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Code of Conduct



DONCASTERS

VISION - TO BE A GLOBAL LEADER IN TURNING METALS INTO MOTION

MISSION STATEMENT

We supply our global customers with complex, high quality, competitive products for the aerospace, automotive and industrial gas turbine industries. Employing cutting edge technology and processes our highly skilled and experienced team will deliver these products on time every time.

OUR VALUES

EXCELLENCE

We strive to deliver high-quality, precision work, by continuously improving our systems, processes, and training. We learn from our mistakes. We acknowledge and celebrate success.

COMMITMENT

We are passionate about providing the best possible service to customers and each other. We will go the extra mile to deliver our promises. We understand and hold ourselves accountable for our actions and the impact of what we do - on the business, on our customers, communities, and the wider environment. We positively drive action and accountability.

INTEGRITY

We are honest and transparent in dealings with our colleagues, customers, suppliers and partners. It means always doing the ethical thing and respecting the environment at every level of our organisation and within the communities where we operate. It also means holding each other to account for doing things in the Doncasters way. We are known for our trustworthiness and courage.

TEAMWORK

We build and value strong partnerships with colleagues, customers, and suppliers, by working hard to break down any barriers, respecting differences and valuing different viewpoints. We act as one team and all pull together in the same direction.



MESSAGE FROM OUR CHIEF EXECUTIVE

Regardless of which part of Doncasters you work in, we all have a role to play in the success of the business. Excellence, Commitment, Integrity and Teamwork are at the heart of what we do.

We can be proud of what we are building at Doncasters. Since its formation in 1778, the company has gone through a number of changes, as has the world in which it operates. Behaviours that were once customary are no longer acceptable.

As we get behind our values, we need to have a common code of behaviour which we can all support. This Code of Conduct (Code) sets out the principles that as a company we believe should guide our actions and makes clear the standards to which we hold ourselves and others.

I ask you to familiarise yourself with its contents and with the supporting policies underpinning it. Illegal acts or breaches of the Code will not be tolerated.

I am committed to developing a culture where everyone feels comfortable to raise any concern, no matter how small. If you have a question please raise it with your line manager or your site's Human Resources or Finance teams. Alternatively, you can email report@doncasters.com. If you would prefer to raise a concern anonymously you can do so via our Speak Up service, you can find posters with the contact details of this independent service on noticeboards at your site, as well as on page 4 of this leaflet.



I can assure you that as long as you are acting with good intentions there will be no need to fear retaliation.

The Board and I fully endorsed the Code of Conduct and expect you to do the same.

Mike Quinn
Chief Executive Officer
Doncasters Group

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INTRODUCTION

1. WHY IS THE CODE IMPORTANT?

Our Code provides the principles that we expect all our people to follow while working for us. We expect everyone to familiarise themselves with it and to apply it whilst working.

Alongside the Code we have our values, supporting policies and guidelines to make sure that we understand how the principles should be applied in everyday working situations.

In each section of the Code you will find a reference to relevant policies and guidance. If you have difficulties in finding support please speak to your line manager, Human Resources, or the Legal team. Details of who to talk to can be found on the Doncasters Connect (app) platform.

2. WHO DOES THE CODE APPLY TO?

The Code of Conduct applies all Doncasters' employees; regardless of whether you are a temporary or permanent employee.

We ask that our suppliers, subcontractors, consultants and other third parties apply the principles of this Code or work to their own similar standards.

The Code replaced the Code of Ethics and will be periodically reviewed and updated. The latest version of this Code can be found on the group SharePoint site and on the Doncasters Connect (app) platform..

We welcome your feedback on the content of the Code. To provide feedback please email internalcommunications@doncasters.com, or pass your feedback on to your local HR team.

3. BREACHES OF THE CODE

If you are in breach of the Code, disciplinary action may be taken. This could include termination of your employment.

If a breach of the Code leads to a criminal prosecution, we will support the relevant authorities in their action.

4. WILL I RECEIVE TRAINING ON THE CODE?

Everyone is expected to complete regular Code of Conduct training. This will be either an on-line training module or face-to-face sessions. A record of your training will be kept by the Company.

5. YOUR COMMITMENT TO THE CODE

As part of your training you will be asked to confirm that you have read, understood, and are committed to upholding the principles of the Code.

HOW TO SPEAK UP

SPEAK UP

It is the responsibility of everyone to uphold relevant laws and the principles in this Code and we must each take responsibility for raising issues and concerns we have.

If you become aware that a law may have been broken or that anyone is breaching the principles set out in this Code, then we would like you to feel confident that you are able to Speak Up.

Ignorance of the law is no excuse, so if you have any concerns please seek guidance from our Legal team or email report@doncasters.com.

We hope you will feel comfortable raising issues with your line manager or your site's Human Resources or Finance teams or via email report@doncasters.com. Doncasters also has an external, independent reporting service available to you to raise issues anonymously.

However you choose to report we will treat every issue seriously and will follow up.

We would like everyone to feel empowered to ask a question or raise a concern at any time.

Our confidential reporting service is run by an independent company called Navex (formerly Expolink).

REPORT ONLINE

www.doncasters.ethicspoint.com

If using a smartphone, scan:



REPORT BY PHONE

From the UK:
Call: **0800 890 011**
(when prompted, dial: **833 537 0829**)

From the USA:
Call: **833-537-0829**

From Germany:
Call: **0800 225 5288**
(when prompted, dial: **833 537 0829**)

From India:
Call: **000 800 050 3406**

From Mexico:
For outside calls, dial your local access code followed by **800-288-2872**.
Por Cobrar Spanish: **800-112-2020**
(when prompted, dial: **833 537 0829**)

From China:
Call: **400 120 8504**

OUR WHISTLEBLOWING POLICY

SPEAK UP / WHISTLEBLOWING POLICY

You can find the Doncasters "Speak Up" policy on the group SharePoint site, or on The Connection platform.

If you don't have access to either of these, you can request it from your site HR team.



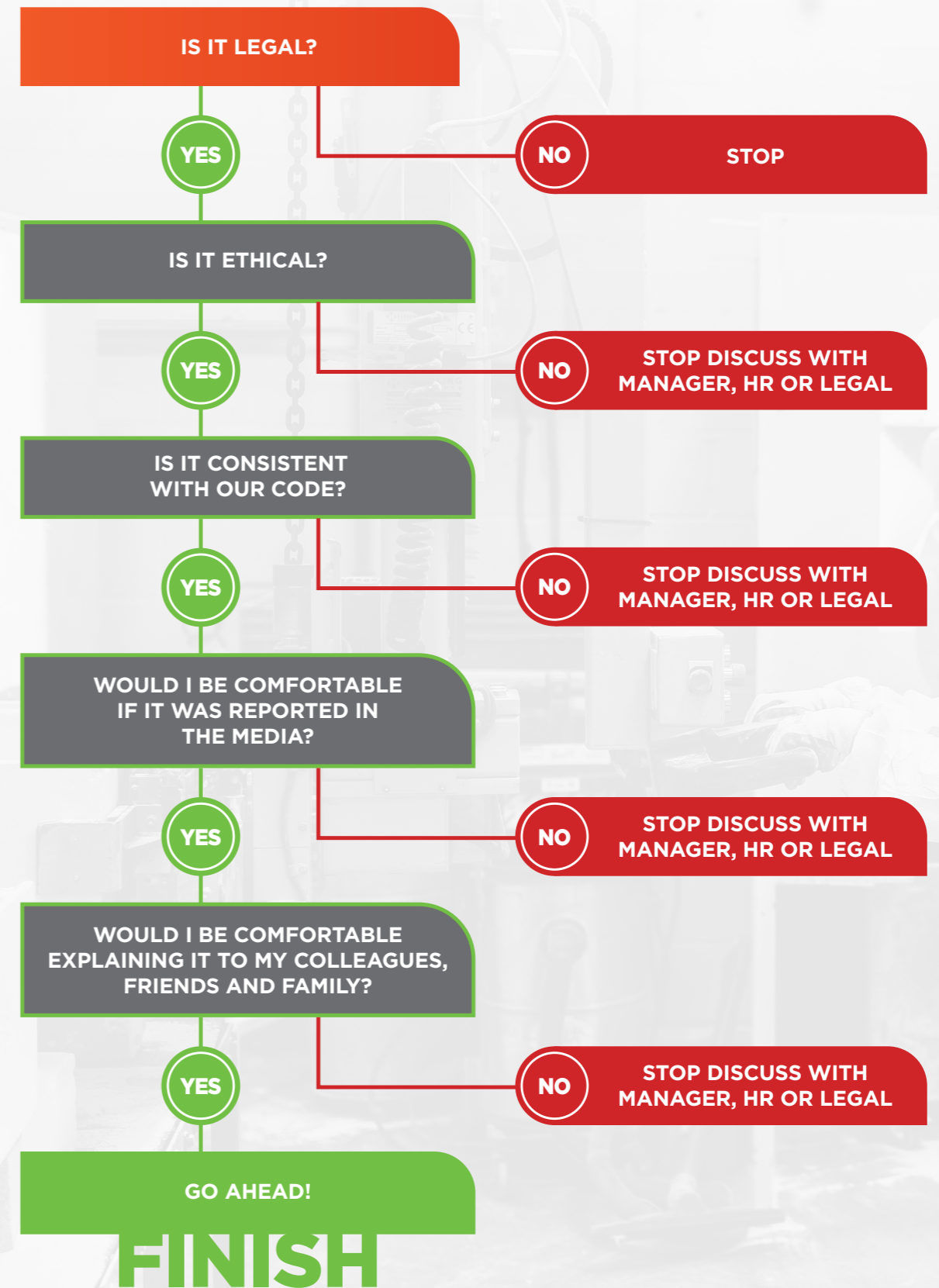
MAKING ETHICAL DECISIONS USING THE CODE

Most of the time we will know what to do to ensure we do the right thing. However occasionally we may be faced with a new situation.

By following the decision tree, we can ensure we stay within the principles set out in our Code.



When faced with a decision: **pause... think**



HEALTH & SAFETY

OUR PRINCIPLE:

We expect everyone to help maintain a safe and healthy work environment with no injuries or work-related ill health.

WHAT WE DO:

- We set high standards for your HS&E behaviour and expect others to do the same
- We make sure you understand and follow the HS&E requirements for your role
- We seek support from the HS&E team if required
- We stop work if you think it is unsafe to you or others
- We intervene if you are concerned that health or safety is being compromised
- We ensure you understand the risks associated with your work and take all necessary precautions for as long as the job lasts
- We act responsibly at all times – we do not tolerate the possession, distribution or use of drugs or alcohol in the workplace
- We secure our sites, so safety is not compromised
- We report and actively learn from incidents, including near misses

WHAT WE DON'T DO:

- We don't put ourselves or others at risk from our behaviour
- We don't wait for someone else to report safety concerns
- We don't compromise our safety standards to meet deadlines or to save money
- We don't keep quiet

WHERE WE GO FOR HELP:

- Global Health and Safety Policy
- Local policies/regulations
- EHS managers

RESPECT FOR EACH OTHER

OUR PRINCIPLE:

We treat each other with respect, valuing diversity. We promote an inclusive workplace in which we help each other develop and grow.

WHAT WE DO:

- We are open, honest, and courteous to everyone we meet in the course of business
- We recruit, select, develop, and promote people on merit, using an objective criteria based on qualifications, skills, and experience
- We value diversity and promote equal opportunities in the workplace
- We support and encourage our people to achieve the right balance between work and home life
- We speak up if we see or hear of behaviour, we consider to be inappropriate
- We value our colleagues' opinions, listen to what they have to say and seek feedback from them to develop as individuals and improve how we work

WHAT WE DON'T DO:

- We do not tolerate bullying, harassment, or unlawful discrimination
- We do not engage in sexual harassment including unwanted physical contact, expressions gestures, comments, or invitations
- We do not behave in a disrespectful, intimidating, offensive or malicious way or make jokes which may offend others
- We do not exclude others from projects, discussions, and opportunities due to their race, colour, gender, religion, age, sexual orientation, marital status, disability, or any other characteristic that is protected by law

WHERE WE GO FOR HELP:

- Global Anti-Harassment Policy
- HR team

EMPLOYEE ENGAGEMENT & ENABLEMENT

OUR PRINCIPLE:

We are committed to creating an environment where everyone can perform to the best of their ability and be recognised for high performance.

WHAT WE DO:

- We engage and encourage our people to think of improvements to business and welcome constructive feedback
- We assess performance objectives fairly and consistently
- We invest in training, education, and development to improve the skills of our employees and capability of the business
- We participate in the performance management process
- We actively manage under performance constructively
- We resolve disputes fairly
- We ensure our teams know what is expected of them and talk to them regularly about the contribution they are making. We think about how our decisions and actions affect our teams and make sure they have the help and support they need

WHAT WE DON'T DO:

- We don't grumble and complain but do nothing about a poor situation, we speak up to get it fixed
- We don't avoid difficult conversations
- We don't talk about people negatively behind their back

WHERE WE GO FOR HELP:

- HR team

Q&A: WORKING TOGETHER

A member of my team has a complaint, what should I do?

You should seek to resolve the complaint or grievance as soon as possible. If you need help to do so you can either talk to your manager or to the HR team, who can provide guidance.

I am under a lot of pressure to meet my targets this quarter, but I am aware my team is fatigued, can I continue to tell them to work harder?

As a manager it is your responsibility to set demanding targets and improve performance. However, continued pressure on a fatigued team without understanding and addressing the root cause of the fatigue can feel like bullying and harassment, which will not be tolerated. Work with your team to identify the factors that may be holding them back. If team members aren't performing, then seek to help and guide them to achieve more. HR may be able to provide strategies you can adopt to achieve this.

I am putting together a project team and I know the time commitment will be great, can I not invite people who are carers or who might need to look after children - as we will need to work late into the evening?

Studies have shown that diverse teams with a mixture of skills, perspectives and experience are more effective and yield better results. Do not make assumptions about people's ability to participate. Be flexible in your approach and prepared to work around peoples' other commitments.

A colleague keeps making jokes about a member of the team, it started off as banter but now I feel uncomfortable about the situation.

It is important that everyone feels comfortable and respected at work. If you feel able approach the joker, explain that their jokes are making you feel uncomfortable and may be having a detrimental effect on the team member. If you are not satisfied with their response, then raise it with your line manager or with HR.

BRIBERY AND CORRUPTION

OUR PRINCIPLE:

We have zero tolerance of bribery and corruption. We do not offer, promise, give, or accept bribes or kickbacks in any form whether directly or through a third party.

When we give or accept gifts, hospitality, or entertainment we ensure we do so within the rules set by Doncasters.

WHAT WE DO:

- We only offer or accept gifts and hospitality allowed under our Gifts and Hospitality Policy
- We seek permission from the appropriate person before we commit Doncasters to any expense
- We report all incidents or suspicions of bribery
- We only work with intermediaries, such as agents, distributors or resellers who have been authorised
- We ensure that all sponsorship and donations are properly approved

WHAT WE DON'T DO:

- We never offer or accept gifts, hospitality or entertainment which exceed the limits set out in our Gifts and Hospitality Policy or which are of an improper nature
- We never accept gifts, hospitality, or entertainment on behalf of a colleague, friend, or family member
- We never offer gifts, hospitality, or entertainment to a colleague, friend, or family member of someone we are or want to do business with
- We do not make facilitation payments, even if they are legal in some countries
- We do not use corporate funds for political donations

WHERE TO GO FOR HELP:

- Global Anti-bribery and Corruption Policy
- Global Gifts and Hospitality Policy
- Ask your line manager, Legal or Finance teams

CONFLICT OF INTEREST

OUR PRINCIPLE:

We avoid conflicts of interest in our business dealings, but if they occur, we manage them transparently.

WHAT WE DO:

- We report any potential conflict of interest to a responsible manager as soon as we become aware of it
- We discuss with our manager any personal or professional relationships that could impair our ability to make a fair or objective decision
- We ensure any conflicts are managed and recorded
- We comply with any applicable laws or regulations in relation to the employment or engagement of current or former military and civilian government personnel

WHAT WE DO NOT DO:

- We do not encourage, engage in, or facilitate insider dealing or use any non-public information about our business or other companies in the buying or selling of shares, other securities, or financial instruments for personal gain. Nor do we pass this information on to others
- We do not place business with a firm owned or controlled by an employee of Doncasters or their family unless authorised in advance
- We do not have a substantial interest in a company which is or is likely to be a competitor, customer, or supplier of Doncasters unless authorised in advance
- We do not put ourselves in the position of hiring or supervising a family member or close personal friend, including someone we are romantically involved with

WHERE TO GO FOR HELP:

- Global Conflict of Interest Policy
- Ask your line manager or Legal team

FAIR COMPETITION

OUR PRINCIPLES:

We believe in open and fair competition

We conduct business in an honest and transparent manner

We comply with competition and antitrust laws and regulations

WHAT WE DO:

- We report any suspicions or allegations of anti-competitive behaviour to Legal
- We always seek advice from Legal if we are unsure whether we can ask for or disclose information
- We are careful about what we share at trade fairs, industry events, conferences, with our customers and third-party supply chain

WHAT WE DON'T DO:

- We do not make formal or informal agreements with competitors which relate to price fixing, bid rigging, market allocation and arrangements to limit supply – these are illegal!
- We do not share commercially sensitive information with competitors such as pricing increases or reductions, ongoing bids, terms and conditions of sale, market share, costs, or profit margins
- We do not change our pricing based on “intel” from competitors

WHERE TO GO FOR HELP:

- Competition Law guidance
- Legal team

MODERN SLAVERY/ CONFLICT MINERALS

OUR PRINCIPLE:

We do everything we can to prevent modern slavery, child labour or forced labour within our own organisation and that of our supply chain.

WHAT WE DO:

- We are aware of the risks around modern slavery, child labour or forced labour within our own business and our supply chain
- We report any suspected incidents or concerns to Legal, HR or via the Speak Up line
- We consider the risks within our supply chain as part of our procurement process and we walk away if we are not satisfied with a supplier's responses
- We ethically source our supplies, including minerals from reputable organisations
- We publish an annual statement on our website setting out the steps we are taking to ensure modern slavery is not taking place in our business or supply chain

WHAT WE DON'T DO:

- We never look the other way or think someone else will raise the concern

WHERE TO GO FOR HELP:

- Global Modern Slavery Policy
- HR team
- Legal team

EXPORT CONTROLS AND SANCTIONS

OUR PRINCIPLE:

We respect and follow all applicable trade sanctions, export controls, and import laws, knowing that some of our goods are subject to legal restrictions.

WHAT WE DO:

- We comply with applicable export and import laws and regulations
- We check for national and international sanctions and embargoes when doing business with individuals and companies overseas
- We ensure we understand what the rules are and if in doubt we ask
- We are alert for suspicious enquiries from individuals or organisations attempting to gain access to our products which may be denied to them, sanctioned or embargoed.
- We make sure all duties, levies and tax obligations are satisfied, and that terms and conditions of any import or export authorisations are complied with and that any necessary import or export declarations are made including those to the Customers Authority and the point of exit/entry.

WHAT WE DON'T DO:

- We do not try to get around or “turn a blind eye” to sanctions or export controls

WHERE TO GO FOR HELP

- Global Export Control/ITAR Policy
- Trade Sanction Guidance
- Legal team

WORKING WITH OUR CUSTOMERS, SUPPLIERS AND PARTNERS

OUR PRINCIPLE:

We act with integrity and are trustworthy in all our dealings with customers, suppliers and other third parties. We seek to build mutually beneficial relationships based on integrity and transparency.

WHAT WE DO:

- We build and maintain high levels of customer satisfaction by continuously seeking to improve quality, delivery, responsiveness, and reliability
- We communicate clearly and honestly; however, we take care not to breach confidential obligations
- We make sure information we disclose is accurate and current
- We ensure we pick our suppliers based on merit
- We follow all our quality and safety management procedures to ensure our products are of excellent quality
- We deal with concerns or complaints, quickly and with courtesy, finding mutually acceptable practical solutions where possible
- We take appropriate steps if the actions of our suppliers or partners are not in line with this Code

WHAT WE DON'T DO:

- We do not leave customers waiting or try to pass their complaints on to others
- We do not ignore feedback

WHERE TO GO FOR HELP:

- Line Manager
- Supplier guidance/code of conduct
- Global Modern Slavery Policy
- Quality procedures
- Global Health & Safety Policy
- Global Environmental Policy
- Competition Law Guidance
- Global Anti-bribery and Corruption Policy
- Global Gifts and Hospitality Policy
- Legal team
- Local EHS, Quality teams

Q&A: CONDUCTING OUR BUSINESS

I suspect that one of our suppliers is using child labour – when I was in their factory the other week some of their workers looked really young – what should I do?

You should raise this with your line manager and with the manager responsible for the supplier. We are committed to ensuring none of our suppliers unlawfully exploit their workforce.

I am aware we supply to other subsidiaries in Doncasters, but we also supply to their competitors. One of my colleagues has asked if I can let them know what prices we are selling to others – can I tell him?

No, a regulatory authority is likely to conclude that your colleague will use this information to inform their own pricing decisions. If you are unsure whether you should share pricing information across competitors please speak to the Legal team, who will help you navigate this complex area.

At a recent trade fair, I overheard two competitors sharing details of their profit margin on a particular product line. The information could be really useful can I share it with my boss?

No, a regulatory authority may conclude that that they shared this information to tacitly align prices, if you share this with your boss you are tempting him to do the same – even though he was not in the original conversation. If you are unsure whether you should share pricing information across competitors please speak to the Legal team, who will help you navigate this complex area.



RESPECTING DATA PRIVACY AND CONFIDENTIALITY

OUR PRINCIPLE

We respect the data privacy, proprietary information, and confidentiality of others, including our employees, customers, suppliers, partners, and anyone else we come across during our business.

We act with integrity, following applicable laws, regulations, and company policies in protecting confidential information including commercial, personal, and sensitive data.

WHAT WE DO:

- We make sure we have the right permissions before we use or share data
- We think twice before we save, share, or destroy data
- We ask ourselves whether we would want that data known about us
- We talk to our manager or Legal if we have concerns about how information is secured, processed, or shared
- When doing due diligence on a potential acquisition company we do not ask for data we are not entitled to

WHAT WE DON'T DO:

- We do not obtain competitive intelligence by illegal or unethical means
- We do not try to access information that is not required for our legitimate business purposes
- If we find we have access to files which are not relevant to our role - we tell IT immediately
- We do not ask for or accept confidential, proprietary or trade secret information that a person is not authorised to share

WHERE WE GO FOR HELP:

- Line manager
- Global Data Protection Policy
- HR team
- Legal team
- Data Protection Officers

ACCURACY AND INTEGRITY IN BUSINESS RECORDS

OUR PRINCIPLE

We are committed to keeping accurate and complete records, and ensuring integrity in our business records.

WHAT WE DO

- We maintain accurate and complete records in our business dealings, especially when they relate to producing our accounts or maintaining our inventory
- We act in accordance with the law and applicable technical and professional rules and standards
- We prepare our financial records in a timely manner, representing the facts accurately and completely
- We maintain a rigorous system of financial, operational and compliance controls
- We maintain an effective system of risk management, understanding that we all own risk
- We comply with all Delegated Authority Levels for the approval of financial and other business decisions
- We comply with the Group Tax policies in relation to tax matters and when dealing with Tax Authorities
- We report any suspicions of fraud we have - either to our Line managers, Legal, HR or via the Speak Up line

WHAT WE DON'T DO

- We understand that fraud is a criminal offence which will not be tolerated, and we don't look the other way if we think a colleague is not behaving as they should
- We do not over report the hours we have worked, under report our breaks, or falsify records to make us look good
- We do not falsify data or deliberately mislead to make ourselves or our products look better than they are (e.g. financial, safety, environmental, HR or quality results)

WHERE TO GO FOR HELP

- | | |
|--------------------------------|------------------|
| • Line manager | • Tax Team |
| • Finance Rules | • Internal Audit |
| • Tax Policies | • Legal team |
| • Delegated Authorities Levels | • Executive team |
| • Reporting Standards | • Group Finance |

QUALITY AND CONTINUOUS IMPROVEMENT

OUR PRINCIPLE

We recognise that the quality and efficiency of our products and services are essential to us retaining our reputation and growing as a business.

We are committed to continuously improving by effective teamwork and complying with agreed processes across our group, with our support functions and throughout our geographies

WHAT WE DO

- We take responsibility for our part in delivering high quality products that meet our customers' requirements
- We follow quality management procedures to ensure the integrity of our products and services
- We take action to address any concerns about quality issues
- We report incidents and near misses so that any potential product safety or quality issues can be addressed
- We actively identify ways to improve what we do, and we are not afraid to speak up to suggest improvements to the way we work

WHAT WE DON'T DO

- We do not take risks or become complacent when working; we do not cut corners to save time or costs
- We do not ignore potential or actual product safety risks or wait for someone else to speak up

WHERE TO GO FOR HELP

- Line manager
- Global Quality Policy
- Executive team/GMs

SAFEGUARDING OUR ASSETS

OUR PRINCIPLE

We protect our company property and use it responsibly

WHAT WE DO

- We protect our company assets and property and ensure that our intellectual property is kept securely
- We use all company assets appropriately for Doncasters business
- We use the company's technology and internet appropriately to ensure these systems are protected from external threats
- We save our work regularly and lock our computers if we leave our workspace
- We do not access, copy, store or transmit any information or data considered to be offensive, obscene, or inappropriate
- We ensure that any personal use of company assets is within approved limits
- We seek guidance from Legal or our patent agents before we share details around intellectual property, particularly if we are attending conferences, trade shows and the like

WHAT WE DON'T DO

- We don't use company property for personal gain or without asking approval
- We do not try to circumvent IT security controls or get around encryption

WHERE TO GO FOR HELP

- Line Manager
- IT policy
- IT Business Partners
- Legal team

MEDIA AND COMMUNICATION

OUR PRINCIPLE

We protect our brand and look to build our reputation

WHAT WE DO:

- We work with the media to help them understand our business
- We use care and good judgement when speaking about our business or people, even when not in the workplace
- We involve our corporate communications team (Corporate Communications Manager) in any external posts we want to make about the business, our customers or supply chain

WHAT WE DON'T DO:

- We do not make misleading statements
- We do not talk to the media without involving our Communications team and if necessary Legal team
- We do not make vulgar, obscene, threatening, intimidating, harassing, libellous, discriminatory, or derogative comments about Doncasters, our colleagues, suppliers, customers or any third party ever but especially not on social media

WHERE TO GO FOR HELP:

- Corporate Communications Manager

THE ENVIRONMENT

OUR PRINCIPLE

We act responsibility towards the environment, minimising any negative impact and working for a sustainable future

WHAT WE DO:

- We measure our environmental impact relating to energy, water, and natural resources
- We manage our resources and disposal of waste responsibly, controlling our emissions
- We comply with environmental regulations and monitor our performance
- Encourage all employees, contractors, and suppliers to support our efforts to work sustainably and protect the environment

WHAT WE DON'T DO:

- We don't exceed legal or regulatory emission targets
- We don't act irresponsibility when disposing of waste

WHERE WE GO FOR HELP:

- Global Environmental Policy

Q&A: RUNNING OUR COMPANY

I have been asked by my manager to move costs to another cost centre where we have not spent so much, is that ok – after all it's all in our budget?

No, it would create a false position and would not allow management to see the true picture. Costs must only be reallocated when there is a sound business reason to do so.

I could record in a particular way that would improve the business metrics but its not the preferred way for the group. What should I record?

You need to record accurately and in line with Company guidance.

We are under a lot of pressure to get product out of the door, I know my colleagues are cutting out certain processes to speed up production.

We are committed to ensuring that everyone that works for Doncasters goes home safe and that the products we create are of good quality. Safety and quality procedures must never be cut. If you feel unable to speak to your line manager, you must go to their line manager or use the Speak Up line to report this.

Can I browse the internet on my work computer in my own time – my kids have taken mine?

Our IT systems are there to conduct our business only, however, a minimal amount of personal use is acceptable if you are unable to access a personal device due to your location on a business premises or travelling on company business, for example, arranging medical appointments or dealing with emergencies. You must not visit prohibited or illegal websites or seek to access offensive or inappropriate material.

We are in the middle of conducting due diligence on a company we want to buy. I want to ask questions around their profit margins – after all if we don't buy the target then at least we will have some good intelligence for when we compete with the new owners?

You may not ask for this and if someone volunteers it you must stop them and close the conversation down. The general rule is that if you receive competitive pricing information which is not publicly available, do not use it and contact Legal for guidance.

When I was in a sales meeting the customer had competitive data in their file. It would be useful to know what the competitor was charging. When they left the room, I was tempted to look at it – I didn't. Did I do the right thing?

Yes, you did. However, tempting to have looked it would have been illegal, opening up Doncasters and yourself to prosecution for breach of antitrust or competition law.

I have not managed to work through my team's performance reviews or assess their pay increases this year but I should get chance in the hotel next week as I am traveling – can I transfer the data to a memory stick just in case I lose it when working on the hotel network?

No. Whilst your motives are good, additional care should be taken with personal data and this should not be put onto removeable media unless authorised by the data protection officer. If in doubt about what can be downloaded look at the IT security policy.

NOTES



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A series of horizontal dotted lines for writing notes.



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DONCASTERS