



## EXPORT CONTROL POLICY

Overseas sales continue to be a major growth market for our business.

Export controls imposed by the UK Government and the European Community affect an element of our existing products and many of our overseas markets. We must therefore understand the controls that are in place and look to ensure we comply with them. The purpose of these controls is to limit the supply of technology and/or strategic goods to countries proscribed, principally for reasons of proliferation, security or terrorism. It is in everyone's interest that the controls are effective if they can make the world a safer place. For our business it is essential that we comply with the legislation; failure to do so would bring serious penalties for the company and for the individuals concerned who choose to break the laws.

I have nominated Joe Murdoch to be the person with responsibility within the company for export control matters assisted by Lorraine Morrison and they will be reviewing the effectiveness of our current procedures in light of the Export Control Organisation's Code of Practice to which we shall adhere. However, responsibility does not lie solely with Joe and Lorraine as each of us have a duty to ensure we understand and comply with the legislation as far as the legislation may impact on our roles; this would include but not be limited to ensuring no items are despatched (remembering that this term also covers the transmission of software or technology by whatever medium) without due clearance and authorisation.

A handwritten signature in black ink, appearing to read 'R MAIR'.

**R MAIR**  
Managing Director  
3 September 2020

Next review date: 2 September 2021