

Whistleblower Policy and Reporting Guidance

Hydraquip is committed to conducting all aspects of its business with honesty and integrity. This policy applies to all employees of Hydraquip Hose & Hydraulics Ltd, Hoses Direct Ltd and their subsidiary companies (“Hydraquip”). As employees of Hydraquip, we must act ethically and in compliance with applicable laws and regulations. The purpose of this policy is to provide a confidential and simple process for employees to report any concerns that they have regarding unethical or illegal practices.

1. Reporting Concerns: A Two-Step Approach

We encourage all employees who witness or suspect any form of unethical or illegal activity to report it promptly. Such concerns might include (but are not limited to) activities relating to fraud, bribery, corruption, safety violations and environmental harm.

There are two primary channels for raising a concern:

- Initial Report to Your Line Manager: For most concerns, your immediate line manager is the first point of contact. They are best positioned to understand the context of your work and can take immediate and appropriate action. However, if you are not comfortable speaking with your manager or if you are not satisfied with the response received, you are encouraged to speak with someone in your local Human Resources team or anyone in management that you are comfortable approaching.
- Alternative Reporting to the Ethics and Compliance Hotline: We recognise that you may not always feel comfortable reporting to management, especially if the concern may involve them. In such cases, or if you prefer to remain anonymous, you can report
 - o directly to our designated Ethics & Compliance hotline on 0330-808-4790 or
 - o via the Ethics and Compliance Website <https://cloud.clearviewconnects.com/#/>

2. What to Report: Be Specific and Honest

When you make a report, please provide as much detail as possible, including:

- The nature of the suspected unethical activity
- The name of the individuals involved.
- The dates, times and locations of events.
- Any evidence you may have, such as emails or documents.

3. Our Commitment to You: Confidentiality and Non-Retaliation

We are committed to protecting our employees who raise genuine concerns about unethical behaviour or illegal practices.

- Confidentiality: The identity of the person raising the concern will be treated as confidential as possible, consistent with the need to conduct an adequate investigation.
- No Retaliation: We have a zero-tolerance policy for any form of retaliation, harassment or victimisation of any employees who raise concerns in good faith. There will be no retaliation for speaking up and making a truthful report of actual or suspected misconduct, for cooperating in an investigation, or for exercising our legal rights. Any employee found to have retaliated against a whistleblower will face disciplinary action.
- Note that those who misuse the reporting process and knowingly file reports that are false or malicious in nature may be investigated.

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4. The Investigation Process: Fair and Thorough

Upon receiving a (non-anonymous) report, we will:

- Acknowledge Receipt: We will acknowledge receipt of your concern within 48 hours
- Investigate: A discreet and thorough investigation will be conducted. This may involve getting other information from you and other parties.
- Provide Feedback: Where appropriate, and without compromising the integrity of the investigation or the confidentiality of others, we will provide you with feedback on the outcome of the investigation.
- Act: If the investigation confirms that unethical conduct has occurred, we will take appropriate disciplinary and corrective action. This may include reporting the matter to the relevant authorities.

5. Review and Updates

This policy will be reviewed annually and updated as necessary.

Jeff Coulson

Head of Business
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