



Intega Group Limited

Code of Conduct

APPROVED BY THE BOARD OF DIRECTORS – 22 JULY 2021

OUR CODE OF CONDUCT DEFINES THE VALUES AND STANDARDS OF OUR PROFESSIONAL CONDUCT.

Welcome

THIS IS THE INTEGA GROUP LIMITED (INTEGA OR COMPANY) CODE OF CONDUCT. IT GUIDES HOW WE BEHAVE AND OUTLINES OUR VALUES OF SAFETY, APPROACHABILITY, QUALITY AND PROGRESS.

Intega Group is working towards becoming a world leading quality engineering services provider, with a focus on asset and infrastructure integrity. As we progress, we must do so within a safe, ethical and non-discriminatory environment.

The Code of Conduct explains the standards of professional conduct which we expect, and which we will hold you to as a member of the Intega team. It applies to you as an employee, consultant, contractor, supplier, and our directors and executives and is relevant for all Intega businesses globally. The Code of Conduct has the full endorsement of Intega's Board of Directors.

The Code of Conduct must be read in conjunction with the other Intega policies as these will contain more specific information.

Your decisions and actions must be consistent with the Code of Conduct. If you have questions or doubts about a situation you are facing, speak to your manager, Intega Legal Counsel, Human Resources staff, or a senior employee supporting your business.

If you have concerns about an action or behaviour that you've witnessed, you can speak with your manager or you can use the confidential whistleblower hotline. Details for the hotline are provided within this document and on the Intega intranet and website.

Matthew Courtney
CEO and Managing Director

Our Values

SAFETY – Safety is our foremost standard, and our approach to safety is constantly updated to maintain the highest practice.

APPROACHABILITY – Our approachable attitude is manifested in everything that we do. We create sincere relationships with our clients, staff and partners which allows us to continue to be a trusted and dependable entity.

QUALITY – Our multi-faceted technical knowledge combined with our years of practiced professionalism, ensures that we are delivering quality results across every aspect of our businesses.

PROGRESS – We create innovative solutions to differentiate ourselves and stay ahead of industry demands. We adopt collaborative approaches to make sure our businesses remain relevant to the communities that we serve.

Purpose

Intega strives to become a world leader in quality, testing and measurement, by ensuring the integrity of global infrastructure assets.

Safety

SAFETY COMES FIRST

Safety is our priority standard and is constantly monitored to ensure we maintain the highest practice.

SAFETY AT INTEGA MEANS that we put our own safety and the safety of others first. We lead by example and encourage others to treat safety as a priority.

WE DO THIS BY:

- Following and promoting all safety procedures, policies and legal requirements in line with our Zero Harm program.
- Completing all required training as soon as possible.
- Being 'fit' for work and advising our manager or supervisor if we suspect or know that either ourselves or a colleague is unfit for work.
- Being medically fit for the duties we need to perform. Where we sustain a medical condition or injury or have been prescribed medication that may impair our ability to safely and effectively perform our duties, we must advise our manager immediately.
- Not consuming alcohol or illicit drugs at the workplace or presenting for work while under the influence of alcohol. Note moderate consumption of alcohol at approved work functions where it does not endanger any person is acceptable.
- Complying with client policies relating to alcohol and drugs; and acknowledging that certain sites may include the requirements to undergo mandatory drug and alcohol testing.

Approachability

WE CARE ABOUT OUR CLIENTS AND OUR PEOPLE

We believe in being genuine and approachable, to our staff, our clients and other stakeholders.

We are collaborative team players who work with our clients to find solutions.

WE DO THIS BY:

- Treating all people fairly, honestly and with respect.
- Being open to constructive feedback and ways to develop ourselves professionally.
- Valuing the uniqueness of individuals and the varied perspectives and talents they provide. Respecting the human rights of all employees, clients and people, with whom we interact.
- Not treating anyone differently because of a personal characteristic and not behaving in any manner that is, or contributes to, workplace bullying, harassment or discrimination.
- Being aware of our assumptions and biases and being prepared to challenge them.
- Being brave, speaking up and challenging when the situation requires it. Owning and being accountable for our actions and decisions.

Quality

WE DELIVER HIGH QUALITY SERVICES

We believe that the delivery of high quality services creates value for clients and stakeholders..

We care about our work and our clients; we will continue to exceed expectations and set new standards in our industry.

WE DO THIS BY:

- Considering the quality of our work and interactions every day, in every activity.
- Owning our careers, performance and development; and maintaining and improving our knowledge and skills.
- Ensuring the integrity and security of all information and/or documents (electronic and printed) for which we are responsible and adhering to all IT policies in the use and management of IT resources. Promptly report any suspicious systems or cyber transactions to your IT representative.

Progress

WE DELIVER HIGH QUALITY SERVICES

At the core of Intega's operation are our innovative software suites which ensure that its services and tests are replicable, auditable and of a high quality. We will continue to invest and lead the way with technical innovation.

WE DO THIS BY:

- Thinking creatively, challenging our own, and our colleagues' thinking to achieve the best solutions possible.
- Being responsive to what our clients and our stakeholders expect from us.
- Taking every opportunity to promote individual excellence, our colleagues, and our business to those we come in contact with.
- Protecting all intellectual property created by us, as employees, in the course of our employment with Intega as it is the property of Intega and must be kept confidential.

The Code of Conduct

DOING THE RIGHT THING

We believe that knowing and doing the right thing will lead to satisfied employees, clients and stakeholders.

WE DO THIS BY:

- Upholding our privacy and confidentiality policies and ensuring all confidential information and intellectual property is not disclosed unless permitted or required by law.
- Not gaining unlawful benefits by using the company name or from information gained during employment.
- Dealing honestly and fairly with each other, our suppliers and our customers at all times.
- Acting responsibly towards the environment and complying with all environmental laws, rules and regulations.
- Prohibiting collusion, or the inappropriate exchange of information with competitors as well as the inappropriate gathering of competitive intelligence, or inappropriate disclosure or use of Intega's information.
- Avoiding conflicts of interest and any actions that can be detrimental to Intega. Disclosing any matter (personal, financial or other) that may lead to an actual, perceived or potential conflict of interest.
- Not making any comments to the media unless we are specifically authorised to do so.
- Declining gifts (including monetary gifts) and hospitality (and not providing same to clients) that can compromise or can be perceived as compromising our ability to act impartially or independently.
- Not dealing in the company's securities if we are in possession of confidential market sensitive information.
- Prohibiting the authorising, offering, giving or promising of anything of value directly or indirectly (through a third party) to a government official to influence official action, or to anyone to encourage them to perform their work disloyally or improperly.
- Complying with all Intega policies.
- Following the laws that apply to any part of the Company in the jurisdictions in which we operate. These laws restrict our ability to trade with particular countries, individuals and entities e.g. trade sanctions, anti-money laundering and anti-terrorism financing laws.

Your Choice

The Code of Conduct sets clear guidelines and boundaries to help understand and consider the choices we face in our working lives.

We work in a competitive, global environment and we may at times encounter situations that could test our judgement.

IF YOU FACE A TOUGH OR TESTING SITUATION, ASK YOURSELF:

Q1: Are my actions consistent with the Code of Conduct and Intega's policies?

Q2: Is it ethical and legal?

Q3: Will it reflect well on Intega and me?

If you are in doubt, seek advice and raise suggestions to your manager, Intega Legal Counsel or Human Resources before acting.

The Chief Executive Officer and managers at all levels of Intega are responsible for ensuring that all Employees understand and follow this Code, to ensure that it is operating effectively and whether any changes are required. All employees will receive appropriate training on their obligations under the Code of Conduct.

The Board is responsible for the contents of the Code and its periodic updating. The Code of Conduct will be reviewed on a biennial basis to ensure that it is operating effectively and whether any changes are required. The Board may change this Code from time to time by resolution.

REGIONAL LAWS AND LEGISLATION AND THE CODE OF CONDUCT

In every country where we work, we comply with applicable laws. When deciding whether to apply the laws of a country or the principles of the Code of Conduct, use whichever is stricter. If you break the law, or violate the Code of Conduct, or any of our policies you can face disciplinary action, up to and including termination. Intega will not pay any penalties imposed on an Intega employee or the legal costs as a result of a breach of any laws or regulations.

IF YOU SEE SOMETHING THAT MAY GO AGAINST THE CODE OF CONDUCT OR BREAK A LAW OR INTEGA POLICY, BE BRAVE – REPORT IT.

Discuss any concerns with your manager, Intega Legal or Human Resources. You can also utilise the Intega Whistleblower hotline. Any retaliation against a person making a genuine report via the Intega Whistleblower hotline or other reporting method will not be tolerated.

WHISTLEBLOWER HOTLINE

To report suspected misconduct by phone, simply contact Intega's independent and confidential whistleblower service via one of the methods below.

Online:	www.lighthouse-services.com/constructionsciences
	Direct URL's for English & Spanish:
	English - www.lighthousegoto.com/constructionsciences/eng
	Spanish - www.lighthousegoto.com/constructionsciences/spa
Email:	reports@lighthouse-services.com (must include company name with report)
Toll-Free Telephone:	English speaking USA and Canada: 844-580-0005
	Spanish speaking USA and Canada: 800-216-1288
	Spanish speaking Mexico: 01-800-681-5340
	French speaking Canada: 855-725-0002
	All other countries: 800-603-2869
	(must dial country access code first click here for access codes and dialing instructions)
Facsimile:	(215) 689-3885 (must include company name with report)

All information is received and managed in complete confidence.

VISIT THE [INTEGA WEBSITE](#) TO LEARN MORE ABOUT OUR POLICIES AND PROCEDURES.