

# Code of Conduct Training

We are committed to ensuring our business acts with honesty and integrity, and we expect all our people to maintain high standards in everything that they do in accordance with our Code of Conduct.

As such, we would like all our people to confirm their understanding and commitment to the code by activating agreement on Splash.

Whilst having a copy of the code to read and digest is important, we know how important it is to build your understanding of the code and for this reason we have developed a training video to guide you through the code. This video will be available with subtitles and translation.

Whilst all parts of the code are important, we would like to bring your attention to three key parts: -

1. **Whistleblowing** – alignment to the Code of Conduct is what we expect and should there be any suspected wrongdoing or non-alignment, anyone can bring this matter to the attention of the business through their line manager/local HR Business Partner/ EthicsPoint (our external portal), in accordance with the process set out in our [Whistleblowing Policy](#). This platform is not however meant for individual complaints or grievances.
2. **Antibribery and corruption** – As a UK registered company, Colart and all its businesses globally are bound by the UK Bribery Act. This training will therefore ensure understanding of our obligations and the requirements in place.
3. **Antiharassment** – Wellbeing and the creation of a safe place to work are fundamental to our people first mantra so this training is a key foundation to ensuring an inclusive and safe workplace.

The training will take place in one of two ways: -

1. *People with a work email address* – will receive a link to the training video on the Colart Academy.
2. *People who work in our factories or distribution centres* – will be brought together in groups to watch the training video

The timetable for these activities is as follows: -

ACTION	TIME
Email to all email holders confirming: 1. Confirmation requirement on Splash 2. Colart Academy training link	<b>11 March</b>
Completion date for on-line training	<b>End April</b>
Commencement of interactive training session for all Factories and Distribution Centres including support for signing Splash confirmation	<b>April</b>
Completion of interactive training for all Factories and Distribution Centres	<b>End May</b>

More communications will take place locally in relation to the above but in the meantime if you have any questions or concerns please contact me directly or via your local HR Business Partner.

Many thanks  
Regards

Jane