

## Nexus Vehicle Management Ltd

### Ethics Policy

Nexus' ethical policy has been established to set standards and provide guidelines regarding the way the Nexus organisation should operate in all business matters. Nexus believes that implementation of the ethics policy promotes a culture of ethical behaviour throughout the organisation, sets clear standards for employees and supports the principles of good corporate governance.

### Quality of Services

As part of this ongoing commitment to excellence, Nexus Vehicle Management is dedicated to providing the highest quality vehicle rental business services to all of its customers by consistently delivering services that meet or exceed customer expectation to develop user loyalty and so achieve strong business performance. In doing so, we will operate in line with the British Vehicle Rental and Leasing Association (BVRLA) Code of Conduct.

### Employees

Nexus values its Employees as a key resource. An atmosphere of good employee communication, involvement and responsibility, both individually and as a team, is of central importance. The personal development and optimum use of Employee talent is strongly encouraged. Nexus is committed to the principles of protecting children from child labour exploitation and will not employ any person deemed to be a child in any of its operations.

All Nexus employees have an equal opportunity for personal recognition and career development, regardless of personal background or belief. No form of discrimination or harassment will be tolerated. An important part of this policy is recruiting, selecting, rewarding and promoting people who demonstrate entrepreneurial behaviour and show individual initiative in combination with a high degree of knowledge and experience of our products, markets and culture.

### Customers

Everybody must play their part in providing quality and efficiency to customers. Nexus believes that integrity, helpfulness and professionalism in dealings with customers is a prerequisite for successful and sustained business relationships.

### Suppliers

Nexus aims to develop relationships with our suppliers based on mutual trust and all dealings will be conducted in a professional manner at all times. We also undertake to pay our suppliers on time and according to agreed terms. All supplier relationships are assessed against our quality management standards and performance is monitored on an ongoing basis, by our operational management team.

Our supplier selection criteria and vendor rating process covers a range of areas, to ensure compliance with legal requirements, trading sustainability, service quality and continuity. Suppliers are appraised on commercial and service viability standards, as well as quality, health & safety and environmental (QHSE) criteria, as well as ethical compliance, including equality and human rights.

### Social Responsibility

Nexus is committed to and encourages collaboration with organisations that support Fair Trade and operate non-exploitative employment practices in our own businesses and supply chains throughout our network.

## Human Rights

Nexus is committed to the prevention of any violation of established Human Rights of any kind, particularly where child labour, slavery, human trafficking or undesirable forced acts are involved.

Our Supply Chain Management team operates in accordance with the Chartered Institute of Procurement & Supply (CIPS) guidelines, led by our Head of Supply Chain, who was recently awarded Expert status. All suppliers are audited regularly and performance / service delivery KPIs are monitored continuously.

Our team works with all suppliers to ensure that legal requirements are met or exceeded and suppliers are encouraged to subscribe to the UK Living Wage standard where possible, with UK minimum wages being the accepted minimum requirement.

## Health & Safety

Nexus provide healthy and safe working conditions to all its employees and will do all that is reasonably practicable to:

- Protect the health and safety of its employees and clients, and minimise any adverse effects on the environment;
- Implement working practices to prevent personal injury and damage to property; and
- Make all employees aware of risk assessments and raise awareness of their own responsibilities for the health and safety of themselves and others.

## The Environment

Nexus is concerned with the conservation of the environment and recognises that certain resources are finite and must be used responsibly. We will therefore:

- Work with others toward a consensus on environmental quality standards;
- Aim to improve all aspects of the business in respect of environmental issues; and
- Pay particular attention to environmental issues including the conservation of energy and natural resources and recycling of waste material.
- Take social and environmental factors into consideration alongside financial factors in procurement decisions.

## Community

Nexus seeks to serve and support the community in which it operates by providing services efficiently and profitably, and by providing good employment opportunities and conditions. We will take into account the concerns of the wider community including both national and local interests.

## Safeguarding of Vulnerable People

Nexus is committed to safeguarding all children, young people and vulnerable adults that come into contact with our services. We will take every reasonable step to ensure that children, young people and vulnerable adults are protected, in line with our Equality Policy, where our staff and associates are involved in the delivery of our service delivery. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

## Conflict of Interest

This policy does not allow bribery or political contributions and requires employees to seek to avoid conflicts of interest and to disclose any that do exist. Employees must ensure that their actions are not affected by conflicts of interests and must comply with our Anti-Bribery Policy.

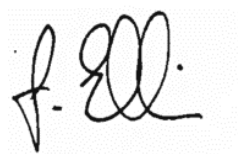
## Information

Nexus regards information for the purpose of its business as a corporate asset which must be protected against loss of availability, infringement and improper disclosure. We seek to ensure as far as is reasonably practicable, that this information is protected, in line with our ISO27001 certification. This applies also to intellectual property including innovations, trade secrets, technical information, product design, customers' information, etc.

Additionally, we commit to taking all reasonable steps to ensure that all our partners, contractors and agents fully comply with the provisions of Data Protection legislation where they are processing any personal data (as defined by the Data Protection Act 1998) on behalf of Nexus or our clients.

## Records

Honesty, completeness and accuracy of records are vital. Records of transactions should be maintained in an accurate, complete, transparent and timely manner in accordance with accounting principles. No unrecorded funds or assets should be established or maintained.



John Ellis  
**Managing Director**

19<sup>th</sup> October 2015