

ETHICS POLICY – THE CORNER OF CUSTOMER SATISFACTION

OUR CREED

We believe in the free enterprise system. We shall consistently treat our customers, employees, shareholders, suppliers and the community with honesty, dignity, fairness, and respect. We will conduct our business with the highest ethical standards.

1. REPORTING OF RISKS

DOC Limited is committed to providing quality services that meet or exceed the expectations of our customers. Deficiencies that threaten the physical well being of any person or put the financial security of our company at risk should be reported immediately to management. Deficiencies may involve product quality, safety, design, installation, or maintenance.

2. PROMOTING HEALTH AND SAFETY

The health and safety of DOC Limited employees throughout the world is of utmost importance. Our work processes and policies are designed to minimize risk. We all must routinely review and improve workplace conditions to ensure a safe and healthful workplace and must report unsafe working conditions anywhere in the world to supervisors and management.

3. EQUAL OPPORTUNITY, DIVERSITY, AND MATERNITY DISCRIMINATION

We value and respect the delivery of our employees, officers, directors, suppliers, customers, and communities. We work to eliminate discrimination and harassment in all of its forms, including that related to colour, race, gender, sexual preference, age, pregnancy, caste, disability, union membership, ethnicity or religious beliefs. Our company is committed to providing equal opportunity in all of our employment and purchasing practices. This applies to hiring, salary, benefits, advancement, discipline, termination, and retirement. Only valuing diversity and committing to equal opportunity practices will we be able to fully utilize the human and business resources available to us in our pursuit of customer satisfaction. At the same time, we believe that by valuing diversity we enable all to fully realize their potential.

For DOC Limited to succeed as a company, our employees must also succeed, as contributors to our company's mission and objectives and as individuals and citizens. Therefore, in addition to protecting their health and safety, we are committed to the development of their unique skills and capabilities and the establishment of supportive communities.

We believe that new experiences on the job and involvement in work teams or special projects are valuable development opportunities. As part of our commitment to employee development, we offer training in technical and interpersonal skills and educational programs, and we work with various organizations on programs for workers from disadvantaged backgrounds. The tools, training

and support, together with the compensation and benefits provided by DOC Limited, raise the social and economic opportunities for many employees.

We are committed to providing a workplace that is free of harassment or any other behaviour that diminishes a person's integrity and self esteem. Neither physical nor mental harassment or abuse will be tolerated.

Employing children less than the age of completion of compulsory schooling and in any case less than 16 years, or using forced labour, is strictly prohibited. Youth (from ages 16 to 18 years) enjoy all of the benefits of our nurturing workplace such as training and development programs.

Workers' representatives are not subject to discrimination and have access to workplaces necessary to carry out their respective functions.

DOC Limited respects the special needs of individual employees, including those who are pregnant or are returning to work after childbirth.

4. FREEDOM OF ASSOCIATION, WORK HOURS, AND FAIR COMPENSATION

We respect voluntary freedom of association, including the right to organize and bargain collectively in a manner that is legally compliant. Workers' representatives are not subject to discrimination have to access to workplaces necessary to carry out their respective functions. Except in specific and required circumstances, our employees work no more than the limits established by law. Employees receive at least the minimum wage required by law or the prevailing industry wage, whichever is higher. Employees are provided benefits and overtime compensation compliant with applicable laws. When no such laws exist, then our employees are paid at a rate at least equal to their regular hourly compensation rate. Employees receive full details regarding deductions for taxes, benefits, etc. wages are not deducted for disciplinary purposes and are paid in cash, check form or by direct deposit. Overall, the compensation and benefits provided by DOC Limited is designed to enable our employees to meet their basic needs, and provide the opportunity to improve their skills and capabilities for raising their social and economic opportunities.

5. PROTECTING THE ENVIRONMENT

We respect the needs and concerns of the communities in which we live and work. This is exemplified in the company's long tradition of caring about the quality of the environment. Our services, methods and supply of related products reflect this concern and our belief that what is good for the environment is good for DOC Limited. Sound waste management and source reduction practices, recycling and energy conservation are legal, ethical, and business requirements. In meeting that commitment, we implement environmental management systems to ensure continuous improvement and specific measures to prevent pollution, minimize toxic and greenhouse gas emissions, seek ways to use and produce products that are environmentally friendly and ensure that development and operations address community concerns and biodiversity preservation.

6. PROTECTING EMPLOYEE PRIVACY

DOC Limited is committed to providing privacy protection of employee data maintained by the company. Employee data will be used for the sole purpose of supporting company operations and providing employee benefits. DOC Limited will comply with all local data protection regulations.

The company has put safeguards in place to ensure that personal data is protected from unauthorized access and disclosure including limiting access to such data only to those employees with a legitimate business purpose. All employees are responsible for ensuring compliance with this employee privacy policy.

7. PROTECTING THE COMPANY'S INFORMATION

Protecting information about DOC Limited products, activities, performance, or plans is critical to our company's competitive position and reputation. Good judgement is needed to determine what information can or cannot be disclosed to others. Should there be any question as to whether certain information is confidential, employees should consult their supervisor. To limit the potential for important information being used improperly, employees should use "need to know" guidelines even with other DOC Limited employees.

The use of confidential company information for the personal gain of an employee, officer, director, or anyone else is contrary to DOC Limited policies and, in many cases, unlawful. Confidential information includes all non-public information that might be of use to competitors, or harmful to the company or its customers, if disclosed.

8. AVOIDING CONFLICTS OF INTEREST

The best interests of DOC Limited are expected to be foremost in the minds of our employees, officers, and directors as they perform their duties. When we become employees of the company, and receive pay and benefits, we make this commitment.

It is wrong to seek any other economic gain by virtue of being a DOC Limited employee, officer, or director. Giving or receiving anything of enough value to influence sound business judgement is prohibited. This also applies to family, friends and business associates. In addition, discussions of future employment with customers with whom DOC Limited seeks to do, or already engages in, business must be approved in advance.

DOC Limited trusts its employees, officers, and directors with information about company activities and with funds and property. Use of any these in a way that conflicts with company interests is strictly prohibited. Situations or arrangements that may conflict with company interests must be approved in advance by the employee's respective manager.

We must also take care that our actions cannot be perceived as serving other interests. While mutually beneficial relationships with customers and suppliers are encouraged, we should avoid situations that offer the potential for problems. Examples include having a significant stake in, or serving as a director of a firm that sells to or purchases from DOC Limited. Employees should also

not work for a customer or a supplier. All these examples apply to involvement with our competitors as well.

9. PROPER USE OF COMPANY FUNDS

Employees are personally accountable for any form of company funds such as credit cards, tickets, cash, and cheques. Those who authorize the use of funds must ensure that the company has received proper value in return. DOC Limited may be obligated to notify appropriate civil authorities should funds be used for any improper or illegal purpose and will take appropriate disciplinary action in any event.

10. PROPER USE OF COMPANY INFORMATION AND COMPANY PROPERTY

DOC Limited trusts its employees with information about company activities and with company property. Use of these in a way that conflicts with company interests, or in any manner that may reasonably be considered offensive or disruptive to another employee, is strictly prohibited.

11. APPROPRIATE USE OF EMAIL, INFORMATION AND OTHER COMPUTING RESOURCES

Electronic commerce, electronic mail, and other internet-related systems are intended to be used for company business. Additionally, all information on company computer systems, including electronic mail, is the property of DOC Limited. Therefore, to ensure that computing resources are used in accordance with expectations, management may inspect and disclose the contents of electronic messages if such inspection and disclosure is made for legitimate business purposes or as necessary to protect the rights and property of DOC Limited.

Use of computing resources to offend or harass others is prohibited. Employees who use the internet to access sites that contain offensive materials related to sex, race, or other protected categories, or who otherwise violate these prohibitions, will be subject to discharge.

12. INTEGRITY OF RECORDKEEPING/ACCOUNTING

DOC Limited documents a wide range of its activities. The integrity of these records is relied upon to make important business decisions and take actions. Therefore, it is essential that all records are accurate and complete. This responsibility prohibits false or misleading entries regarding both the amount or purpose of transactions. Some examples include vouchers, bills, financial data, expense reports, and performance records.

Employees, officers, and directors should report any concerns regarding questionable accounting or auditing matters to the Managing Director anonymously by calling **01992 577332**.

13. RULE OF LAW

Any employee, officer or director involved in court or other similar proceedings arising out of his or her employment with, or service to, DOC Limited shall abide by the rules of that forum, cooperate with the orders of that forum, and not in any way commit perjury or obstruction of justice. All DOC Limited employees must, as a minimum, comply with all applicable laws that relate to the conduct of our business in the relevant jurisdiction.

14. SECURITY

DOC Limited operates for many high level and high profile customers and in secure establishments and sensitive environments which may require employees to receive security clearance. Strict care must be taken to comply with the laws on the protection and disclosure of classified information relating to such businesses and to fully comply with all security requirements and restrictions.

15. ANTITRUST

Planning or acting together with any competitor to fix prices or to agree about the nature, extent or means of competition in any market is against company policy and in violation of antitrust laws. Antitrust laws may also in some circumstances prohibit agreements by boycott, to allocate products, territories, or markets, and to limit the production or sale of products. Using illegal or unethical means to obtain competitive information or gain a competitive advantage over a competitor is prohibited.

16. SENIOR OFFICERS AND DIRECTORS

DOC Limited Chairman, Managing Director, Operations Director or any person performing similar functions, including Associate Directors and Senior Managers, must engage in honest and ethical conduct, including the ethical handling of apparent conflicts of interest between personal and professional relationships. These officers must avoid conflicts of interest. In addition, these officers must make immediate disclosure to the Company Auditors of any material transaction or relationship that reasonably could be expected to give rise to such a conflict.

DOC Limited requires full, fair, accurate, timely, and understandable disclosure in reports, documents, and any other public communications made by the company. In addition, all DOC Limited employees must maintain compliance with applicable governmental laws, rules, and regulations. All violations of the Ethics Policy by the Chairman, Managing Director, Operations Director or any person performing similar functions, including Associate Directors and Senior Managers should be reported to the Company Auditors anonymously by calling **01992 577332**. Adherence to these standards is a condition of employment with DOC Limited. Violations are serious matters and will result in disciplinary action.

17. RESPONSIBILITIES

Each employee, officer, and director of DOC Limited is expected to carry out his or her work in accordance with the business standards of conduct of DOC Limited. Managers are expected to implement policies, programs, and procedures and ensure adequate communications as well as ensure internal controls are in place for their business unit to ensure compliance with the spirit and intent of applicable laws and policies. The next high level of management (in this case the company directors) must be notified of any inconsistencies and must establish goals, targets and plans against which process can be measured. Further, all employees are urged to direct any questions or concerns about the company's activities or these standards to their supervisors or their line manager without delay. This includes customer and supplier activities that may directly affect our operations or employees. Any employee who suspects that a violation of the Ethics Policy has occurred is obligated to report it, and such employees shall be protected from retaliation.

This Ethics Policy supersedes all previous ethics policies. Employees should also be aware that these standards are greater than those that may be required by local law. Adherence to these standards is a condition of employment with DOC Limited. Violations are serious matters and will result in disciplinary action. Managers and supervisors are responsible for distributing copies of the Ethics Policy to employees, officer and directors, as well as making them aware of the importance and specific requirements of the policy.

The Ethics Policy is not all encompassing, and questions about situations not discussed in the Ethics Policy should be addressed to, in the first instance, your line manager or the Managing Director. Questions or information concerning possible violations of the Ethics Policy can be provided anonymously by calling **01992 577332**.

The company's Ethics Policy is applicable to the members of the board of directors and to all company employees, including, but not limited to, the Chairman, Managing director, Operations Director or any person performing similar functions, including Associate Directors and Senior Managers.