

rotork®

Keeping the World Flowing
for Future Generations

Speak Up Policy



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Policy information

Policy name

Speak Up Policy.

Purpose

Provide general guidance on Speaking Up.

Objectives

- To define what is a Speak Up matter.
- To explain how to raise a Speak Up concern and where to get advice.
- To explain what will happen after a Speak Up issue is raised.

Audience

All individuals working for Rotork including employees, officers, directors, consultants, contractors and casual and agency staff.

Confidentiality status

Public.

Local deviation from policy permitted without further approval required?

Where local laws, regulations or rules impose a higher standard, that higher standard must be followed.

Introduction

As a Trusted Partner, Rotork is committed to conducting our business with honesty, integrity and fairness and expects all people to maintain these high standards. We believe we are Stronger Together and it is essential to maintain a culture of openness and accountability.

What is Speak Up?

Speak Up is reporting or raising any serious concerns that you have about products or services Rotork offers, or the conduct of employees, officers or any others acting on Rotork's behalf that:

- are not keeping with our Code of Conduct and policies;
- make you feel uncomfortable in terms of known standards;
- fall below established standards of practice; or
- are improper behaviour.

Some companies refer to this as 'whistle-blowing'. These might include:

- conduct which is an offence or a breach of the law (whether this relates to a criminal offence, or a failure to comply with any other legal obligation)
- health and safety of the public and/or other employees
- unauthorised use of Company funds or other assets
- possible fraud and corruption
- racial, sexual, disability or other discrimination
- damage to the environment
- other unethical conduct.

How to raise a Speak Up concern

We hope that in many cases you will be able to raise any Speak Up concerns with your manager. You may tell them in person, or in writing. However, if you would prefer not to raise the issue with your manager or you feel that your manager has not addressed your concern adequately, you can raise your concern with a more senior manager, your local human resources department, with one of the Speak Up Officers, or through our external Speak Up hotline.

Speak Up Officers

- Stuart Pain, Group General Counsel and Company Secretary, Telephone +441225733493 Email: Stuart.Pain@rotork.com
- Kathy Callaghan, Group HR Director, Telephone +41225 733287 Email: Kathy.Callaghan@rotork.com
- Speak Up hotline (24 hours), Telephone (please see Appendix 1)

- Report online: <http://www.safecall.co.uk/report>

What if I am unsure if it is a Speak Up matter?

If you are uncertain whether something is within the scope of this policy, you should seek advice from your local HR representative or one of the Speak Up Officers.

Can I make an anonymous report?

We would encourage you to let us know who you are. That allows us to come back to you as we assess and investigate the issues or concerns you are raising. However we recognise that individuals may sometimes have legitimate concerns about telling us who they are and so, if you wish to make an anonymous report you may do so. When you make a Speak Up report, we will discuss with you what appropriate measures can be taken to preserve confidentiality.

What happens after I make a Speak Up report?

Once you have raised a concern, an initial assessment will be carried out to determine the scope of any investigation. In some cases we may appoint an investigator or team of investigators including people with relevant experience of investigations or specialist knowledge of the subject matter. The investigator(s) may make recommendations for change to enable us to minimise the risk of future wrongdoing.

While we will try our best to keep you informed of Rotork's response to the Speak Up report, sometimes the need for confidentiality may prevent us providing specific details of the investigation or action taken as a result.

What will be the effect on me of making a Speak Up report?

Genuine Speak Up reports (made without malice and without a view to personal gain or to cause disruption and damage to Rotork) will not result in any detrimental treatment to the person raising the concern, even if it is a mistake. Detrimental treatment includes demotion, dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern.

If you believe that you have been treated differently because your colleagues know you have raised a concern, you should inform one of the Speak Up Officers immediately.

Seek Advice

If you are an employee, and if you are unsure of anything in this Policy and/or what you are permitted to do or not do, you should seek advice and guidance from your manager, your legal business partner or your local HR representative.

Attend Training

You must attend all courses regarding the subject matter of this Policy which Rotork asks you to attend. These include face-to-face and e-learning courses.

Key Take Away

Rotork encourages an open culture in which individuals feel able to report serious concerns they have.

Appendix 1

Country	Number
Australia	1800 312928
Bahrain	8000 4264
Brazil	0800 892 1750
Canada	1877 59 98073
Czech Republic	00 800 72332255
Chile	800 200 734
China	China Unicom/Netcom 10800 7440605
China	China Telecom 10800 4400682
France	00 800 72332255
Germany	00 800 72332255
Hong Kong	3077 5524
India	000 800 4401256
Indonesia	001 803 440884
Indonesia (if PT Telekom)	007 803 440884
Israel	012 800 72332255 (Golden Lines)
Israel	013 800 72332255 (Barak)
Israel	014 800 72332255 (Bezeq)
Italy	00 800 72332255
Japan	0120 921067
Korea, South	001 800 72332255 (Korea Telecom)
Korea, South	002 800 72332255 (Dacom)
Libya	+44 191 516 7764
Malaysia	1800 220 054
Mexico	01800 1231758
Netherlands	00 800 72332255
New Zealand	00 800 7233 2255
Norway	00 800 7233 2255

Poland	00 800 72332255
Portugal	00 800 72332255
Russia	810 800 72332255
Saudi Arabia	800 8442067
Singapore	800 4481773
South Africa	0800 990243
Spain (inc. Canary Is.)	00 800 72332255
Sweden	0850 252 122
Switzerland	00 800 72332255
Thailand	001 800 72332255
Turkey	00800 4488 20729
UAE	8000 4413376
UK	0800 9151571
USA	1 866 901 3295
Venezuela	0800 1008696



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A dark grey, stylized world map with a grid of latitude and longitude lines, serving as a background for the lower half of the page.

www.rotork.com

A full listing of our worldwide sales and
service network is available on our website.

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