

Code of Supplier Conduct



To our Valued Suppliers

Wireless CCTV's reputation for service, quality and fair dealing is coupled with WCCTV's firm commitment to the values of integrity, social responsibility, and responsible environmental stewardship. Adherence to these values serves to attract capable and diverse employees, loyal customers and other stakeholders who are vested in our success, and to distinguish WCCTV as a values-based leader in the Wireless CCTV industry. An inappropriate action by a consultant, contractor, supplier, or vendor could easily damage our reputation. WCCTV is providing this Code of Supplier Conduct to all consultants, contractors, suppliers, and vendors, (Suppliers) in an effort to ensure that the expectations and standards upheld at WCCTV are understood and adhered to by everyone involved in the company's success.

Please take the time to review the Code of Supplier Conduct carefully, become familiar with its content, and draw guidance from the values that WCCTV expects to drive WCCTV and its Suppliers in making ethical, responsible, and environmentally sustainable choices in all its business activities. If a situation arises that, in your opinion, violates this Code of Supplier Conduct, you are obligated to report it immediately to your management chain or by contacting WCCTV, identifying yourself as a consultant, contractor or supplier.

Building Mutual Trust

Suppliers are an integral part of our success, and we expect you to comply with the letter and spirit of our Code of Supplier Conduct. At WCCTV we strive to be competitive in every aspect of our business by conducting all dealings in an ethical, socially responsible, and legal manner and we expect our Suppliers to do the same.

The Code of Supplier Conduct is in addition to and does not alter or reduce any contractual obligations that may be set forth in a written agreement between WCCTV and any Supplier. The Code of Supplier Conduct is not a contract or an offer to contract between you and WCCTV.

Ethics

The goal of this Code of Supplier Conduct is to provide the framework for an ethical and sustainable supply chain focused on meeting legal requirements and conducting business with the highest standard. It is founded on the following principles: acting with integrity; being fair and respectful; being honest; protecting WCCTV's reputation; and being intolerant of unethical behaviour. These principles are embodied in the discussion areas throughout this document.

Accurate Accounts and Record Keeping

WCCTV relies on accurate information and reliable records to make responsible business decisions. WCCTV requires its Suppliers to likewise engage in honest and accurate recording, reporting and retention of information. This includes all business records, such as quality, safety, or personnel records, as well as financial records.

WCCTV expectations for Suppliers when doing business with WCCTV:

- Do not make false, artificial, or misleading entries or omissions in any system, book, or record for any reason.
- Keep systems, books, records, and accounts in reasonable detail so that they accurately reflect transactions and events.

- Complete expense reports and time reporting accurately and completely.
- Do not create or maintain secret or unrecorded funds, assets, or accounts for any purpose.
- Never intentionally make a payment or approve an invoice, expense report or other document that is incorrect, misleading, or inaccurate.

Diversity

WCCTV believes competitive strength is achieved through a diverse group of people working together to find the best solutions and is committed to providing procurement opportunities to women, minorities, veterans, and small businesses. WCCTV expects its Suppliers to exercise diversity in their daily business when it comes to their employees as well as in their decisions to select subcontractors.

Conflicts of Interest

Hallmarks of professionalism include adherence to the contractual commitments made to WCCTV and respecting WCCTV's customers and other business partners. It is essential to avoid improper influence, or even the reasonable appearance of improper influence, motivated by non-business considerations.

Suppliers are naturally involved in business relationships with other companies, including competitors of WCCTV. These relationships must never compromise, or reasonably appear to compromise, your responsibilities or ability to make sound, impartial and objective business decisions in connection with your engagement with WCCTV.

Any situation that creates, or could reasonably appear to create, a conflict of interest should be avoided and disclosed to your management chain or to WCCTV.

Drug-free Workplace

WCCTV prohibits Suppliers from performing work activities for or on behalf of WCCTV while under the influence of any substance, including drugs or alcohol, which prevents them from conducting their work safely and effectively.

Gifts, Entertaining and Travel

Gifts, entertaining and travel are often an integral part of building and maintaining business relationships and advancing the interests of WCCTV. To avoid even the appearance of a conflict, Suppliers are expected to fully respect the spirit and letter of WCCTV's Gift, Entertainment and Travel policy which provides, in part:

- Suppliers should not offer gifts, entertainment, or travel to a WCCTV employee.
- Suppliers should not offer any gift, entertaining or travel to any WCCTV employee who plays a role in the decision while a Request of Information, Request for Proposal or contract negotiations process is underway.
- Employee travel and accommodations related to business or entertainment events should be at WCCTV's expense. Do not offer to provide travel and accommodations to business or entertainment events.

- Suppliers must not offer bribes, kickbacks, payoffs or other unusual or improper payments to WCCTV employees to obtain or keep business. A Supplier should never accept cash or a noncash gift, bribes, or kickbacks from a WCCTV employee to influence them to take or not take a course of action or for any other improper purpose.
- Promotional items given in the normal course of business are acceptable if reasonable in nature.

Contact your appropriate WCCTV representative before engaging in any activity that may involve gifts, entertainment, or travel to ensure they meet the requirements of the Code of Supplier Conduct.

Safeguarding information

WCCTV confidential information is a valuable asset. All Suppliers, including their employees and agents, in possession of WCCTV confidential and proprietary information must take the necessary steps to protect and safeguard this information. If a Supplier mistakenly receives WCCTV confidential and proprietary information, the Supplier is required to immediately return the information to the WCCTV point of contact. Disclosure or distribution of WCCTV confidential and proprietary information without WCCTV's express permission is a violation of the Code of Supplier Conduct.

This point does not supersede any Non-Disclosure Agreements that may be in place between WCCTV and the supplier.

Corporate Social Responsibility

WCCTV believes that we are all responsible for conducting our businesses in a socially and environmentally responsible manner. We base this on the premise that a company is much more than the products and services it sells' the effect a company has on the environment, the people and the communities it services reflects the company's dedication to being not only a good business, but being a good corporate citizen.

WCCTV's approach to social and environmental responsibility includes establishing standards of excellence for Suppliers, who are vital and necessary partners.

WCCTV expects Suppliers to adhere to the following principles:

Labour Standards

Non-discrimination – Hiring and employment practices should not discriminate on grounds of race, religion, age, sex, disability, national origin, or any other status protected by the laws of regulations in the locations where WCCTV or WCCTV Suppliers operate. WCCTV is an equal opportunity employer. As a WCCTV Supplier, you may be required to follow similar equal employment regulations.

Respect and dignity – Treat all employees with respect and do not use harassment, corporal punishment, threats of violence or any forms of mental coercion, physical coercion, or verbal abuse.

Freely chosen employment – Use only voluntary labour. Child, forced, bonded, indentured or involuntary prison labour will not be used. Workers must be free to leave their employment after reasonable notice and not be required to lodge "deposits" with their employers.

No child labour – No person must be employed who is below the minimum legal age for employment for that locality' children (persons under 18 years) must not be employed for any hazardous or night work, or work that is inconsistent with the child's personal development or safety; where a child is employed, the best interests of the child shall be the primary consideration for the employment participation.

Freedom of association – Respect the legal rights of others to join or not to join trade or labour unions, or other organisations of their choice in accordance with local laws.

Fair working hours – Ensure employee working hours comply with national laws and are not excessive and offer rest days.

Wages and benefits – Pay all workers in accordance with applicable wage laws and regulations, including those relating to minimum wages, overtime hours and legally mandated benefits.

Safety and Health conditions – Provide employees a safe and healthy work environment in compliance with all applicable laws and regulations. Provide appropriate safety information and training to all employees and implement a management system that prevents workplace hazards and provides business continuity during emergency events.

Environmental Standards

WCCTV is committed to being a corporate leader in environmental responsibility. WCCTV is a recognised industry leader through its commitment to reduce greenhouse gas emissions, deployment of renewable energy and our aggressive cell-phone recycling efforts. These efforts are bolstered by environmentally responsible building practices “green” IT, waste-reduction efforts, environmentally beneficial products and services, and a strong environmental employee engagement programme.

Guiding Principles

WCCTV Suppliers are expected to adhere to the following principles:

- Reduce or eliminate water, energy, or raw material waste at the source.
- Ensure hazardous substances are managed and disposed of safely.
- Control, reduce or eliminate all air emissions of volatile organic chemicals, aerosols, corrosives, particulates, and combustion by-products generated from operations.

Operational compliance

WCCTV expects its Suppliers to operate in a manner which protects the environment. Suppliers must ensure that they comply with:

- All applicable environmental laws.
- Regulations and standards including:
 - Laws related to air emissions
 - Water discharges
 - Hazardous waste disposal
 - Environmental permitting and reporting
 - Product labelling and warning requirements

WCCTV expects every Supplier to be both innovative and cooperative in implementing an effective assessment methodology. Furthermore, WCCTV expects its Suppliers to comply with any additional environmental specifications required for products and services designed or manufactured for WCCTV.

Service suppliers/contractors

All service suppliers/contractors working for WCCTV will be required to provide RAMs/Risk Assessments which will be reviewed by the health and safety representative or any other competent member of staff. Any equipment used on our premises such as scaffolding etc, will be assessed for inspection dates, along with supporting documentation. Any documentation or equipment found to be unsatisfactory may result in work being cancelled.

Compliance to Applicable Laws and Regulations

WCCTV is governed by laws and regulations that influence who we do business with, what countries we can do business with, and how we export and import goods and technology. WCCTV conducts its business operations in accordance with applicable laws and regulations. WCCTV requires that its Suppliers follow all applicable domestic and international laws relating to:

Foreign Corrupt Practices Act/Organisation for Economic Cooperation and Development – It is prohibited to give or offer money or anything else of value to a foreign official for the purpose of influencing the foreign official to assist WCCTV or Supplier in obtaining or retaining business or securing any improper advantage.

Record keeping and proper accounting – Keep records for accountability purposes and accurately reflect what the nature of the expenses are and how those have been calculated.

Export and import compliance – To the extent a Supplier is responsible for the import or export of goods, software or technology, the Supplier must be aware of all applicable laws and be in compliance with such laws. Suppliers will make accurate declarations and will not mischaracterise the value or nature of the goods in any way that will create liability to WCCTV. Suppliers must obtain the appropriate import and export licenses when shipping controlled goods, technology, or software.

Compliance with local laws – Be responsible for knowing and complying with any applicable local law in connection with the services they are providing to WCCTV. To the extent any permits, licenses, concessions or other government approval is required, Suppliers are responsible for obtaining and maintaining such items while providing services to WCCTV.

Data protection – Comply with the data protection laws of countries in which Suppliers conduct business, and secure access and transfer data in accordance with such laws. Personal data is generally defined as any personal information by which an individual can be identified.



25th February 2025

David Gilbertson
Chief Executive Officer