

AA Frequency Solutions Ltd.

Compliance & Policy Manual

Company: AA Frequency Solutions Ltd.

Registered Office: Covent Garden, London, WC2H 9JQ, United Kingdom

Company No.: 17317056

Website: www.aafrequencyolutions.com

Email: info@aafrequencyolutions.com

1. Corporate Governance

AA Frequency Solutions Ltd. is committed to ethical, lawful and transparent business practices. Directors shall comply with the Companies Act 2006, UK Bribery Act 2010 and all applicable legislation. Conflicts of interest must be declared. Gifts and hospitality may only be accepted where modest, infrequent and incapable of influencing business decisions. Whistleblowing concerns will be investigated confidentially.

Key policies:

- Code of Conduct
- Anti-Bribery & Corruption
- Gifts & Hospitality
- Conflicts of Interest
- Whistleblowing
- Modern Slavery

2. Human Resources

The Company promotes equal opportunities, fair recruitment, respectful behaviour, performance development and compliance with UK employment law. All employees shall receive written contracts, induction and mandatory training.

3. Health & Safety

The Company will provide a safe workplace for office, home and customer-site working. Risk assessments shall be maintained, incidents reported, DSE assessments completed and appropriate first aid arrangements maintained.

4. GDPR & Cyber Security

Personal data shall be processed lawfully under the UK GDPR and Data Protection Act 2018. MFA, strong passwords, encrypted devices, Microsoft 365 security controls, backups and incident response procedures shall be maintained.

5. Quality Management

The Company is committed to continual improvement and customer satisfaction through documented processes, supplier approval, non-conformance management, corrective actions and traceability, aligned with ISO 9001 principles.

6. Import & Export Compliance

Products imported and exported shall comply with UK customs, sanctions, export controls and Incoterms. Product origin, shipping documents and customer screening shall be verified before shipment.

7. RoHS / REACH / Conflict Minerals

The Company will obtain declarations of conformity from suppliers confirming compliance with RoHS, REACH and applicable conflict minerals regulations. Records shall be retained and supplied to customers on request.

8. Environmental & Sustainability

The Company will minimise waste, encourage recycling, reduce energy consumption, select responsible suppliers and support continuous environmental improvement.

9. Financial Controls

Segregation of duties, approval limits, reconciliations, secure banking, AML awareness, KYC checks and accurate accounting records shall be maintained. Purchases and expenses require appropriate authorisation.

10. Sales & Commercial

Quotations shall be accurate and approved. Customer complaints, RMAs, warranties and commercial agreements shall be documented. Pricing, discounts and payment terms shall follow approved authority levels.

11. Supplier Management

Suppliers shall be evaluated for quality, delivery, ethics, compliance and financial stability. Approved suppliers will be reviewed periodically and corrective actions agreed where required.

12. Website Compliance

The Company website shall include Privacy Policy, Cookie Policy, Terms & Conditions and accessibility information. Marketing communications shall comply with UK GDPR and PECR.

Document Control

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Owner: Managing Director

Review: Annually

Approval: Board of Directors