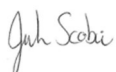


Mobile Phone Policy

Whilst the Company will tolerate the use of employees' own mobile phones during designated breaks, mobile phone use during normal working hours is prohibited. Your mobile phone should be set to a silent ring or vibrate during normal working hours.

Employees should advise relatives of the Company's branch telephone number to contact in case of an emergency during working hours.

A handwritten signature in black ink that reads 'Julie Scobie'.

Julie Scobie

Financial Director

2nd May 2023