



# CODE OF BUSINESS CONDUCT & ETHICS

LIVING OUR VALUES

MAY 2021

CLASSIFICATION: PUBLIC

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## 1. INTRODUCTION – A MESSAGE FROM THE CEO



Inmarsat is a global brand committed to maintaining high standards when dealing with others. This code is a guide to doing the right thing, living by our values and helping all staff to achieve our mission and business objectives through ethical actions and behaviours. It is the foundation of the way we treat each other, the way we do business and enable employees to...

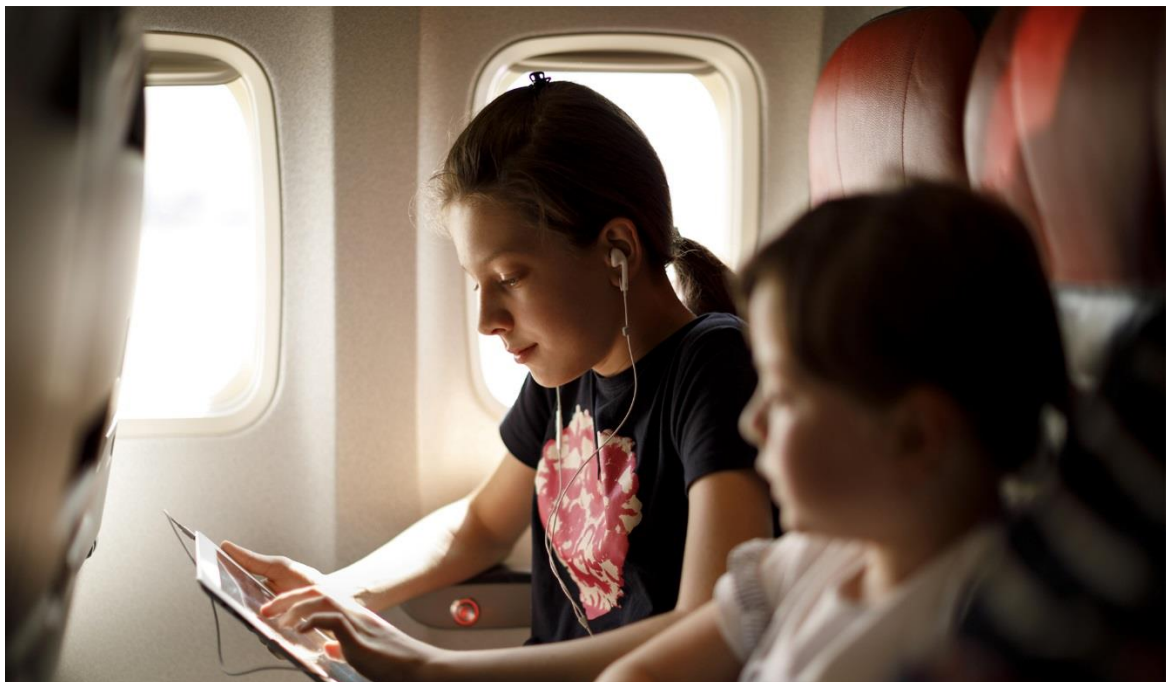
- Act with honesty and integrity
- Uphold our core values
- Comply with laws and regulations
- Make sound, transparent decisions

Everyone has a responsibility to familiarise themselves with the code and to follow it. Managers have a responsibility to ensure their staff understand and comply with the code. Due to the seriousness of these requirements, failure to follow our code may lead to disciplinary action up to and including dismissal.

Operating internationally means at times local laws and customs may conflict with our code. Where this happens, guidance can be sought and where necessary any concerns reported through the appropriate channels.

A number of policies which all staff must follow exist to support this code, these can be found through the links at the end of the code.

Any request to waiver the requirements of this code should be submitted in writing to the CCAO for consideration.



## 2. OUR VALUES / WHO WE ARE

### **Accountability**

We take ownership, get results and deliver our promises to our customers and each other

### **Respect**

We collaborate, embrace diversity and value differences

### **Excellence**

We create bold solutions for our customers, quality is at the heart of everything we do



Our values are the key principles we use to do business on a daily basis with integrity. They form the bedrock of how we interact with colleagues, customers and suppliers. It is these values embraced by everyone across Inmarsat which have built the open and honest culture that is demonstrated across the company and across the globe. This Code works hand in hand with Our People Promise: <https://intranet.inmarsat.com/our-company/chief-people-office/our-people-promise/>



### 3. SPEAKING UP

Inmarsat is committed to provide a safe environment in which to work. We are dedicated to fostering an open trusting culture. One way we do this is by encouraging anyone to speak up when they have any concerns.

We have prepared and implemented a number of policies and procedures which integrate with our core values. Everyone has a responsibility to speak up when they see ethical / behavioural concerns as well as when our policies are not being followed.

#### 3.1. How to report a concern

***Raising a concern should be easy and as a company we hope that you feel confident enough to raise any concerns with your line manager.*** In addition to speaking with your line manager a variety of other methods exist to raise a concern. You may speak with a representative from HR. You may speak with your compliance team or Email [anticorruption@inmarsat.com](mailto:anticorruption@inmarsat.com).

Alternatively, you can use the anonymous reporting system provided by EthicsPoint. A concern can be reported online via the dedicated website or over the telephone using the 24/7 hotline ([www.inmarsat.ethicspoint.com](http://www.inmarsat.ethicspoint.com)).



The image contains two colored boxes with contact information. The top box is blue and features an envelope icon with the word 'EMAIL' below it, followed by the email address 'anticorruption@inmarsat.com'. The bottom box is orange and features a telephone handset icon with the number '0800 048 8420' next to it, and a globe icon with the website 'inmarsat.ethicspoint.com' next to it.

#### 3.2. Retaliation

***Inmarsat prohibits any employee, contractor or MSP from retaliating against anyone for raising in good faith suspected conduct violations or helping to resolve a conduct concern.*** Any individual who has been found to have engaged in retaliation against an employee, contractor or MSP for raising, in good faith, a conduct concern or for participating in the investigation of such a concern may be subject to disciplinary action, up to and including termination of employment or other business relationships.

### 4. ACTING WITH INTEGRITY IN BUSINESS

It is important at all times and in all our business dealings that we all act with honesty and integrity and in accordance with all laws and regulations. As such a number of internal policies exist to guide and advise us.

#### 4.1. Anti-bribery and Corruption

***Inmarsat has a “zero tolerance” policy with respect to bribery and corruption.***

We do not, directly or through any third party, promise, offer, make, authorise, solicit or accept any financial or other advantage, to or from anyone to obtain or retain business or secure an improper advantage in the conduct of business. Financial or other advantage covers anything of value, including cash, gifts, services, job offers, loans, travel, expenses, entertainment or hospitality. Please see the gifts and hospitality section in this document for guidance on this.

We prohibit all facilitation payments such as unofficial, improper, small payments or gifts offered or made to secure or expedite a routine or necessary action to which we are legally entitled.

***One exception to the prohibition on facilitation payments may be made in circumstances where you were concerned for your personal safety and/or liberty.*** If facilitation payments are made under such circumstances, such payments should be:

Reported immediately to your manager, the compliance team or use the [anticorruption@inmarsat.com](mailto:anticorruption@inmarsat.com) email address and should include the following:

- the circumstances in which the payment took place (date, time, country, office);
- those individuals involved in the interaction;
- whether there was duress and if so, the nature of such duress;
- alternative steps to payment that were attempted;
- the sum paid;
- to whom the payment was reported and when;
- remedial steps which might be taken, for example, approaching foreign national or regional government to highlight instances of demands for facilitation payments or further training for employees or contractors; and

Bribery and corruption by individuals may be punishable by imprisonment. Furthermore, if individuals working for or on behalf of Inmarsat are found to have taken part in corruption, Inmarsat could also face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation.

***The prevention, detection and reporting of bribery and other forms of corruption is the responsibility of us all.*** In the [policy](#), you can find greater detail of suspicious activity to look for in dealings with third parties.

## 4.2. Political Donations

It is Inmarsat's policy not to make political contributions, in support of any party or politician. For this purpose, the purchase of tickets for dinners to specifically support fundraising for a political party, advertising in political programme booklets, use of Inmarsat's photocopying facilities, paid employee or contractor activity, employee or contractor contributions reimbursed through expense accounts or via invoices, and similar donations in kind, are considered political contributions.

## 4.3. Gift and Hospitality

Conducting business may involve business related entertainment or exchanges of gifts of nominal value. Indeed giving and receiving gifts can help build and maintain strong working relationships and goodwill between companies.

You may accept gifts and entertainment. When considering whether or not to accept the gift please stop and think about the following:

- Is it lawful
- Is it ethical
- Is it occasional
- Is it customary
- Is it reasonable in value
- Does it meet a business need or requirement

***You are encouraged to speak to the Compliance Team for further information or consult the Anti-Bribery Policy. The Concur system should be used to register/request qualifying gifts and hospitality.***

In all instances, exchange of business entertainment and gifts must not create, or be perceived to create a conflict of interest and/or a bribe.

Q What laws apply to Inmarsat in relation to Bribery & Corruption?

A More than 46 countries have their own Bribery laws, however, the main to Acts which hold the most significant impact for Inmarsat are the UK Bribery Act and the Foreign and Corrupt Practices Act (US). Both of which have global coverage.

Q What 'Red Flags' should I look for in relation to Bribery?

A Potential 'Red Flags' include:

A third party requesting additional 'fees' to facilitate services

A third party requests you provide employment or another advantage to a friend or relative

You are offered unusually generous or lavish gifts or hospitality

You receive gifts or hospitality of a reasonable value repeatedly with no genuine business requirement

#### 4.4. Conflicts of Interest

We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate.

As such it is vital that we should not engage in any act which conflicts with the interests of the company. Conflicts of Interest can give rise to the following risks if not identified and dealt with accordingly:

- An employee/contractor/MSP's professional judgement and objectivity being compromised and/or hindering the proper discharge of their duties and responsibilities;
- An employee/contractor/MSP engaging in unethical conduct; or
- The company obtaining an improper advantage or giving rise to reputational damage.

***A conflict of interest may arise when an employee/contractor/MSP's personal interests or those of their family intersect with their responsibilities at Inmarsat.*** Situations which could give rise to a conflict might include:

- A family member has an investment or financial interest in any supplier, customer or Inmarsat competitor that has (or seeks to have) business dealings with Inmarsat; or
- An employee who is a member of the employee selection team fails to disclose a relationship with a job candidate.
- Serving as a director or advisory member of another organisation if it interferes with your obligations to the company.

- Q I currently hold shares in a competitor that I held before I joined the company, is this ok?
- A If your share ownership amounts to less than 2% there is no conflict of interest, however, if you hold shares in a direct competitor then it cannot hurt to inform your line manager. A conflict might arise if your ownership was to increase to 2% or more.
- Q My daughter has applied for a role within the company, can I be involved in the recruitment process?
- A In this instance you should not be involved in any stages of the recruitment process. This could be seen as unfair and create a conflict.

Phrases such as “My son has a company....” Or “Could you speak to the hiring manager for me” are signs that a possible conflict might exist or may arise. In most instances, full disclosure of the facts by the employee/contractor/MSP is all that is necessary to enable Inmarsat to protect its interests.

If you are in any doubt as to whether or not a conflict exists or might exist between your personal life and the company please consult the [policy](#) or speak to your line manager or the Compliance Team

#### 4.5. Anti-facilitation of Tax Evasion

With the introduction of the [Criminal Finances Act 2017](#) the facilitation of tax evasion became a corporate offence. It is our policy to conduct business across the Inmarsat group in an honest and ethical manner. We take a zero tolerance approach to facilitation of tax evasion, whether under UK law or under the law of any foreign country. We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate, and implementing and enforcing effective systems to counter tax evasion facilitation.

It is not acceptable for you (or someone on your behalf) to:

- Engage in any form of facilitating tax evasion or foreign tax evasion;
- Aid, abet, counsel or procure the commission of a tax evasion offence or foreign tax evasion offence by another person;
- Fail to promptly report any request or demand from any third party to facilitate the fraudulent evasion of tax (whether UK tax or tax in a foreign country), or any suspected fraudulent evasion of tax (whether UK tax or tax in a foreign country) by another person.

##### Definitions

- **Tax Evasion** – The criminal offence of cheating the public revenue or fraudulently evading UK tax.
- **Foreign Tax Evasion** – Evading tax in a foreign country, provided that conduct is an offence in that country and would be a criminal offence if committed in the UK.



- **Tax Evasion Facilitation** – Being knowingly concerned in, or taking steps with a view to, the fraudulent evasion of tax (whether UK tax or in a foreign country) by another person, or aiding, abetting, counselling or procuring the commission of that offence. Tax evasion facilitation is a criminal offence, where it is done deliberately and dishonestly.

## 4.6. Competition and Anti-Trust

***We conduct our business fairly at all times and in accordance with the law.*** We strictly adhere to the letter and spirit of competition law in all jurisdictions in which we do business.

To compete fairly and to build trust we will never:-

- Fix prices - (e.g. fixing minimum terminal price for a supplier to charge end users. Even suggested/ maximum prices could be caught if the effect is that a price is fixed in the market)
- Bid rig - this is a form of fraud in which a commercial contract is promised to one party even though for the sake of appearance several other parties also present a bid. This form of collusion is illegal;
- Limit production or investment; or
- Share customers or markets (e.g. by customer or by territory).

Some examples would be: requiring customers purchasing one product to purchase a different one in addition (tying or bundling) or charging prices so low that they do not cover the costs of the product or service sold (predatory pricing).

Individuals in breach of this policy can find themselves liable to criminal prosecution. The company could also be liable to a large fine and we would face reputational damage. Our in-house legal team can provide guidance in this area.

## 5. COMPLIANCE WITH EXPORT AND TRADE SANCTIONS

Inmarsat operates a zero tolerance policy with respect to dealing with sanctioned countries and Specially Designated Nationals (“SDN’s”). If you are unsure whether a country is sanctioned or a person with whom we are to do business is an SDN then you should contact [compliance@inmarsat.com](mailto:compliance@inmarsat.com). Sanctions are changed and amended frequently, this information is correct at this time. Please check with Compliance for up to date information.

### 5.1. US Economic Sanctions

The U.S. imposes economic sanctions and embargoes on certain countries, entities, and persons. These sanctions are administered by various agencies of the U.S. government, most notably the Office of Foreign Assets Control (“OFAC”).

The most onerous U.S. sanctions apply to North Korea, Syria, Cuba, Iran, Northern Sudan and The Crimea. Sanctions are complex and wide ranging, any concerns should be raised with the compliance team.

### 5.2. UK and EU Economic Sanctions

The U.K. cooperates with United Nations and E.U. sanctions, most of which relate to arms embargos. Those countries for which the sanctions go beyond a conventional arms embargo include: Argentina, China / Hong Kong (equipment that might be used for internal repression),

Democratic Republic of Congo, Haiti, Iran, Burma (Myanmar), North Korea, Russian Federation, Ukraine and Crimea, Sudan, Syria, and Uzbekistan. There are still some measures remaining against Iraq.

### 5.3. US Anti-Boycott Laws

These laws prohibit participation or cooperation in any boycotts that are not supported by the U.S. Most notably, the Arab League Boycotts of Israel. For example you might see:

- Buyer shall in no way contravene the regulations issued by Bahrain Government and or Israel Boycott Office. Buyer shall not nominate a vessel blacklisted by the said office
- Goods of Israeli origin not acceptable

Should you have any suspicions or concerns about restrictions in our customer or partner agreements that may contravene the Anti-Boycott Laws please contact the compliance team.



### 5.4. Export Control

Export Control laws restrict the export of goods, technology, related technical data, and certain services in the interest of protecting the national security and domestic economy. Considerations are Sanctions & Embargoes, Internal Repression or Conflict, Diversion of goods, Manufacture of Arms, Violation of Human Rights and Support of Terrorist Activity. Inmarsat must be able to demonstrate that we are compliant with the Regulation. The Export Control Policy is published on LiftOff.

## 5.5. UK Export Controls

We adhere to U.K. / E.U. export control requirements and the requirements in the other jurisdictions in which we operate. The legislation, including the U.K. Export Control Order 2008 and E.U. Regulation 428/2009 controls the following activities:

- export or transfer of military and dual-use goods, software and technology;
- imposes Weapons of Mass Destruction end-use controls;
- transfer of listed military technology; and
- trade in certain goods between any overseas country and embargoed destinations that requires a license and in some cases is prohibited

Further information relating to export control and sanctions can be obtained by contacting [compliance@inmarsat.com](mailto:compliance@inmarsat.com).

## 5.6. US Export Controls

***Goods that are 'dual use' or 'defence articles' are subject to U.S. export controls if they involve transfers from the U.S., or retransfers or re-exports of "U.S.-origin" items from locations outside the U.S. or re-export of "U.S.-origin" items anywhere in the world.***

These restrictions relate to hardware and software equally. The term "U.S.-origin" covers items manufactured or produced in the U.S. as well as foreign-made items that either incorporate certain U.S. content or are based on or derived from U.S. technology or technical assistance as well as any items that simply trans-ship through the U.S. to another destination. It should also be noted that if export controlled information or technology is released to a foreign national within the U.S., it is deemed to be an export to the home country or countries of the foreign national

Failure to comply with U.S. export control laws and trade sanctions can result in criminal sanctions, civil fines, debarment from government contracting, the loss of U.S. export/import privileges, and imprisonment. These penalties can be levied against the organisation and against individuals. The U.S. or the U.K. may attempt to prosecute foreign companies and foreign citizens for violation of its export controls.

## 6. HUMAN RIGHTS

Inmarsat was founded 40 years ago on life saving technology and corporate responsibility is built into our DNA. It is the responsibility of all staff to have a positive impact on human rights, fostering diversity and inclusion. Whilst it is about doing the right thing we are also bound by the Guiding Principles on Business and Human Rights published by the United Nations and the International Bill of Human Rights. Within Inmarsat the following is prohibited:

- Any discrimination based on gender, ethnicity, age, sexual orientation or religion
- Any use of any forced, coerced or compulsory labour
- The employment of any person under the age of 18
- Any involvement in any form of human trafficking
- Any form of degrading or harsh treatment
- Engaging with any such vendors or third parties who use child or forced labour

***We must also be aware of and uphold the principles of the Modern Slavery Act. This act makes it a criminal offence to hold a person in slavery or servitude, force them to engage in forced or compulsory labour.***

Furthermore it makes a criminal offence of trafficking (facilitating the travel of) a person with a view that the person will be exploited. Every year we publish a statement of our commitment to combatting Modern Slavery, please click on the link: <https://www.inmarsat.com/about-us/how-we-do-business/modern-slavery-act-statement/>

## Red Flags

- > Signs of restricted freedoms
  - Are they in possession of their own passports or are they being 'held' for safe keeping
  - Are they living on-site rather than in their own homes?
  - Do they have a home address or keys to it?
- > Poor Working Conditions
  - Are they working excessive hours?
  - Are they properly trained?
- > Behavioural Signs
  - Do they look frightened?
  - Do they speak when directly spoken too,
  - Do they scavenge for food?
- > Physical Signs
  - Are there any signs of physical abuse, bruising?
  - Do they look dirty and / or dishevelled?
  - Does there appear to be a lack of personal belongings?
  - Are there signs of drug or alcohol addiction?

## 7. OUR PARTNERS

We build lasting relationships with our partners, suppliers and subcontractors based on clear specifications, good contracts, due diligence, mutual trust and aligned goals.

We procure in accordance with our Procurement Policy <https://intranet.inmarsat.com/our-company/chief-finance-office/procurement/procurement-policy/> which balances price, quality, performance, delivery, sustainability and suitability. Acting in good faith towards our suppliers is an integral part of the way we do business by procuring in an auditable, fair and transparent selection process and then delivering our obligations under the contract. Every new supplier must also agree to the terms laid out in our Supplier Code of Conduct and Supplier quality Standards.

## 8. ACCEPTABLE USE OF COMPANY INFORMATION

Information is a valuable asset, everyone has a responsibility to safeguard company information. All data protection laws and regulations must be adhered to.

We may all become aware of strategies, plans, contractual agreements, corporate developments, or other sensitive and confidential information which may affect Inmarsat's business or potentially the value of securities (e.g., stock shares) of Inmarsat's business partners ("inside information") before these developments or plans are shared outside the Company. Disclosing inside information without permission and trading securities while in possession of inside information are both contrary to Inmarsat's policies and are illegal.

## 8.1. Sensitive Information

We recognise that much of the information provided by Partners is commercially sensitive, and could include confidential information relating to a Partner's business affairs, products, operations, processes, plans or intentions, product information, know-how, design rights, trade secrets and market opportunities. Such information may be about the Partners or their customers and should not be used or distributed by us in a manner which would unfairly advantage Inmarsat. This relates to circumstances whereby Inmarsat is making direct or indirect sales of Inmarsat space segment capacity and/or services. We are committed to maintaining and enforcing adequate controls and procedures to prevent the occurrence of any unfair practice.

We view the security of the sensitive information we hold to be the responsibility of all our employees, contractors and MSPs. Sensitive information should be given to or shared only with people who are authorised, on a need-to-know basis, to have access to such information. Every person handling information or using Inmarsat's information systems housing such information shall be required to observe the [Sensitive Information Policy](#).

Inmarsat personnel who have access to sensitive information must ensure that:

- any sensitive information they have received is being used for legitimate business purposes;
- their use of any sensitive information obtained from Inmarsat's Partners or otherwise generated during the normal course of business, would not unfairly advantage Inmarsat in circumstances whereby Inmarsat is making direct or indirect sales of Inmarsat space segment capacity and/or services, where such services are also distributed by its Partners;
- they inform their manager or [compliance@inmarsat.com](mailto:compliance@inmarsat.com) that they may have a conflict of interest in receiving any sensitive information so that a breach of this Policy can be avoided from the outset;
- they keep secure and divulge sensitive information only to other individuals who are authorized to have that information for legitimate business purposes;
- they retain any sensitive information about Partners and their customers in a controlled manner on company computer systems;
- Speak Up if they believe that they are being given such sensitive information when there is no business requirement to have it; and
- Speak Up about any suspicious activities that they reasonably believe may compromise the protection of sensitive information.

Sensitive information must only be shared and/or distributed for legitimate business purposes. Any person found using or distributing sensitive information for unauthorised purposes, or without authorised access, will be subject to our disciplinary procedures.

## 8.2. GDPR

We observe and expect compliance with all relevant data protection and other laws relating to the collection and processing of personal data. This is to ensure that personal data is collected, processed, stored and transferred with sufficient security to ensure the utmost confidentiality of the information, with access retained only by those individuals that possess a legitimate requirement to access the information. Individuals will, when required, be asked for their consent to the collection, processing, transfer and storage of their personal data. There is much information available on the intranet regarding the General Data Protection Regulation (GDPR) which came into effect in May 2018 and for employees leading projects to **complete a Data Privacy Impact Assessment (DPIA) if the project might process personal data**. Please view the [policy](#) for more information or contact [GDPR@inmarsat.com](mailto:GDPR@inmarsat.com).

### 8.3. Official Records and Filings

Inmarsat's policy is that all official records, documents, filings, reports and other submissions completed by Inmarsat employees, contractors or MSPs, including without limitation license applications, export and import documentation, customs forms, government tenders, tax filings, and financial statements, be completed in a truthful and complete manner to the best of our knowledge. The deliberate falsification of any such documentation shall be grounds for disciplinary action up to and including termination of employment or other business relationships.

### 8.4. Use of Computers

To remain competitive, better serve our customers and provide our employees and contractors with the best tools to do their jobs, Inmarsat provides access to various forms of electronic media and services, including computers, e-mail, internet, etc.

All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner. We reserve the right, within the boundaries of local law, to review and ensure Inmarsat provided electronic media and services are being used in compliance with the law, the [Acceptable Use Policy](#), Social Media Policy and other company policies.

## 9. ACKNOWLEDGEMENT OF THE CODE

I have received a copy of the Ethics Code and confirm that I have read and understand its contents. I understand my obligation to comply with the Code, and my obligation to report to appropriate personnel within Inmarsat all suspected violations. I understand that Inmarsat expressly prohibits any director, officer or employee from retaliating against any person for reporting suspected violations of the Code. I am familiar with all resources that are available if I have questions about specific conduct, Company policies, or the Code.

## 10. FURTHER INFORMATION

For further information on any of the topics covered within this document please speak to any member of the compliance team at [compliance@inmarsat.com](mailto:compliance@inmarsat.com) or consult any of the following company reference sites:

### Points of Contact

Chief Corporate Affairs Officer: Alison Horrocks ([Alison.Horrocks@inmarsat.com](mailto:Alison.Horrocks@inmarsat.com))

General Counsel: Brad Swann ([Brad.Swann@inmarsat.com](mailto:Brad.Swann@inmarsat.com))

## Compliance Team

Senior Director Global Compliance: Lindy Davies-Myatt ([Lindy.Davies-Myatt@inmarsat.com](mailto:Lindy.Davies-Myatt@inmarsat.com))

Senior Corporate Compliance Manager: Peter Spake ([Peter.Spake@inmarsat.com](mailto:Peter.Spake@inmarsat.com))

Senior Export Control Manager: Mary-Clare Johnson ([Mary-Clare.Johnson@inmarsat.com](mailto:Mary-Clare.Johnson@inmarsat.com))

Export Control Manager (AsPac): Habib Nazurudeen ([Habib.Nazurudeen@inmarsat.com](mailto:Habib.Nazurudeen@inmarsat.com))

## Compliance Email Addresses

[Compliance@Inmarsat.com](mailto:Compliance@Inmarsat.com)

[Export\\_emea@inmarsat.com](mailto:Export_emea@inmarsat.com)

[Export\\_asia@inmarsat.com](mailto:Export_asia@inmarsat.com)

[Export\\_americas@inmarsat.com](mailto:Export_americas@inmarsat.com)

