



HANDBOOK

Policies & Procedures

TABLE OF CONTENTS

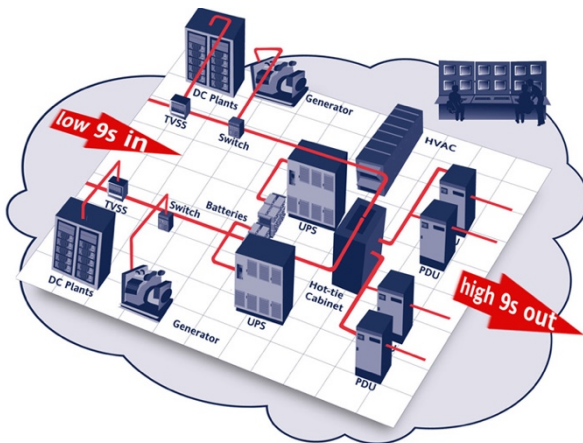
MISSION STATEMENT	1
Drug & Alcohol Policy	2
Health & Safety	6
Lockout/Tag Out Procedures	11
Business Ethics Policy.....	15
Environmental Policy Statement	27
Job Specific Hazard Assessment Form	29

Mission Statement

Our world is increasingly dependent upon technology-based systems for the handling of our critical data and communication requirements. The technologies that drive all of these areas are developing at an ever more rapid rate, and are heavily dependent upon a reliable supply of power and cooling to operate. To fall behind in power and cooling technology advancements, and best practices presents an increased likelihood of unplanned downtime for the critical systems upon which you depend. This will presents an increased risk of lost production time, lost man-hours, and ultimately lost revenues.

- **Quality**
- **Commitment**
- **Customer service**
- **World leading technology partners**
- **Support through the lifecycle of the solution**

Potencia Technologies specializes in providing power and cooling solutions for a wide range of technology applications. In today's world it is all the more important to be dealing with a partner who understands the demands for system availability, and the technologies required to meet these demands. Potencia is just this kind of partner.



Knowledge is critical to insuring that we offer the right solution for your needs. To this end, we are committed to ongoing training to keep us at the forefront of trends and developments in the physical infrastructure industry. Also key to being able to offer the highest quality of solutions is our ability to engage a number of world leading power and

cooling solution manufacturers to make sure we match the customer requirement to the right solution for their application requirements.

We are passionate about customer service. Owing to this we have been able to build a business model that is committed to the support of the customer through the lifecycle of the solution. We are unique in this regard and this allows us to back up the supply of a Potencia Technologies quality solution with the consultation and support services required to achieve maximum performance and meeting or exceeding lifecycle expectations for a Potencia Technologies power and cooling solution.



Drug & Alcohol Policy Statement

Company Policy

Potencia Technologies Inc. (the Company) is committed to being the industry leader in providing outstanding value to its customers, a safe and stimulating work environment for its employees, and superior returns for its stakeholders.

Recognizing the potential negative effects of alcohol and drugs on the organization, in particular the hazards that those individuals who abuse alcohol and/or drugs pose to themselves, their co-workers, and the general public, the Potencia has implemented a drug and alcohol policy.

Drug and alcohol abuse is not acceptable in the workplace. The Company acknowledges its obligation to take all reasonable steps to ensure the health and safety of its workers.

This policy provides for the testing of employees for drug/alcohol abuse, assisting employees who voluntarily seek help for problems relating to alcohol and/or drugs, and educating employees on the dangers of drug and alcohol abuse.

The Drug and Alcohol policy applies to all employees of Potencia Technologies Inc. This policy may also be extended to subcontractors.

For the purposes of this policy, the following are prohibited:

1. Being impaired by alcohol/drugs while at work.
2. The possession or use of illicit drugs on Company premises, at Company worksites, or in Company vehicles.
3. The presence in the body of illicit drugs (or their metabolites) while at work.

4. Refusal to submit to drug/alcohol testing, failure to report to a Company-designated facility for a drug/alcohol test, or tampering or attempting to tamper with a test sample.

Disciplinary Action

Employees who violate the provisions of this policy are subject to disciplinary action up to and including termination of employment.

Work Rules Governing Drug/Alcohol Abuse

Employees are not to report to work or be at work if they are impaired by alcohol or drugs. An employee who is taking legal medication (whether or not prescribed by a physician) which may affect or impair judgment, co-ordination or perception so as to adversely affect his/her ability to perform work in a safe and productive manner, must notify his/her supervisor prior to commencing work. The supervisor will determine whether the employee will be permitted to work or whether work restrictions will be applied. Employees who are not capable of competently and safely performing their job duties will not be permitted to work and will be required to leave the Company premises/job site. When an employee, considered to be in an unfit condition, is requested to leave Company premises, transportation to his/her residence will be arranged by his/her supervisor.

The Company reserves the right to temporarily remove, reassign or suspend an employee pending a determination of the employee's fitness for work, assessment of a drug/alcohol problem, or completion of an investigation into a possible violation of this policy.

Drug and Alcohol Testing

In the interest of safety and the objective of ensuring a work environment free of impairment by drugs/alcohol, employees and potential employees are required to submit to tests for drugs and/or alcohol. Such tests may include breath analysis, urinalysis, or any other test(s) considered appropriate.

Urinalysis will be performed at a medical facility designated by the Company. The Company will not accept test results from any facility other than one designated by the Company.

Following receipt of a conditional offer of employment, a potential employee, as part of

his/her medical, will be required to provide a urine sample which will be tested to detect the presence of drugs/alcohol. A positive test may result in the refusal of or termination of employment.

If there is reasonable cause to believe that an employee is in violation of this policy, the Company may require the employee to submit to alcohol/drug testing and/or physical testing of motor skills and reactions. Reasonable cause shall mean observation of impaired motor skill proficiency, impaired judgment, or unusual conduct, or any reliable information provided to the Company of drug/alcohol consumption at work or an inappropriately short time prior to reporting to work.

Following an accident or a near miss the Company may require those involved to undergo testing for drugs/alcohol.

From time to time the Company may require all employees in a work group to submit to testing for drugs/alcohol. All Company employees, including management and office personnel, are subject to drug and alcohol testing.

Positive Test Results

The maximum permitted level of blood alcohol will be .03 milligrams of alcohol per 100 millilitres of blood. In the absence of legislated thresholds, the drug levels that will be reported as a positive result will be based on industry norms as recommended by the consultant engaged by the Company.

An employee who tests positive for drugs/alcohol will be advised of the positive test result and will be suspended immediately without pay pending a determination by the Company of the disciplinary action to be taken. Such individual will also be encouraged to meet with his/her physician for assessment. If the employee is not terminated, he/she will be required to undergo a drug/alcohol test at a time determined by the Company prior to being permitted to return to work. Should the result of such test be positive, disciplinary action will be enforced.

An employee who returns to work following a suspension resulting from a positive drug test will be subject to random drug testing by the Company for a period not to exceed 24 months following his/her return. During such period, any positive test for drugs/alcohol will result in disciplinary action.

In the event of a positive test result, an employee has the right to request a re-test of the

original specimen within 30 days of his/her being originally notified of the positive result. The costs incurred for a positive re-test will be borne by the employee.

Assistance Available

Employees who have drug or alcohol problems are encouraged to seek assistance before performance problems (whether or not in violation of this policy) lead to disciplinary action.

On being approached by an employee for help in overcoming a drug/alcohol problem, the Company will put the employee in contact with a medical practitioner who, if necessary, will make a referral to the appropriate agency.

An acknowledgment by an employee of a drug/alcohol abuse problem will not be a cause for disciplinary action. Notwithstanding such, an employee's request for assistance will not be a defense to the imposition of disciplinary action where a violation of this or other policies/workplace rules has occurred.

Employees who enter a treatment program will be required to sign a form authorizing the administrators of such program to release to the Company information regarding the employee's progress and degree of commitment to the program.

The Company will exercise reasonable care and caution to maintain confidentiality relating to an employee's participation in a treatment program.

Health & Safety Policy

Preface & Document Control

This document is intended to provide information in respect of POTENCIA TECHNOLOGIES Head Office policy, procedure, standards or guidance and will be periodically updated to reflect any changes due to business requirements or infrastructure. This document **MUST** be reviewed and approved by the designated POTENCIA TECHNOLOGIES Head Office approver(s) to ensure technical accuracy and business validity.

Document Owner & Approver

Owner: President

Approver(s): President & Secretary

Internal Distribution

All members of board of directors, managers, and staff.

External Distribution

All subcontractors must support the guidelines outlined here, and conduct their business practices in such a way as to demonstrate a clear commitment to making workplace health and safety of primary importance.

Documents classified as Confidential or Internal Use Only shall not be reproduced or released to an external party by the recipient without the express consent of the stated POTENCIA TECHNOLOGIES document owner. Consideration must be given to the content and classification of this document before authorization is granted. The owner of this document must state the distribution format(s), copying permissions and procedures for document return or disposal.

Health & Safety is #1

At Potencia Technologies, our goal is ensure the safety, health and wellness of our employees. Our commitment to the safety and health of our employees reflects our belief that all injuries can be prevented. Throughout our operations, we reinforce specific principles to strengthen our Zero Incident Safety Culture.

Our safety principles and safety expectations demonstrate commitment to employees and subcontractors

All employees, including subcontractors working in our facilities, share personal responsibility to create and maintain a safe work environment. Everyone has a significant role in both personal safety and that of their co-workers. The Potencia Technologies Safety Policy is part of doing business right. It guides us in our progress toward eliminating injuries and illnesses in our workplace.

Potencia calls on every person to be responsible for safety

Potencia Technologies safety principles underline the importance of protecting our employees' well-being:

- Safety is fundamental to everything we do.
- We are committed to removing conditions that cause personal injury or occupational illness.
- All injuries and occupational illnesses are preventable, and a workplace with zero incidents is achievable.
- We make decisions and promote behaviours that protect us and others from risk of injury.
- We use formal problem solving to reduce risk and continuously improve our safety performance.

Our Safety Principles require each individual to be responsible and accountable for recognizing and correcting at-risk behaviour or unsafe conditions. This includes abiding by the following core Safety Expectations. We consider these expectations to be absolutes, because a violation could result in serious injury or even death.

Safety expectations require all workers to follow established safety procedures

- **Hazardous energy control/lockout:** We utilize established energy control/lockout procedures when performing servicing and maintenance activities on equipment and processes.
- **Machine safeguarding and operation:** We ensure machine safeguards are functioning properly, employees are utilizing equipment safeguards and following all safety-related procedures.
- **Work permits and specialized safety procedures for high-risk activities:** We utilize properly authorized work permits when required. We follow all special safety procedures during hot work, confined space entry, work on energized electrical devices, elevated work and other high risk activities. Only trained and authorized personnel perform such activities.
- **Personal protective equipment (PPE):** We abide by all PPE requirements as specified for our job and in our work area.
- **Safe driving:** We minimize distractions when driving on company business, including only using hands-free communication systems. We wear seat belts while driving and require all occupants to do the same. We do not operate motor vehicles while impaired by any substance.
- **Incident and event reporting:** We report unsafe conditions and all injuries and illnesses – no matter how minor. This ensures proper medical evaluation and deployment of improved processes to prevent similar incidents or conditions occurring in the future.

Zero tolerance life saving rules – working safely is a condition of employment

The following rules must be followed at all times. Violation will result in termination.

- **Safety devices and guards:** Devices installed to assure safe machine operation shall not be removed, tampered with or bypassed.
- **Lock-out/tag-out:** Lock-out/tag-out procedures must be followed.
- **Electrical work/arc flash:** Appropriate Personal Protective Equipment must be used when electrical work is being done or there is arc flash potential.
- **Fall protection:** Fall-arrest systems must be used when working at unprotected heights of 6 feet (1.82 meters) or greater.
- **Permit-required confined spaces:** No person shall enter a permit-required confined space without an approved permit.

- **Seat belts/restraints:** All operators and passengers of powered industrial trucks and equipment must use available seatbelts and restraints.

Working safely is a condition of employment at our company. We will not permit retaliation against an employee who in good faith reports a safety violation. Employees who violate core Safety Expectations or other safety requirements may be subject to disciplinary action up to and including termination. Violation of the Zero Tolerance Life Saving Rules will result in termination.

Our goal is to provide a secure and safe work environment for all of our employees, subcontractors, and visitors. This applies to all third parties performing activities at our locations. This includes suppliers, contingent workers, subcontractors, vendors, visitors, and all other non-Potencia Technologies employees.

Our employees and subcontractors may perform work on premises not controlled by Potencia Technologies, such as service activities at customer locations. In such cases the provision of a secure and safe work environment might depend on the actions (or failure to take action) of others. Potencia Technologies personnel or subcontractors are entitled to stop activities and withdraw themselves from the place of work whenever they are exposed to unacceptable health and safety risks being generated by third parties due to lack of appropriate control.

How we measure success

Potencia Technologies risk assessments and audits of our health and safety procedures provide tangible results. We do this by focusing on and implementing the fundamentals of a successful safety program, which includes:

- Management and leadership involvement.
- Employee engagement.
- Hazard identification, prevention and control.
- Training and communication to increase awareness and understanding.
- Progress monitoring and accountability.

To ensure continuing safety performance, we regularly refresh communications on key safety values and behaviours. This is supported by many types of EHS training for all employees as well as specialized training for leaders.



Jeff Cherry,
President

Lockout/Tag Out Procedures

General Requirements

1. The provisions detailed in this section constitute Potencia Technologies Electrical Energy Control Program. Due to the hundreds of different work-site situations UPS Services employees work in, these procedures will be followed by all Potencia Technologies Qualified/Competent employees and any sub-contractors employed by Potencia Technologies, unless the owner of the work-site has specific energy control procedures at least as stringent as those of Potencia Technologies. In those cases, UPS Services employees should follow the specific work-site procedures.
2. Lockout/Tag out is required for servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury.
3. If an energy-isolating device is capable of being locked out, it shall be locked out and tagged out at the same location.
4. If an energy-isolating device is not capable of being locked out, then tag out shall be used. (Measures such as barricades, flagging tape, ect may be used to provide an additional degree of safety)
5. Control devices or interlocks for electrical equipment may not be used as a substitute for lockout/tag out procedures.
6. Lockout/Tag out devices may only be applied or removed by the authorized employees who are performing the servicing or maintenance.

Backfeed

A backfeed is a very dangerous condition that can be present during maintenance of electrical power systems. Before work can begin, all sources of energy must be de-energized by performing a proper lockout/tag out for each source that affects the work location. There are many ways that backfeeds can occur, such as:

- *Automatic transfer switch that operates to bring energy from an emergency generator*
- *Control power in the same work location that has not been isolated.*
- *The closing of a tie switch or circuit breaker*
- *Temporary power source such as a generator improperly tied into the electrical system*
- *Induced voltage from energized adjacent circuits or lightning*

De-energize and Lockout/Tag out Procedure

A Lockout/Tag out procedure shall be accomplished in the following manner:

1. *Notify all affected employees. (Those whose job requires him or her to operate or use the machine or equipment to be serviced.)*
2. *Shut the equipment down.*
3. *Isolate all energy sources, including release of stored energy.*
4. *Lock and tag all energy sources.*
5. *A qualified employee shall attempt to restart the equipment to verify it is locked out.*
6. *A qualified employee must check and verify that the machine or equipment parts, which are normally energized, are now de-energized. The test equipment shall be checked for proper operation immediately before and immediately after the test.*

7. *Apply grounds as necessary.*
8. *Capacitors or high capacitance elements shall be discharged and grounded if the stored electrical energy might endanger personnel.*
9. *Locks & tags: Potencia Technologies preferred lockout method be for all workers performing work on electrical equipment to have their personal lock on the equipment or a group lockbox. If circumstances dictate otherwise, then one UPS Services employee must take responsibility for the safety of each group of workers. Any worker desiring to lockout must be allowed to do so.*
10. *Work may begin.*

Re-energizing Equipment That Has Been Locked Out and Tagged

For returning machines or equipment to regular service:

1. *A qualified employee shall inspect the work area to ensure that all non-essential items have been removed and that machine or equipment components are operationally intact.*
2. *A qualified employee shall inspect the work area to ensure that all employees have been safely positioned or removed.*
3. *Remove lockout/tag out devices.*
4. *Notify affected employees that lockout/tag out devices have been removed.*

For temporary re-energization for test or positioning:

1. *Follow de-energize and lockout/tag out procedure steps 2-4 above.*
2. *Perform test or positioning.*
3. *De-energize and reapply energy control measures to lockout/tag out.*

Employee Not Available to Remove Lock

In the event that an employee is not available to remove his or her lock, the lock may be removed by the employer's qualified person designated to perform that task providing that:

- 1. Verification is made that the employee is not at the facility.*
- 2. All reasonable efforts have been made to contact the employee and inform him or her that the lockout/tag out device has been removed.*
- 3. Ensure that the employee has this knowledge before he or she resumes work at the facility.*
- 4. There shall be a visual determination that all employees are clear of the circuits and equipment.*

Business Ethics Policy

Preface & Document Control

This document is intended to provide information in respect of POTENCIA TECHNOLOGIES Head Office policy, procedure, standards or guidance and will be periodically updated to reflect any changes due to business requirements or infrastructure. This document MUST be reviewed and approved by the designated POTENCIA TECHNOLOGIES Head Office approver(s) to ensure technical accuracy and business validity.

Document Owner & Approver

Owner: President

Approver(s): President & Secretary

Internal Distribution

All members of board of directors, managers, staff, and contractors

External Distribution

Documents classified as Confidential or Internal Use Only shall not be reproduced or released to an external party by the recipient without the express consent of the stated

POTENCIA TECHNOLOGIES document owner. Consideration must be given to the content and classification of this document before authorization is granted.

The owner of this document must state the distribution format(s), copying permissions and procedures for document return or disposal.

The POTENCIA TECHNOLOGIES Ethics Code

The business philosophy of POTENCIA TECHNOLOGIES has been developed around a core set of values which are fundamental to the organization's development and success. One of these values is *Integrity*, which means we can always be trusted to do the right thing, and the POTENCIA TECHNOLOGIES Ethics Code below sets out how we expect all our employees to behave in order to live this core value.

- ***Being Safe & Secure***
 - Putting health & safety first
 - Protecting the security of our customers, the public and those in our care
 - Carefully following company rules and procedures

- ***Being Honest & Trustworthy***
 - Always following the law
 - Reporting any wrongdoing
 - Never offering or taking a bribe
 - Avoiding any conflict of interest

- ***Being Fair & Considerate***
 - Showing respect and consideration for others
 - Treating people fairly
 - Considering our local communities
 - Thinking about the environment

- ***Being Professional & Proud***
 - Doing the best job you can
 - Looking smart and professional
 - Being a good role model
 - Safeguarding the POTENCIA TECHNOLOGIES name

The Business Ethics Policy

In support of this code, the purpose of this Business Ethics Policy is to ensure that managers and employees have a detailed understanding of the group's

minimum standards of operation and the expectations of our customers and stakeholders.

It is essential that the ethical business standards set out in this policy are applied throughout all areas of operation. Our senior managers are therefore asked to show their personal commitment by regularly endorsing this policy and confirming compliance within their own areas of responsibility.

We are committed to these standards and routinely monitor compliance across the organization, taking necessary action in the unlikely event that they are not being met.



Jeff Cherry
President & CEO
POTENCIA TECHNOLOGIES Inc.

Business Ethics Policy

CONTENTS

1. Our approach to being a good corporate citizen

- 1.1. Human rights
- 1.2. The environment
- 1.3. Local communities

2. Standards of business practice

- 2.1. Bribery and corruption
- 2.2. Political contributions
- 2.3. Treatment of customers
- 2.4. External suppliers
- 2.5. Competition

3. Our approach to corporate governance

- 3.1. Compliance with the law
- 3.2. Accounting standards and records
- 3.3. External reporting
- 3.4. Policies and procedures

4. Our commitments to our employees

- 4.1. National regulation and guidelines
- 4.2. ILO Declaration on Fundamental Principles and Rights at Work
- 4.3. Harassment
- 4.4. Equal opportunity
- 4.5. Health & safety
- 4.6. Terms of employment
- 4.7. Pre-employment screening

5. Employee commitments to POTENCIA TECHNOLOGIES

- 5.1. Confidential information
- 5.2. Conflicts of interest
- 5.3. Social networking

6. Implementation

- 6.1. Staff complaints, confidential reporting hotlines and suggestions
- 6.2. Compliance monitoring
- 6.3. Adherence to policy

1. Our approach to being a good corporate citizen

POTENCIA TECHNOLOGIES is committed to being a good corporate citizen, taking account of the economic, social and environmental impact of our business and aiming to maximise the benefits and minimise any negative impact of our operations.

1.1. Human rights

POTENCIA TECHNOLOGIES is committed to fulfilling its responsibilities on human rights in all areas of business operations.

1.2. The environment

POTENCIA TECHNOLOGIES will conduct our business with respect and consideration for the environment. We will strive actively to reduce our overall impact on the environment by targeting annual reductions in our carbon intensity and the management of waste, water, vehicle emissions and energy consumption.

1.3. Local communities

POTENCIA TECHNOLOGIES is fully committed to supporting and assisting the communities in which we operate through a variety of means including charitable fundraising, sponsorship of community projects and voluntary work by employees. We conduct our business with respect and consideration for the good of local communities, taking steps to minimize any disturbance as a result of our operations. We will also serve local interests by providing good employment opportunities and effective services and products.

2. Standards of business practice

POTENCIA TECHNOLOGIES is committed to high ethical standards in our business dealings to ensure the integrity of our employees and our organization is maintained

2.1. Bribery and corruption

POTENCIA TECHNOLOGIES is resolutely opposed to bribery and corruption in whatever form it may take.

Any payments, gifts or inducements made by or on behalf of POTENCIA TECHNOLOGIES and which induce or are intended to induce someone to act improperly and payments, gifts or inducements to public officials to influence them in the

performance of their duty (other than payments, fees etc which they are entitled to demand by written law) are matters which are likely to result in disciplinary action, including summary dismissal, against employees concerned.

Gifts or entertainment may only be offered to a third party if they are consistent with customary business practice in the relevant territory, are modest in value and cannot be interpreted as inducements to trade.

Sales of services and products and purchases of products and services from suppliers will be made solely on the basis of quality, performance, price, value and/or for the benefit of the company and never on the basis of giving or receiving inducements in the form of payments, gifts, entertainment or favours or in any other form.

Employees should not accept gifts, money or entertainment from third party organizations or individuals where these might reasonably be considered likely to influence business transactions. Gifts, other than trivial ones with a low value, should be returned. In a culture where such an action might cause offence, the gift should be declared to the company and, if practical, donated to an appropriate charity.

2.2. Political contributions

POTENCIA TECHNOLOGIES does not make contributions to political parties, political candidates or organisations which are politically active. The only exceptions to this might be in countries where there is a legal requirement to do so or where there is an established, lawful and generally accepted practice to do so.

2.3. Treatment of customers

Mutual trust and confidence between POTENCIA TECHNOLOGIES and our customers is vital. All employees should strive to consistently deliver service excellence and value for money, meeting or exceeding customer's expectations and anticipating their changing requirements.

2.4. External suppliers

All suppliers are entitled to fair treatment and all potential suppliers should have a reasonable opportunity to win POTENCIA TECHNOLOGIES business. It is our policy to pay suppliers on time in accordance with agreed terms of trade. We set high standards for our suppliers in the context of our own ethical policy.

2.5. Competition

POTENCIA TECHNOLOGIES will always compete vigorously, but in a fair and ethical way. Competitive success is built on providing good value and service excellence.

Competitors should not be disparaged. When in contact with competitors, employees will avoid discussing confidential information and no attempt will be made to improperly acquire competitors' trade secrets or any other confidential information. Employees must not publicize, discuss, or share with competitors (even indirectly) pricing strategies or undertake any arrangements or practices which would conflict with the laws applicable to the business concerned.

3. Our approach to corporate governance

POTENCIA TECHNOLOGIES is committed to protecting the interests of our shareholders and our organization through compliance with the relevant legal and regulatory environments and careful management of business risks.

3.1. Compliance with the law

POTENCIA TECHNOLOGIES will comply fully with all relevant national and international laws and will act in accordance with local guidelines and regulations, including those which are industry specific, governing our operations.

It is the responsibility of all managers to ensure, by taking legal or other expert advice where appropriate, that they are aware of all local laws and regulations which may affect the area of the business in which they are engaged, including tax and exchange controls.

3.2. Accounting standards and records

All accounting documentation must clearly identify the true nature of business transactions, assets and liabilities in conformity with relevant regulatory, accounting and legal requirements. No record or entry may be false, distorted, incomplete or suppressed. Employees must not materially misstate or knowingly misrepresent management information for personal gain or for any other reason

3.3. External reporting

POTENCIA TECHNOLOGIES businesses may be required to make statements or provide reports to regulatory bodies, government agencies or other government departments. Care should be taken to ensure that such statements or reports are correct, timely and not misleading. Senior management must be made aware of any sensitive disclosure before it is made.

POTENCIA TECHNOLOGIES will provide through the published annual report and accounts and other statements, appropriate information to enable shareholders to assess our business performance. We will comply with applicable laws and stock exchange regulations as to the disclosure of information about POTENCIA TECHNOLOGIES.

3.4. Policies and procedures

POTENCIA TECHNOLOGIES recognizes that there are risks associated with carrying out any business activity. Management is responsible both for ensuring that policies and procedures are in place to manage risks and for complying with those policies and procedures. Employees should ensure that they are aware of the risks associated with their activities and that they comply with policies and procedures in place to manage those risks.

4. Our commitments to our employees

POTENCIA TECHNOLOGIES is committed to optimising individual and business performance through employing the best people at all levels and creating an environment in which they want to and are able to contribute fully to the Group's success. To achieve a working environment in which team spirit and commitment to the goals and values of POTENCIA TECHNOLOGIES are maintained, the Company will ensure that individual employees are treated fairly and with dignity and respect.

4.1. National regulation

In dealing with its employees, POTENCIA TECHNOLOGIES will act in compliance with national regulatory requirements and employers' obligations to employees under labour laws and regulations must be respected.

4.2. ILO Declaration on Fundamental Principles and Rights at Work

POTENCIA TECHNOLOGIES will respect freedom of association and the right to collective bargaining, employment will be freely chosen with no use of forced or child labour, and we will not discriminate on the basis of gender, colour, ethnicity, culture, religion, or disability and will abide by all anti-discrimination legislation in every jurisdiction where POTENCIA TECHNOLOGIES operates.

4.3. Harassment

Harassment can be defined as unwanted behavior, which a person finds intimidating, upsetting, embarrassing, humiliating or offensive. Conduct involving the harassment (racial, sexual or of any other kind) of any employee is unacceptable.

4.4. Equal opportunity

POTENCIA TECHNOLOGIES values all of its employees for their contribution to the business. Opportunities for advancement will be equal and will not be influenced by considerations other than their performance, ability and aptitude. Employees will also be provided with the opportunity to develop their potential and, if appropriate, to develop their careers further with the company.

4.5. Health & safety

POTENCIA TECHNOLOGIES places the highest priority on promoting the health and safety of employees whilst at work. In particular, we will constantly review the effectiveness of our methods of operation to best protect those who work in a high-risk environment.

4.6. Terms of employment

The businesses and their employees will work towards creating permanent long-term relationships. Employees will be paid for and work hours at least as favourable as the terms established by national legislation or agreements or industry standards.

4.7. Pre-employment screening and selection

In order to protect the interests of its employees and customers, and because of the nature of its business, POTENCIA TECHNOLOGIES will apply rigorous pre-employment screening and selection techniques.

5. Employee commitments to POTENCIA TECHNOLOGIES

Employees must avoid situations where appearance of business impropriety exists, even though the circumstances might not otherwise specifically violate this code of conduct or where specific laws or regulations do not apply.

5.1. Confidential information

Employees must not make use of confidential information obtained through their employment for personal gain. The disclosure of confidential information to any third party during or after employment is not permitted unless the disclosure has been appropriately authorized, is for a legitimate business reason and the information is being securely communicated. 'Confidential information' is either information that has been specifically described as being confidential or is otherwise obviously confidential from the surrounding circumstances. The term 'confidential information' does not include information in the public domain or information which the individual concerned is required by law to disclose.

5.2. Conflicts of interest

Every employee has a duty to avoid business, financial or other direct or indirect interests or relationships which conflict with the interests of the Company, or which divides his or her loyalty to the Company. Any activity which even appears to present such a conflict must be avoided or terminated unless, after disclosure to the appropriate level of management, it is determined that the activity is not unethical or improper, does not compromise integrity and is not detrimental to the reputation and standing of the company.

5.3. Social networking

Employees who engage in social networking on websites or in groups which show any association with, or make reference to, POTENCIA TECHNOLOGIES are expected to behave in ways that are consistent with POTENCIA TECHNOLOGIES values and policies. Employees must therefore ensure that the company is not exposed to legal or reputational risks and the safety and security of employees, customers and the general public are not undermined.

6. Implementation

This Business Ethics Policy is widely published in POTENCIA TECHNOLOGIES including on the corporate website. The Policy must be adopted as a minimum standard and issued to all POTENCIA TECHNOLOGIES managers and relevant specialists. Ethics documentation must be reviewed and an annual sign off implemented.

For frontline/administration staff an Ethics Code (including relevant elements of the Business Ethics Policy) is to be promoted by business units and management with content reflected where appropriate in training, and other internal communications channels.

For all new staff, employment contracts or written statements include the Business Ethics Policy or Ethics Code as appropriate. These should be signed, retained on file and be auditable.

Implementation and adherence to the Business Ethics Policy is monitored as part of POTENCIA TECHNOLOGIES compliance processes. The policy will be reviewed annually. Where POTENCIA TECHNOLOGIES companies already have their own published ethics policies, these must be reviewed against this Group policy to ensure they meet the same minimum standards.

6.1. Staff complaints, concerns and suggestions

Staff can expect that the Company will give due consideration to their constructive suggestions and will provide a considered and objective review of genuine concerns and complaints. Such concerns include fraud, misrepresentation, theft, harassment, discrimination and non-compliance with regulations, legislation, policies and procedures.

Concerns must be investigated impartially so that the employee's rights are protected. Employees who have concerns about potential unethical behaviour should advise their local Human Resources or Finance Director in the first instance. Employees may do this anonymously if they so wish. To ensure that confidentiality is maintained, employees should not discuss such concerns with colleagues or other third parties, unless specifically authorized or unless it is a legal requirement.

If the employee is dissatisfied with the response to the concern which he or she has raised, or if the concern relates to a matter of exceptional gravity or sensitivity, he or she can contact senior management at their discretion.

6.2 Compliance monitoring

We monitor, on a regular basis, compliance with this ethics policy, using ongoing management reporting.

6.3 Adherence to policy

Since POTENCIA TECHNOLOGIES aims to maintain high ethical standards in carrying out its business activities, practices of any sort that are incompatible with the Group's principles and policies are not tolerated. Strict adherence to these principles and supporting policies is a condition of employment or working with POTENCIA TECHNOLOGIES. Any action by an employee, which deliberately or recklessly breaches this ethics policy, may result in disciplinary action and where appropriate, criminal proceedings will be instituted.



Environmental Health & Safety Policy

Potencia Technologies is committed to minimizing the environmental impact of our operations and products wherever we do business, and to continuously improve in our Environmental, Health and Safety (EHS) performance. It is the responsibility of every employee to meet this EHS policy.

To that end, Potencia Technologies applies a standard group of practices for ethics, energy and water consumption, waste generation, product quality, employee safety and more. We specifically direct our EHS efforts in the following areas:

- **Environmental sustainability:** We commit to minimize our emissions to air, water and land resulting from our operations. Potencia drives our sustainability strategy, optimizes our resources and ensures that we are focusing on the environmental risks and opportunities that are most important to our customers, investors, communities and employees. We establish goals for reducing our environmental impact and measure, review and report our progress to the public.
- **Health, safety and security:** Working safely is a condition of employment at Potencia Technologies. Our goal is to provide a secure and safe work environment for all of our employees, subcontractors and visitors. Potencia Technologies commits to meet or exceed regulatory and company requirements consistent with Potencia Technologies policies on Ethics and Compliance. We work to create a “zero incident safety culture” and to continuously improve our health and safety performance through the implementation of MESH. Safety rules apply to all third parties performing activities at Potencia Technologies locations including suppliers, contingent workers, subcontractors, vendors, visitors and all other non-Potencia Technologies employees.
- **Supply chain:** Potencia Technologies recognizes the significance of the supply chain in our own sustainability performance, and strategically

engages with suppliers on important issues such as managing emissions, improving safety, and increasing efficiency. Our governance processes further ensure our suppliers are held to our same values regarding ethical behaviour, compliance, environmental responsibility and footprint reduction.

- **Transparency:** Increasing the transparency of our EHS performance makes Potencia Technologies a stronger, more sustainable company. We are committed to measure, review and report our performance to the public in our company Annual Report/Sustainability Report, on our Potencia Technologies.com web site, and by working with organizations that collect and disseminate EHS and other sustainability data to the public.
- **Community:** We are committed to making power management products and solutions in safe workplaces that are environmentally responsible. We participate in — and contribute to — local and government initiatives around the world that improve the quality of life in communities where we live and work.
- **Employees:** We commit to raise awareness, encourage involvement and provide appropriate training and education for all employees regarding EHS issues, programs and performance.

Job Specific Hazard Assessment

Purpose:

This blank document is intended to help contractors identify job specific hazards. Once all hazards have been identified the contractor must establish control and/or mitigation measures to prevent injuries.

All contractors must communicate these hazards to the workers and sub-contractors who will be working on this project.

Date:	
Contractor/Company Name:	
Phone/Email:	
Building and location where work is to be performed:	
Work order # (if applicable):	
Person performing the assessment:	
Contractor Name:	

	Type of Hazard	Explanation of Hazard	Controls
Example	Working off of a ladder	Worker may fall	Worker will be trained on proper ladder use. Area around ladder will be cordoned off. Only fiberglass ladders to be used. Daily pre-use inspection of the ladder.
1			
2			
3			
4			
5			