and comply with this policy.

The prevention, detection and reporting of the misuse of our products are your responsibility.

You must use your best endeavours to ensure that our products are not used for any unlawful or immoral purpose.

If this product is to be used for multi purposes it may mean that you must comply with certain legislation when dealing with the products.

You must notify the compliance manager as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future.

Record-keeping

You must keep a written record of all sales of our products and any suspicious activity which may conflict with this policy.

All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness.

How to raise a concern

You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes the misuse of our products, or if you have any other queries, these should be raised with the compliance manager.

I / We have read and fully understood the Acceptable Product Use Policy of Manorteq Ltd, and will remain fully compliant at all times with the terms of the policy

Name:

Signature:

Organisation:

Position:

Date: