



Code of Conduct

DOING THE RIGHT THING

Dear Colleagues,

I strongly believe that our core values are what make IVC Evidensia a special place to work, where we enjoy what we do and work together to deliver exceptional veterinary care – these values inspire and motivate us.

We Care

We care for animals and people, keep our promises, treat each other with decency and respect.

.....

We Dare

We dare to innovate, encourage entrepreneurial thinking and identify opportunities to succeed in a changing world.

.....

We Share

We share knowledge, best practice and make decisions based on trust, dialogue, commitment and engagement.

This is the basis of great teamwork.

This Code of Conduct is important in driving the right behaviours that are linked to our values and set out a common framework around how we are all expected to behave and do the right thing.

We should all ensure that we conduct all of our activities with honesty, integrity and according to the highest ethical and legal standards.

If we come across a situation that is inconsistent with our Code, we should speak up and when in doubt or facing a dilemma, ask for help.

We would like all of our employees to read the Code of Conduct, sign up to it and act upon it by ensuring you do the right thing.

Best regards,



Stephen Clarke
CEO, IVC EVIDENSIA



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Introduction

The efficiency and reputation of our service depends on the conduct and efficiency of our directors, employees and consultants (temporary and permanent). All of our employees have a responsibility to perform their duties adhering to the recognised and documented procedures and training. Actions outside these restrictions could have legal implications for:

- IVC Evidensia
- The employee and their employment
- Clients, the public or other services

Purpose of the Code

To gain the trust and respect of employees, customers, providers and the public in general, it must be clear that the Company adhere to a strict code of conduct and demonstrate high standards of integrity and value.

The Company's ability to continue to provide its service relies heavily on our employees and therefore all employees need to follow this code with integrity. This means our employees should be trusted to work efficiently, without constant supervision, and consistently demonstrate the following qualities:

- Appropriate conduct to patients, colleagues and clients
- Appropriate conduct to others
- High level of knowledge and competence
- Honesty, trust and loyalty
- Appropriate communications
- High personal standards

Supporting Policies

A number of the principles in this Code are supported by more detailed policies to guide employees. These policies are identified for each area at the end of the section. All employees are required to comply with IVC Evidensia Policies.

Q Where can I find Company policies?

A You can find our Policies on the company Intranet or speak to your Line Manager

Breach of this Code

Any breach of this Code may be considered a disciplinary matter and could result in disciplinary action up to and including dismissal. It is therefore critical that all of our employees read and understand this Code. Should any retaliation or harassment occur against someone using the Code of Conduct, we will investigate and take disciplinary action where required in accordance with our HR policies and procedures.

One Goal

The goal of IVC Evidensia is to be the leading veterinary group in Europe with the highest standards of client and patient care and the best employees.

We can achieve this through ensuring a positive, responsible, open and welcoming working environment.

We commit to:

- Treating you impartially, without prejudice and never tolerating harassment or bullying in any form
- Providing you with opportunities to enhance your skills and capabilities, helping you to develop a fulfilling career and to maximise your contribution to our business
- Having formal grievance procedures that clarify what happens in the event that you have a concern that cannot be resolved satisfactorily with your manager
- Honouring your terms and conditions of employment and requiring you to do the same
- Providing fair pay, benefits and terms and conditions of employment and, where required seeking agreement for changing these when necessary for business reasons
- Remaining true to our values and ensuring these are driven across the business
- Complying with the laws and regulations of all countries in which we operate

We ask you to commit to:

- Being accountable to your line manager and report to them as appropriate
- Being open, honest, courteous and treating each other with respect and dignity
- Remaining tactful, reassuring, patient, understanding and sympathetic when working with others
- Recognising and respecting colleagues, suppliers, clients and others that you are required to come into contact with during your day-to-day work
- Demonstrating a personal and professional commitment to equality and diversity, showing respect for customs, values and beliefs that may be different from our own
- Not discussing sensitive or confidential information within earshot of others where it may be misinterpreted
- Not instigating or becoming involved in rumour spreading or malicious gossip
- Not tolerating any form of bullying or harassment
- Communicating effectively and sharing knowledge, skills and expertise with other members of the team



IVC Evidensia employs thousands of people, but ultimately we are one group with one goal.

1

Respecting People & Animals





One of the guiding principles of our values is to respect others and succeed together. Our success can be achieved only when we treat everyone, both inside and outside of the company, with respect.

Respect in the workplace, along with teamwork, is how we will accomplish our goals.

We respect the individual and treat people decently. We trust one another and we value everyone's contribution.

Our commitment is to a fair and responsible workplace that is free of discrimination, inequality or harassment. We will not tolerate any form of personal abuse, bullying, harassment or mistreatment of colleagues, clients or suppliers.

As IVC Evidensia employees we must always treat everyone with dignity and respect, expect the same treatment from others in return and report any incident or potential incident that we become aware of.

You should never:

- Work in such a way that our colleagues feel abused, intimidated or mistreated
- Condone any form of harassment, abuse or bullying from or towards other members of the team
- Be involved in an inappropriate personal relationship with a colleague that may cause decision making to be compromised
- Use someone's personal situation or personal information to exploit them
- Fail to report an incident relating to harassment, intimidation or mistreatment

Q What is sexual harassment?

A Sexual harassment may consist of verbal, visual or physical conduct of a sexual nature that is unwelcome or that makes someone feel uncomfortable. It can take many forms, such as:

- Sexual advances, requests for sexual favours or unwelcome demands for dates
- Sexually orientated jokes, pictures, text or email messages
- Explicit or degrading comments about appearance

Q After work, I attended a function with the rest of my team. My Manager made several unwelcome advances towards me. What should I do?

A Unwelcome advances are never acceptable. If you are comfortable doing so, professionally and respectfully address the situation with the manager. If the behaviour continues then speak to your Business Support Manager or a member of the HR Team. If you would prefer to raise a concern independently of your Line Manager please contact the confidential speak up email address speakup@ivcevidensia.com.



Speaking up when something doesn't seem right demonstrates our integrity and that we have the courage to do the right thing.

We value openness and dialogue which means that we consult with our colleagues in all matters. We know that our concerns are heard and addressed in an open and professional manner and an investigation will take place when warranted.

It is important that any fraud, misconduct or wrongdoing by employees or management of IVC Evidensia is reported and properly dealt with. We therefore encourage you to raise any concerns that you may have about the conduct of others at work or the way in which the business is run.

Our Code of Conduct is here to help you speak up.

We understand that difficult situations may occur where you feel you are being asked to do something or be involved in something that might be illegal or unethical. In addition, you may be treated unfairly or see colleagues treated unfairly. This code gives you the guidance to help understand the context behind these situations so you can do the right thing.

Questions to help you understand what the right thing is include:

- Is it in line with IVC Evidensia policy?
- Is it legal/ethical?
- Would I be happy telling a member of my family or closest friend what I was doing or been asked to do?
- Would I like to be treated that way?

If you encounter a problem with a colleague, you should initially discuss the matter with them. If this is not possible, speak to your line manager, Business Support Manager or contact the confidential email address speakup@ivcevidensia.com.

Employees should follow the Anti-Bribery, Corruption & Whistle Blowing policy if they have a reasonable belief about any concerns relating to wrongdoing at work that are in the public interest, including any criminal offence, a failure to comply with legal obligations, a miscarriage of justice, a health and safety danger, an environmental risk or a concealment of any of these.

Q I have a concern not covered by the Code of Conduct. What should I do?

A The Code of Conduct doesn't answer every question or ethical situation. If something does not seem right to you, ask your Line Manager or contact compliance@ivcevidensia.com, hrsupport@ivcevidensia.com or speakup@ivcevidensia.com.



1 Speak Up!

Q I saw my Line Manager doing something that seemed unethical, but I am afraid to report it. Will I get into trouble or harm their reputation by making a report?

A No. You cannot get in trouble or harm your Line Manager's reputation simply by making a report. You will not be held responsible for reports made honestly, even if they turn out to be unfounded as long as they are not made maliciously. Investigations are conducted in an objective, fair and confidential way to ensure that employee's reputations are protected. All concerns about the Code and reports of retaliation will be fully investigated.

If you would prefer to raise a concern independent of your Line Manager for whatever the reason, please contact the confidential speak up email address speakup@ivcevidensia.com.





IVC Evidensia places a high priority on providing a safe working environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation.

All activities should be carried out with the highest regard for the health and safety of employees, patients and clients. Our aim is excellence in health and safety, by means of continuous improvement of standards, and the comprehensive use of risk assessments so as to systematically remove the causes of accidents/incidents and ill-health.

This, together with more specific aims and objectives, reflects the Company's commitment to promote employee wellbeing.

Every IVC Evidensia employee has a legal duty to look after their own health, safety and welfare and that of those around them.



As IVC Evidensia employees we must always:

- Be aware of the work we are undertaking and the hazards associated with it
- Follow the safe working procedures provided
- Look out for your own safety and that of others around you
- Report any accident, near miss, injury, ill health or unsafe condition so that appropriate action can be taken
- Ensure you are properly trained for the work you are doing



We must never:

- Condone any unsafe act, condition or behaviours
- Walk by any unsafe act or work area without raising the issue
- Ignore the training we have been provided with
- Apply pressure to our colleagues to work unsafe
- Work whilst under the influence of alcohol or drugs



Please remember!

All employees must complete the Safety Media Online training courses. Please speak to your line manager for further details.

Q My Line Manager suggested using an unsafe practice to speed up the service I was providing. I know our goals are very important but I do not feel the new process is safe. What should I do?

A Report it. Never compromise safety. No service goal, cost saving, time saving or competitive advantage is worth an injury of any kind. Every employee has the right to refuse to do work reasonably perceived to be dangerous to personal health & safety. Report any health & safety concerns to the Health & Safety Manager.

1 Diversity, Anti-Discrimination & Equal Opportunities

IVC Evidensia is intent on advancing equality and diversity within all its key activities, as it believes this to be ethically right and socially responsible. Equality and diversity are essential factors that contribute to the strength and continued growth of any business.

The Company is focused on recognising the achievements and value of every individual and therefore aims to create an environment that respects the diversity of staff, customers and other stakeholders. We have created a productive environment in which all are valued, where talents are fully utilised and organisational goals are achieved through the principle of inclusivity.

The Company acknowledges the following basic rights for all:

- To be treated with respect and dignity
- To be treated fairly with regard to all processes, procedures, assessments and choices
- To receive encouragement to develop and reach their full potential
- To be provided with a safe, supportive and welcoming environment - for staff, for customers and for visitors

No individual will be unjustifiably discriminated against. This includes, but not exclusively, on the basis of gender, race, nationality, ethnic or national origin, religious or political beliefs, disability, marital status, social background, family circumstance, sexual orientation, gender reassignment, spent criminal convictions, age or for any other reason.

Q I just got an email from my colleague that makes fun of another employee. I thought it was funny and I sent it on to a few others in my contact list. Have I misused company resources just by sending an email?

A Yes. Emailing or forwarding emails with inappropriate jokes or content goes entirely against our values in which we expect all people to be treated with respect and dignity. It is therefore a violation of the Code of Conduct and the company's Acceptable Use Policy. If you receive these emails, delete them. If you are comfortable speaking to your Line Manager about it, provide feedback and ask your colleague not to send such emails in the future.

1 Diversity, Anti-Discrimination & Equal Opportunities



Equality & Diversity
Statement Equal
Opportunities
& Dignity at
Work Policy

Q I overheard a colleague tell my co-worker a joke involving religion that made my co-worker uncomfortable. I don't want to get in the middle of it. What should I do?

A Report it. All employees are entitled to a workplace where their colleagues treat them with dignity and respect. You should report the matter to your Line Manager or contact hrsupport@ivcevidensia.com, even though doing so may make you feel uncomfortable.

Q One of my team members was making several flirtatious remarks to a client. I thought this was a personal issue and did not say anything. Am I right?

A No. If you tolerate your team member's inappropriate behaviour, you are giving the message it is acceptable. You should coach the team member on appropriate behaviour.



1

No Modern Slavery

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, from servitude to human trafficking, and is essentially the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.

We have a zero-tolerance approach to modern slavery and we are committed to implement and enforce effective systems to ensure modern slavery is not taking place anywhere in our group or our supply chain. We are also committed to ensuring there is

transparency in our own business and in our approach to tackling modern slavery throughout our supply chain. We expect the same high standards from all of our contractors, suppliers and other business partners.

The prevention, detection and reporting of modern slavery in any part of our business or supply chain is the responsibility of everyone at IVC Evidensia. IVC Evidensia colleagues must:

- Stay alert for any behaviour that might suggest modern slavery, such as individuals always having to travel together and under another's control, disorientation or lack of knowledge in the local community/area, not being paid directly or sharing a single account and a reluctance to engage or maintain eye contact
- Engage third parties on fair terms and in accordance with IVC Evidensia policies and procedures
- Speak to Group General Counsel, Group Head of Compliance or Group Head of Risk if in any doubt

1 Personal Standards & Appearance

The majority of our employees often have to deal with members of the public along with other members of the team. There is the need for a high standard of personal hygiene and you should be aware of issues such as bad breath and body odour and its effect on others and take steps to reduce the effect.

The appearance of individual employees at work portrays the public image of IVC Evidensia.

Uniforms and Personal Protection Equipment (PPE) should be kept in good repair and clean.

Clean, smart employees project a professional image and gives confidence to our clients.

Footwear must be safe, sensible, in good order and have regard to health and safety considerations.

All employees working with the public, customers or other external services must have a smart appearance and be correctly attired.

Expectations regarding tattoos, body piercings, jewellery and make up will be managed through local/clinic rules. Employees are expected to adhere to the requirements outlined by their line manager.



1

Substance Abuse



No employee or other person working for or on behalf of the Company shall, in connection with any work-related activity:

- Report, or endeavour to report, for duty having consumed drugs or alcohol likely to render themselves unfit and/or unsafe for work
- Consume or be under the influence of drugs or alcohol whilst on duty (unless, in the case of alcohol, with the agreement of line management for the purposes of official Company entertaining)
- Store drugs or alcohol in personal areas such as lockers and desk drawers
- Attempt to sell or give drugs or alcohol to any other employee or other person on the Company's premises

Any employee suffering from drug or alcohol dependency should declare such dependency, and the Company will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. Failure to accept help or continue with treatment may render the employee liable to normal disciplinary procedures.



1 Violence & Aggression



It is the Company's approach that it will:

- Provide a safe working environment. Violence and aggression in the workplace (physical and verbal) is increasing globally. Common incidents in veterinary care could include verbal or physical abuse by clients or indeed employees. The Company endeavours to minimize this risk to its staff and patients, one of the key aims of the policy is to protect all staff from potential dangers which may result from violent or aggressive behaviour
- The Company will treat all incidents of violence and aggression seriously and will investigate them promptly and efficiently
- Any form of aggression or violence in the work place is not acceptable

Any incident of violence or aggression should be logged using the Incident Report Form available in the Violence & Aggression Policy.

Q I overheard a co-worker threaten another employee, who is afraid to report the incident. What should I do?

A Report the incident immediately. We will not tolerate acts of threats or violence and will investigate all reports. You have a responsibility to act when you know of a threat or risk to any other people.





One of the most important elements of our approach to sustainability is how we approach environmental issues as part of our “Positive Pawprint” strategy under our Planet pillar.

IVC Evidensia recognises that it has a legal, moral and ethical responsibility to reduce our environmental impact and improve our environmental performance as an integral part of our business strategy and operating methods. We will encourage all employees, customers and suppliers to do the same and where possible implement sustainable practices.

We endeavour to:

- Comply with all relevant local or country specific regulatory requirements
- Incorporate environmental factors into business decisions
- Increase employee awareness by encouraging recycling, reuse and thinking of the impact waste has, not just locally but globally
- We will promote ethical standards in our day-to-day work
- Minimise noise disturbance to neighbours

Q I have seen activities at work that may compromise the environment or create an environmental hazard. What should I do?

A Report it to your Line Manager, Business Support Manager or via the confidential email address speakup@ivcevidensia.com. If you are aware of any potential violation of law or company policies or procedures, it is your responsibility to report it. The incident or condition will be investigated and if necessary corrected.



Please remember!

We are all responsible for looking after the environment so don't forget to switch off lights when they aren't in use and recycle whenever possible.

1

Sustainability

As part of IVC Evidensia's vision of building the world's best veterinary group we are committed to building a more strategic approach to sustainability through our new Positive Pawprint strategy.

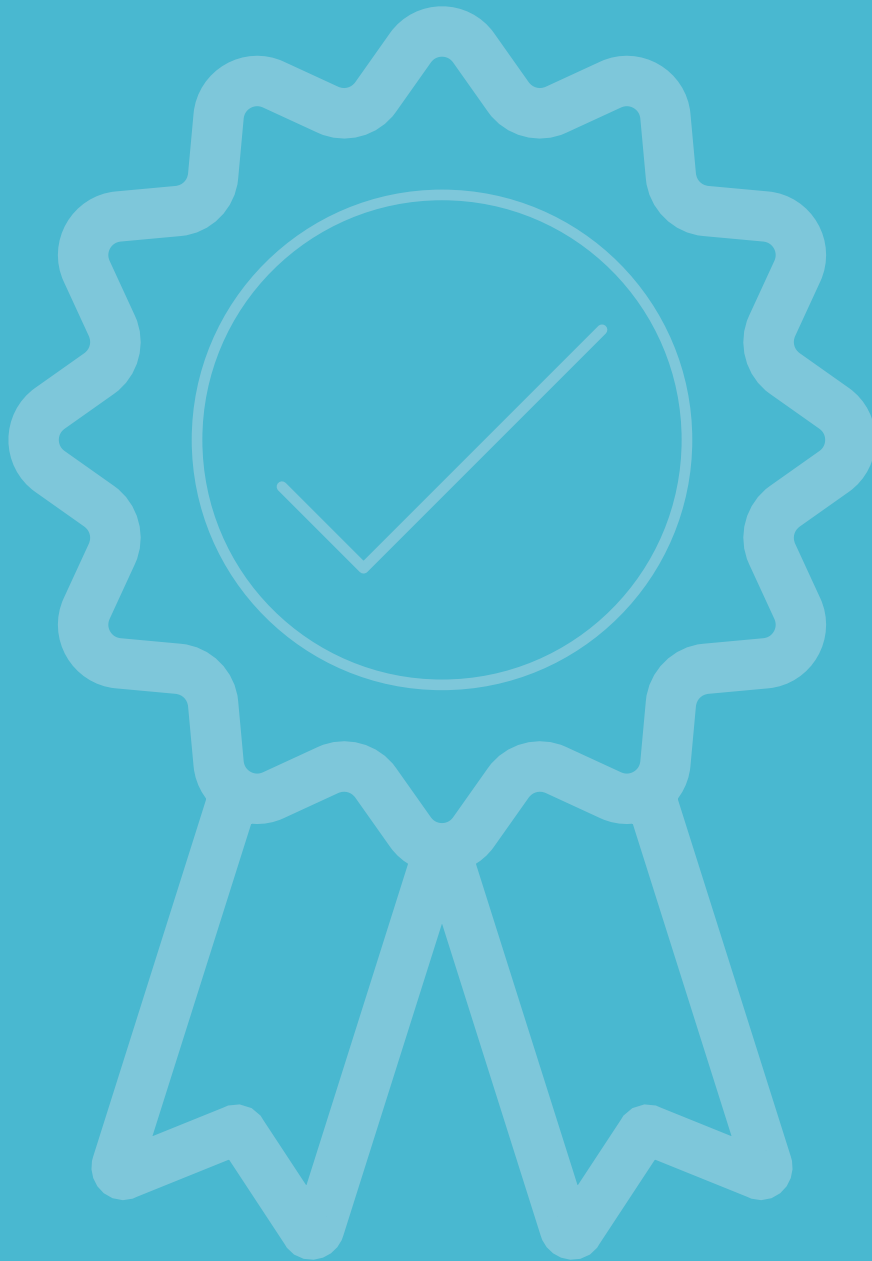
This sets out our commitments across three areas where we believe we can make the most difference: People, Planet and Pets. In doing so, we commit to being a force for good for our employees, our customers, their pets, and the natural world in which we all live.

This strategy will also drive how we interact with all those we do business with, including our investors, business partners, suppliers and local communities.



2

Safeguarding Our Reputation



2 Fair Competition

IVC Evidensia believes in vigorous yet fair competition. IVC Evidensia companies and our clinics and practices will comply with all applicable competition laws and regulations.

IVC Evidensia is proud of the services and standards it offers. We compete fairly, and make our own independent commercial decisions. We will not enter into anti-competitive agreements, e.g. that seek to restrict markets or fix prices.

IVC Evidensia respects the confidential commercial information of third parties, including competitors and suppliers. Confidential commercial information is information about another company or business which has commercial value and is not in the public domain. Accepting or using competitors' confidential information risks a serious breach of competition laws with serious penalties for IVC Evidensia and individuals.

IVC Evidensia colleagues must:

- Ensure any engagement in a professional body or group is competition law compliant, and in particular does not share or discuss any commercial information or intention
- Ensure that any professional bodies or groups in which they participate have a clear policy of competition law compliance
- Only gather competitor information from the public domain
- Ensure commercial information is from a legitimate source, and document the source
- Not seek to obtain competitor confidential information from new employees or suppliers or other third parties
- Notify Group General Counsel, Group Head of Compliance, Group Head of Risk or your local CEO if you acquire a competitor's confidential information unintentionally
- Avoid contact with competitors that could create the appearance of improper agreements or understandings and actively disassociate yourself from any situations where improper agreements or information sharing is raised and immediately notify Group General Counsel, Group Head of Compliance or Group Head of Risk
- Contact the Group General Counsel or Group Head of Compliance or Group Head of Risk if you are in any doubt

2 Conflicts of Interest

A conflict of interest arises where an employee's position or responsibility presents an opportunity for personal gain above the normal rewards of employment.

They can also arise where personal interests are in conflict with those of IVC Evidensia or create conflicting loyalties in respect of transactions between IVC Evidensia and a third party.

You must not be involved with an activity for personal gain which is in conflict with IVC Evidensia's business interests.

Any of your personal interests or the interests of a member of your immediate family in relation to IVC Evidensia's business must be disclosed to your manager immediately.

You must not work simultaneously for any of IVC Evidensia's competitors or suppliers. If you are unsure as to whether a conflict of interest exists, please speak to your manager or a member of the HR team.

All decisions must be made with the best interests of the company in mind. You must never allow external influences, particularly friends, family or any financial or political interests, to affect your decision.



As IVC Evidensia employees we must always:

- Avoid a situation where our personal interests, or those of our family and friends, may influence a business decision
- Declare any interest we have in other organisations (commercial, charitable or political) to our line manager
- Obtain written approval for accepting any board position outside of IVC Evidensia
- Report any form of, or potential conflict of interest to our line manager



We must never:

- Employ, attempt to employ, or have other business dealings with a family relative unless your Business Support Manager or a member of the HR team has approved it
- Approve such dealing through our team without prior approval by your Business Support Manager or a member of the HR team
- Make an investment in a client or supplier if we have direct commercial involvement with them
- Conceal any conflict (or perceived conflict) of interest

Q My brother owns a company that provides clinical services. He wants to provide a service to the company. Is he allowed to perform services for our practice?

A It depends. Your brother may approach the practice to offer his services as long as you have no responsibility in procuring these services, and you have no involvement in the selection process. His company will need to go through the established selection process and meet the practice criteria. You should tell your Line Manager about such situations.

2 Prevention & Detection of Fraud

You misuse company resources, and commit fraud, when you intentionally conceal, alter, falsify or omit information for your benefit or the benefit of others.

Fraud may be motivated by the opportunity to gain something of value (such as meeting a performance goal or obtaining a payment) or to avoid negative consequences (such as discipline).

Examples of fraud include:

- Amending patient records
- Placing inaccurate notes on patient records
- Altering figures or patient notes to meet targets or achieve bonuses
- Falsely reporting time worked to earn more pay or to avoid discipline for being late or absent from work

You should also avoid the appearance of fraud. For example, never spend company funds without proper approval. Similarly, never enter into an agreement on behalf of IVC Evidensia unless you are authorised to do so.

Note: If you suspect that a potential fraud has occurred, please report this via the confidential email address speakup@ivcevidensia.com

Q Over the weekend, I accidentally used my company credit card to put fuel in my personal vehicle. Am I going to get in trouble?

A Not if you declare it. We all make mistakes. Just make sure you indicate this in your next expense claim and request for it to be deducted from your salary. However, if this is a habitual problem, there may be disciplinary actions.





We expect all of our employees to comply with all legislation regarding bribery and corruption and expect our suppliers to operate in the same manner. We are committed to complying with the Bribery Act 2010 in our business activities.

A criminal offence will be committed under the Bribery Act 2010 if:

- An employee or associated person offers, promises or gives a bribe
- An employee or associated person requests, agrees to receive or accepts a bribes; or
- An employee or associated person bribes a foreign public official

What is prohibited?

We strictly prohibit employees or associated persons from offering, promising, giving, soliciting or accepting a bribe of any kind.

This prohibition applies whether the bribe takes the form of cash, a gift or other inducement to, or from, any person or company, whether a public or government official, official of a state-controlled industry, political party or a private person or company, and regardless of whether the employee or associated person is situated in the UK or overseas.

Reporting

You should report suspicions of bribery to your Line Manager, Business Support Manager or the HR team. If you would prefer to raise a concern independently of your Line Manager please contact the confidential speak up email address speakup@ivcevidensia.com.

Any suspicious circumstances should be reported however, please always ensure you report:

- Close family, personal or business ties that a prospective agent, representative or joint-venture partner may have with government or corporate officials, directors or employees
- Requests for cash payments
- Requests for unusual payment arrangements, for example via a third party
- Requests for reimbursements of unsubstantiated or unusual expenses
- A lack of standard invoices and proper financial practices



If you are in any doubt as to whether or not a potential act constitutes bribery, you should report this.



IVC Evidensia permits reasonable and proportional corporate entertainment, gifts, hospitality and promotional expenditure that is undertaken:

- To improve the image and reputation of the Company
- To present the Company's products and services effectively; or
- For the purpose of establishing or maintaining good business relationships

Hospitality and promotional expenditure however must be:

- Reasonable and proportionate
- Arranged in good faith
- Not offered, promised or accepted to secure an advantage for the Company or any of its employees or associated persons or to influence the impartiality of the recipient

You should submit requests for proposed hospitality and promotional expenditure well in advance of proposed dates to your country CEO or to your Manager.

Any gifts, rewards or entertainment received or offered from customers, public officials, suppliers or other business contacts should be reported to your line manager immediately. In certain circumstances, it may not be appropriate to retain such gifts or be provided with the entertainment and you may be asked to return the gifts to the sender or refuse the entertainment, for example, where there could be a real or perceived conflict of interest. As a general rule, you may retain small tokens of appreciation, such as flowers or a bottle of wine.

If you wish to provide gifts to a supplier, customer or other business contact, prior written approval from your local CEO is required, together with details of the intended recipients, reasons for the gift and business objective. These will be authorised only in limited circumstances and will be subject to a defined maximum value.

Q A supplier who would like to work with my practice takes me to lunch at least twice a month. Is that okay?

A It depends. Accepting lunch invitations is okay if you are meeting for a business purpose, but frequent offering or acceptance of extravagant meals can appear to create a conflict of interest or an inappropriate relationship.

3

Protecting Our Information





During the course of your employment you are likely to come into contact with and use confidential personal information about people, such as names and addresses or even information about customers' circumstances, families, health and other private matters.

We are committed to ensuring this information remains secure at all times as failure to keep this information secure may result in significant fines, reputational damage and prosecution.



As IVC Evidensia employees we must always:

- Follow the requirements of the company Information Security Policies and this Code
- Only use personal information for business purposes and in accordance with the law
- Ensure personal information remains secure at all time
- Make sure that we minimise the risk of information being lost when transferring data between devices
- Report any data protection breaches immediately in accordance with the Data Protection Policy



We must never:

- Release or divulge personal information relating to, employees, or clients
- Try to gain commercial advantage by using commercially sensitive and/or confidential information that is not publicly available
- Provide commercially sensitive and/or confidential information externally
- Use confidential information that we have from a previous employer, or allow someone to provide us with such information

Q What should I do if I feel that data protection has been breached?

A You should speak to your line manager or email gdpr@ivcevidensia.com

3 ICT Acceptable Use



Employees are encouraged to use communication technology, including email and the internet at work as a fast and reliable method of communication with significant advantages for the business.

In light of the fact that communications made by employees reflect upon the Company and are capable of creating a number of commercial, professional and legal problems. The IT Acceptable Use Policy is intended to clarify what the Company expects from employees and their responsibilities when using the Company's information technology and communications facilities.

Q I have a personal blog where I share my thoughts and feelings with my friends. What should I consider before including any work related information?

A Be careful. Media tools such as blogs and networking sites are subject to the same rules as any other communications. Do not disclose any confidential business information. For example, do not write about acquisitions, service issues, organisational changes, relationships with customer and patients, financial information, personal employee information, sensitive confidential information or any other comments that may bring the company into disrepute.





IVC EVIDENSIA

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