

## AMEC's Code of Business Conduct

Setting a clear standard of behaviour is fundamental to managing ethical risk.

In 2003, AMEC's Code of Business Conduct was established through a cross functional collaboration including ethics, internal audit and human resources specialists. At the time it revised and updated the existing code for the Americas business and integrated the process into our overall sustainability programme.

The Code sets out AMEC's standards for ethical behaviour as well as the company's overall commitment to business ethics. The Code is produced in booklet form and is currently available in two versions, American and British and three languages English, French and Spanish.

The short booklet is aimed at all AMEC people from those involved in projects to members of the plc Board of Directors. It is reviewed and approved on an annual basis by the Compliance and Ethics Committee (refer to related documents). The Code is distributed to new employees and available on the company intranet.

### What does the code cover?

The booklet gives a short overview of ethics and accountability by the Chief Executive and highlights the importance of ensuring the highest standards of ethics in day to day lives. It gives information about the standards, laws and regulations that guide and control our work.

It also provides guidance on how employees ought to interact with colleagues, customers, suppliers, regulators, shareholders, and communities.

The code is arranged into nine key sections or touchstones:

#### Touchstones

A touchstone is a standard. Each section in the code is highlighted with a Touchstone, providing clearly defined standards for business conduct.

AMEC is committed to conducting its business in accordance with the standards set out in this code. All employees, regardless of position or title, as well as individuals and organisations working on the company's behalf, should strictly adhere to these standards.

AMEC's nine Code of Ethics touchstones:

- 1: Our responsibility to our employees
- 2: Maintain professional and respectful relationships
- 3: Respect for Safety, Health, and the Environment
- 4: Deal appropriately and fairly with all AMEC stakeholders
- 5: Avoid potential conflicts of interest
- 6: Safeguard company information
- 7: Use company property in an appropriate manner
- 8: Maintain a drug and alcohol free workplace
- 9: Ask yourself the right questions

The booklet is currently under revision and will be reissued in 2008 as a Combined Code, covering all AMEC's businesses. It will continue to address all the issues covered in the current Code.