

AFFINITY OFFSHORE SDN BHD	DOC NO.	Aff-QM-01-001(e)
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CODE OF CONDUCT POLICY		

Affinity Offshore Sdn Bhd provides architectural services of the highest standard to the offshore marine industry.

Confidentiality

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past clients, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the business services concerned. We extend the same standards to all our customers, suppliers and associates.

Ethics

We always conduct our own services honestly and honourably, and expect our clients and suppliers to do the same. Our advice, strategic assistance and the methods imparted through our training, take proper account of ethical considerations, together with the protection and enhancement of the moral position of our clients and suppliers.

Conflict of interest

Due to the sensitive nature of our particular consultancy services, we will not provide a service to a direct competitor of a client, and we generally try to avoid any dealings with competitor companies even after the cessation of services to a client.

Contracts

Our contract will usually be in the form of a detailed proposal, including aims, activities, costs, timescales and deliverables. The quality of our service and the value of our support provide the only true basis for continuity. We always try to meet our clients' contractual requirements, and particularly for situations where an external funding provider requires more official parameters and controls.

Intellectual property and moral rights

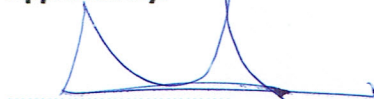
We retain the moral rights in, and ownership of, all intellectual property that we create unless agreed otherwise in advance with our clients. In return we respect the moral and intellectual copyright vested in our clients' intellectual property.

Equality and discrimination

We always strive to be fair and objective in our advice and actions, and we are never influenced in our decisions, actions or recommendations by issues of gender, race, creed, colour, age or personal disability.

Responsibility for establishing and implementing this Quality Policy rests with the Managing Director.

Approved By:



Managing Director

Simon Hay

Date: 24-11-2020

COMPANY PROPRIETY INFORMATION

DUPLICATIONS AND/OR DISTRIBUTION OF THIS DOCUMENT WHETHER SECTION OR AS WHOLE, TO EXTERNAL PARTY IS STRICTLY PROHIBITED WITHOUT THE APPROVAL OF THE COMPANY DIRECTOR

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