



## VIC INSPECTIONS HOLDING LTD

### Ethics line report categories

VIC Inspections holding Ltd. provides to all their employees as well as third parties Ethics lines where any question and/or misconduct can be reported. It's VIC duty to deal with them maintaining confidentiality and anonymity to the extend reasonably practicable.

Help lines:

Web link: <http://vicworldwide.com/en/ethicsline>

Phone : +44 201237677

E-Mail: [ethics@vicworldwide.com](mailto:ethics@vicworldwide.com)

Mail: 1st Floor Charles House

108 – 110 Finchley Road

London NW3 5JJ

Underneath there are all incident options that can be reported.

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Abuse of Power, Authority, or Control

The misuse of power, authority, or control related to one's position in the organization. Examples include but are not limited to: directing employees to perform non-organization related work; causing employees to work overtime without compensation; or using organization assets for non-organization business without proper permission.

Acceptable Use Violations

Violations of the Company's Information Security Policies, Code of Computer Conduct, Acceptable Use, etc. that govern conduct while using the Company network or confidential information resources.

Accounting / Audit Related Complaints or Concerns

The purposeful, unethical or questionable recording of accounting or auditing matters. Examples may include: fraud; deliberate errors related to financial statements; noncompliance with accounting controls; misinterpretations or false statements to or by senior officers regarding financial records; or deviation from full and fair reporting of the company's financial condition.

Antitrust or Fair Trading

Discussions or agreements with competitors about process of credit terms, submission of bids or offers, allocation of markets or customers, restrictions on production, distribution or boycotts of suppliers or customers that would result in monopolization of anticompetitive markets

Bribery and Kickbacks

The offering or acceptance of money or other incentives to persuade someone to do something, especially something illegal or unethical.

Child Labor Violation



Issues related to work rules for employees under age 18, as defined by federal, state and local laws, including breaks, work hours and hazardous occupations.

Compliance and Regulation Violations (Financial)

Violations of a rule, regulation, law, operating procedure, past practice or protocol that in any way involves the financial reporting, accounting or bookkeeping of the Company on its business.

Compliance and Regulation Violations (Non-Financial)

Violations of a rule, regulation, law, operating procedure, past practice or protocol that does not involve the financial reporting, accounting or bookkeeping of the Company.

Compliance with the Foreign Corrupt Practices Act

Reporting of any suspected violation of the Foreign Corrupt Practices Act of 1977 (FCPA), including the offer or payment of anything of value to a foreign official, foreign political party, or candidate for political office, for the purpose of influencing any act of that foreign official in violation of the duty of that official, or to secure any improper advantage in order to obtain or retain business.

Conflict of Interest

A situation where a person in a position of trust has competing professional or personal interests which can make it difficult to impartially perform the assigned job duties.

Disclosure or Misappropriation of Confidential Information

Unauthorized and unlawful disclosure or misappropriation of corporately owned intellectual property or trade secrets and other "confidential information" including but not limited to corporate, employee, competitor, and customer information; marketing and other corporate databases; and business plans

Discrimination

The denial of normal privileges or rights to one or more individuals based on an individual's race, color, ancestry, ethnicity, gender (sex), age, religion, national origin, level of education, political affiliation, physical appearance or disability, marital status, or sexual orientation.

Embezzlement

The willful and intentional taking of money or property by a person who has been entrusted with the money or other assets for that person's own use or gain.

Environmental Issue

The potential for direct or indirect damage to the environment by a willful or accidental act. Examples include the illegal or unintentional discharge of pollutants, poisons, hazardous wastes, radioactive chemicals, or any other contaminants that kills or does harm, or has the potential to do so is considered environmental damage.

Expense Reporting (Expense Reimbursement Scheme)

Matters related to expenses submitted by employees for reimbursement such as, falsification or misrepresentation of expenses and inappropriate corporate credit card use



Falsification of Records and Official Documents (financial)

Providing false information on, or making any unauthorized changes to, any financial documentation, reporting information, or documentation presented to or relied upon by the organization to conduct its affairs or to report its financial results.

Falsifying Documents (Non-Financial related)

Providing false information on any campus documentation, or documentation presented to or relied upon by the institution to conduct its affairs that do not involve the financial reporting, accounting or bookkeeping of the institution.

Fraud

The deceitful practice of obtaining money or property through intentional use of false pretenses, false documents, or misrepresentation. An illegal conversion of assets or property of value to one's own use.

Gifts and Entertainment

Offering, solicitation, or accepting of items from current or potential vendors, customers or other third parties in a capacity as an employee of the company

Harassment

Unwanted, on-going verbal or physical behavior of an inappropriate nature. The unwarranted threat to cause bodily harm to another person or harm to another person's property. Examples may include acts of threatening, intimidating, stalking, taunting, gesturing, staring, pestering, hang-up telephone calls, obscene telephone calls, postal mail, or e-mails.

Misappropriation of Funds

The wrongful, corrupt, or abusive misapplication, mishandling, or misuse of institution and/or institution-related funds.

Misuse of Resources or Property

Inappropriate or unauthorized use of company resources and/or property.

Other

Please use this Incident Type if you do not feel that the provided list of incidents describe the activity on which you are making a report.

Quality Concerns

Concerns regarding the quality assurance and/or control processes that provide confidence in the suitability of an item for its intended purpose.

Retaliation

Any form of discrimination involving action(s) against an individual because he or she has either opposed an unlawful employment practice or made a charge, testified, assisted or participated in an investigation, proceeding or hearing involving employment discrimination.



Sabotage

The deliberate, willful, and malicious destruction of, or damage and impairment to, equipment or property and/or interference with normal processes, in order to cripple, shut down, or reduce the output of a facility or its operation.

Safety Concerns

Any workplace condition that potentially compromises the health, safety, and well-being of employees, customers, vendors, or visitors of the organization. Such conditions may include: poor lighting or signage; unstable stacking or storage of materials, product, or equipment; exposure to hazardous materials or contaminants; exposure to excessive noise; lack of protection against weather elements; walkways, floors, or stairways in disrepair; or unnecessary exposure to dangerous machinery. In some cases, such workplace conditions are unlawful.

Sexual Harassment

Unwanted and offensive sexual advances or sexually offensive remarks or acts, especially made by one in a superior or supervisory position or when acquiescence to such behavior is a condition of continued employment, promotion, or satisfactory evaluation. Examples may include unwanted conversation, obscene gestures, comments, jokes, touching of a sexual or lewd nature, staring/leering or whistling.

Substance Abuse

The illegal or inappropriate use of drugs or alcohol, whether purchased legally (prescription) or illegally (street drugs). Substance abuse is also the misuse of any substance, whether controlled by Federal law or not, such that when put into one's body it is contrary to the substance's intended use. Examples may involve the use of alcohol, marijuana, narcotics, amphetamines, depressants, stimulants, aerosol sprays (inhalants), hallucinogens, or prescription drugs.

Theft (Financial & Other)

Any type of theft related to institution finances, property, assets, vendor or customer assets or property, or any other unauthorized use of such institution property or assets.

Threat of Violence

Words or actions of an unlawful intent, which can be clearly expressed, hidden, and/or veiled, that threaten to inflict bodily harm on someone or someone's property and are made to intimidate, terrorize, frighten, harass, taunt, bully, or coerce. A threat of violence can also be made in order to extort favors, influence, or anything else of value from the target of the threat.