



ColPro Utilis

# QUALITY OVERVIEW

Scope

Interested Parties

Corporate Governance

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MikeP



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This document has been reviewed and approved by:

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## **1 OVERVIEW OF ColPro Utilis**

ColPro Utilis is a Joint venture of ColPro (UK) Limited and Utilis SAS and has been set up as a vehicle for both companies to bid for UK projects as well as supporting the MoD's GS tent in service.

### **1.1 ColPro UK**

ColPro(UK) Ltd is the Design Authority for the UK MOD GS Shelter Insulation system. ColPro(UK) Ltd participated in PowerFOB 2011 at FOB Spartan to provide shelter insulation solutions to reduce initial power requirements in hot environments - shelters designated with white arrows. The trials utilised a combination of current (Generation 1) UKMOD GS Shelter Insulation, Generation 2 internal GS Insulation, Generation 3 External GS Insulation, combined Gen 1 and Gen 3, and higher cooling capacity Dantherm Environmental Control Units(ECU) Results concluded in a 25% reduction in ECU electrical power usage that could provide an ANNUAL £3.5million savings in fossil fuel requirement for Op HERRICK, Afghanistan.

1. ColPro(UK) Ltd designs, manufactures, and supplies shelter systems, shelter insulation systems, CBRN shelter systems, shelter electrical systems, shelter air conditioning equipment, and surface expedient systems. ColPro(UK) Ltd specialises in providing turnkey solutions for complete shelter requirements, and in particular for the CBRN environment.
2. In April 1999 working in partnership with Weatherhaven ColPro designed and supplied the first UK deployable Joint Task Force Headquarters shelter system to Brigadier Richards. This resulted in ColPro being involved in planning for OP Agricola and the development of the MOD GS Shelters that became known as Improved Tented Camp standard. Part of that development included a shelter insulation system.
3. Since the advent of the GS shelter insulation to support Op Agricola – Kosovo 1999 ColPro has studied the issues experienced by a variety of nations seeking the optimum insulation solution. Key study was research by the US Natick Soldier Systems Centre, and by Lockheed Martin for the NASA space vehicle programme.
4. ColPro(UK) Ltd is the design authority for a number of UK MOD shelter insulation and related equipments. ColPro (UK) Ltd has experience of shelter insulation systems over a 20 year period and has conducted research and development to improve shelter insulation efficiency, improve safety, and reduce the logistics footprint.
5. Colpro supplied 2000 complete GS shelter insulation systems over a 3 month period as part of a UOR for Op Agricola – Kosovo 1999. Further contract awards following the Kosovo success resulted in ColPro supplying a further 1000 GS 12x12 shelter, and 3,400 18x24 shelter, complete insulation systems. In total ColPro has supplied 6,400



complete GS shelter insulation systems consisting of more than 46,000 items.

6. With a capability that is transferable to the production of GS Shelter covers in pvc Insulation fabrication takes place in circa 22,000 (2,000sq m) square feet of normal production facilities. Machinery is maintained and kept in storage specifically for addressing shelter insulation production surge requirements. Sufficient machinery and trained personnel are retained to service a fabrication facility of a further 33,000sq ft (3,000sq m). Normal production capacity can produce 200 separate GS shelter insulation panels per week. Leasing available facility space and activating stored machinery can produce up to 800 separate side wall GS shelter insulation panels per week as proven in UKMOD UORs for Kosovo, Afghanistan, and Iraq.

## **1.2 Utilis SAS**

Utilis S.A.S. are global specialists in the design, supply and support of a wide range of rapid deploy shelters and camp systems. Utilis have almost 20 years of experience in the development and supply of innovative field deployable solutions, which has allowed Utilis to become one of the dominant European suppliers of class-leading solutions for camp shelter infrastructure. Utilis offer a broad range of solutions to support rapid entry, tactical deployments up to semi-permanent long term whole camp deployments. Utilis have the in-house expertise, capability and experience to correctly interpret user needs and to propose robust, high quality solutions that can be relied upon in even the most demanding conditions.

Utilis SAS is a trusted, long term supplier to many key organizations involved in early entry and tactical deployments, incident response and crisis management. These include individual European armed forces, national civil defence bodies, emergency and first response teams as well as many other organizations with a need for rapid response capability. Utilis delivers exceptionally broad sector experience, having equipped a wide variety of camps, both large and small. Our in-service equipment covers the entire spectrum from small individual response shelters up to large 500/ 1000 person comprehensive camp systems incorporating all functional amenities. Our versatile product line and high level of expertise allows us to deliver an extraordinarily wide capability range, encompassing accommodation, field hospital and medical facilities, headquarter systems, CBRN Collective Protection enabled complexes and all associated support equipment and furnishings.

The Utilis rapid deployable tactical soft-wall shelters incorporate a state-of-the-art folding-frame design that has been tried and tested in around the world for almost 20 years. The Utilis deployable shelter was introduced to the U.S. Army in 2005, and has gained recognition as a major military shelter due to its incredibly simple but durable design, fast set up time and lightweight features. The Utilis range of shelters is available in all of the sizes required by this contract and furthermore can be proven by test or analysis data that they meet the exacting specifications of the HQSS-RVM. These shelters are available



now and are the most advanced and durable shelters on the market today. They will stand up to any austere environment, in all of the regions required by NATO giving unparalleled strength and performance. The Utilis Shelters have been used on a number of projects for NATO countries including but not limited to: -

- NATO (NSPA) HQ Large Tented Camp and Accommodation CP156 2000 Man Dated Jan 2011 to date.
- DARS HQ Camp (NSPA) CP109 Dated Jan 2011 to date.
- NAMSA NRF Field Hospital ColPro System Spain.
- Spanish Civil Guard – ColPro Decontamination System.
- TMV12-20 for F16 Aircraft Maintenance.
- French Armed Forces.
- US Marines Deployable Accommodation/ HQ Facilities dated April 2010 to Sept 2013.
- APS15 for UAV Storage, Belgian Air force.
- Belgian Armed Forces.
- UK NHS Major Incident Decontamination Systems.
- APS20 sunshield for protection of aircraft.

Utilis tents have also been utilised on a number of commercial activities and exploration to the arctic regions (e.g. Utilis shelters have been chosen by Arctic Kingdom” for Canadian commercial arctic deployments) where they have had to withstand extreme low temperatures and high wind conditions and utilised for a range of different deployment requirements including:-

- Shelter systems.
- Decontamination units.
- Command posts and camps.
- NBC and COLPRO protection.
- Mobile field hospitals and first aid facilities.
- Maintenance/protection facilities.
- Hangars.

Utilis SAS is ISO9001:2008 accredited and are working in accordance with ISO 14001.

## **2 MD's OVERVIEW**

ColPro Utilis is a new venture but brings together the technical capabilities of Utilis SAS with the UK Defence experience of ColPro (UK).

The company is already successful with its win of the UK GS tent enabling contract and is working closely with its partners on a number of UK and overseas projects.

In our first year of business our main objective is to consolidate our existing contracts and ensure that our systems are as effective as possible and



customer satisfaction is high. Our goal is also to cement our early allegiances and expand the business by working closely with our partners to minimise their risk and maximise our potential.

### **3 CORPORATE RESPONSIBILITY OVERVIEW**

Being a great company is about more than just sales and profit margins; it's also about making a positive impact on society, associates and the planet. We're dedicated to bringing awareness to and effecting meaningful change in the areas of Community, Environment, Ethics and Diversity & Inclusion.

#### **3.1 Environment**

We help make more sustainable business practices happen. We do this by sourcing and selling more eco-conscious products, improving our offering of recycling and other green services, maximizing our energy efficiency and renewable energy use, and eliminating waste.

#### **3.2 Community**

Making a difference in the communities where our customers and associates live and work is something we care about. We promote education and career skills development and aim to look at special programs.

#### **3.3 Diversity and inclusion**

We believe that differences in age, race, gender, gender identity, nationality, sexual orientation, physical ability, background and thinking style allow us to be more innovative as a company. We're committed to maintaining a diverse and inclusive culture, from supporting associate resource groups to partnering with diversity suppliers.

### **4 UK ECONOMY**

ColPro Utilis has already forged alliances with a number of UK companies and aims to manufacture wherever possible in the UK. This not only benefits the UK but reduces financial and commercial risk and shortens our logistic chain. The UK is now a cost effective manufacturing platform and we intend to maximise our home based activities.

### **5 QUALITY SCOPE**

**Prime contractorship, design, supply and "In Service Support" of defence, civil emergency and aid Infrastructure & logistics equipment including COLPRO and CBRN protection systems.**





## **6 INTERESTED PARTIES**

### **6.1 Local Government/Local Authorities**

We work closely with the local authorities to ensure we address all local bylaws and play our part in supporting the local area and paying all relevant local taxes.

### **6.2 Regulatory bodies**

We work with our relevant regulatory bodies to ensure our company and staff are fully approved and competent to undertake and deliver our products and that adequate levels of third party inspection and auditing are undertaken to provide us the necessary feedback to improve.

### **6.3 Customers**

We aim to provide quality products and services that meet all of our customers requirements with consistently high quality levels. We also aim to provide service, support and documentation to help our customers maximise their performance and minimise their management burden.

### **6.4 End Users**

We aim to provide end users with good product performance, ease of use, safety, reliability, maintainability and disposability.

### **6.5 Neighbours and local community**

We will manage positive relationships with our neighbours and the local community by providing information and liaison as well as working closely with other local firms to promote a positive economy.

### **6.6 Owner/Shareholders**

We expect our owners and shareholders to provide support and make financial and investment decisions to move the business forward. The business aims to fulfil that investment with profitable trading, return on investment, growth in the market value of the organisation.

### **6.7 Management**

We expect our management to provide ethical leadership, direction, resources, involvement and motivation. We expect them to deliver increased growth, sales & profitability, effectiveness of operations.

### **6.8 Emergency Services**





We will endeavour to provide support to the emergency services wherever possible and particularly by instigating systems and safety protocols that minimise risk to life and property and in the event of an incident ensures personnel are adequately evacuated and accounted for. Our safety protocols also address the risk of chemical hazards, spills and other potential emergency risks.

## **7 ETHICS**

ColPro Utilis (CU) code of ethics requires compliance with the law of every country in which we do business. Our standards go beyond the legal minimum and require a high level of conduct. ColPro Utilis employees are expected to comply with all laws affecting our business, and to act in every respect with honesty, fairness and integrity. The ethical code described should be regarded as more than a set of rules. It is a statement of beliefs that should guide employees' conduct in most situations. You can resolve most ethical questions in your workplace by taking time to consider whether you are acting fairly and honestly towards your fellow employees, the customer, suppliers and general public who rely on our Company.

## **8 ETHICAL GUIDELINES**

### **8.1 Positive Responsibilities**

Each ColPro Utilis employee has an individual responsibility to deal ethically with our customers and suppliers, fellow employees and the general public. All employees are expected to do more than merely avoid unethical conduct. They must also take the initiative and assume positive responsibilities for quality, honesty and fairness.

Employees are expected to raise ethical concerns and report any actual or suspected ethical misconduct to their Manager or any Director as appropriate. Honesty also requires that employees refuse to participate either actively or passively in any cover-up of such misconduct. Each employee is expected to co-operate fully in any investigation of ethical matters by ColPro Utilis. 'Looking the other way' on potential ethical questions is in direct contradiction to ColPro Utilis commitment to honesty and integrity and is not acceptable.

ColPro Utilis and its affiliate companies supports the ten principals of the global compact:

### **8.2 Human Rights**

- CU support and respect the protection of internationally proclaimed human rights within our sphere of influence; and
- Make sure we are not complicit in human rights abuses



### **8.3 Labour Standards**

- CU uphold the freedom of association and the effective recognition of the right to collective bargaining;
- CU uphold the elimination of all forms of forced and compulsory labour;
- CU uphold the effective abolition of child labour; and
- CU aims to eliminate discrimination in respect of employment and occupation

### **Environment**

- CU will support a precautionary approach to environmental challenges;
- CU will undertake initiatives to promote greater environmental responsibility; and
- CU will encourage the development and diffusion of environmentally friendly technologies

### **Anti Corruption**

- CU will work against all forms of corruption, including extortion and bribery

### **8.4 Conflicts of Interest**

Employees, their spouses and other close family members are expected to avoid outside interests or activities that could be advanced at the expense of ColPro Utilis interests. Such involvement may divide an employee's loyalty between ColPro Utilis and the outside interest and create a potential conflict of interest. Non-ColPro Utilis business involvement with a competitor, supplier or customer is strictly prohibited. Such interest could affect an employee's objectivity in the promotion of ColPro Utilis interests.

Employees may not work for or provide advice or consulting services to a competitor, supplier or customer. Employees should not run any side business in their free time which will compete with, sell to, or buy from ColPro Utilis and should avoid any financial investments in competitors, suppliers or customers other than nominal investments in public companies.

### **8.5 Receipt of Gifts**

Gifts from suppliers, customers or competitors to ColPro Utilis employees raise the appearance, if not the reality, of dishonest or unfair dealings. It is ColPro Utilis policy that all business decisions be made impartially and fairly, and not on the basis of gratuities offered to employees. No employee, or any of his or her family, may solicit or receive favours, gifts, loans or other benefits (including service and discounts as well as material goods) from any supplier, customer or competitor. The only exception to this policy is for casual entertainment or gifts (other than money) of nominal value which are customarily offered to others having a similar relationship with the supplier, customer or competitor. ColPro Utilis employees should exercise good judgement in deciding whether



to accept a gift of nominal value or casual entertainment and should resolve all doubts and questions in favour of declining to accept the offer.

## **8.6 Use of ColPro Utilis Resources**

Each of us has a responsibility to use ColPro Utilis resources, including time, materials, equipment and proprietary information for ColPro Utilis business purposes only and not for personal benefit. Any such personal use, without proper permission amounts to theft. ColPro Utilis property, such as equipment, office materials and facilities, are not to be used by employees other than for ColPro Utilis purposes. Use of such property in connection with community or employee social or personal activities may be authorised only by your Manager or a member of the Board.

All employee requests for reimbursement from ColPro Utilis, whether for medical claims, travel expenses or other business-related items must be legitimate, properly documented and in accordance with policy.

All employees receive ColPro Utilis business and technical information and know-how in trust and are expected to maintain such information in confidence and not disclose or use it other than for ColPro Utilis business and for ColPro Utilis benefit. This information includes, for example, names of customers, suppliers, employees, manufacturing processes and equipment, plant layout, engineering drawings, product development plans, information systems, business plans, financial and marketing information and all documents and data which relate to such items. All of ColPro Utilis business and technical information and know-how is a part of the value of ColPro Utilis. Employees are expected actively to protect these assets. Persons who use any of this information for their own personal gain or give or sell this information to outsiders will be dismissed and may be subject to prosecution.

## **8.7 Entertainment and Gratuities**

ColPro Utilis believes that business decisions by its customers should be made solely on the basis of ColPro Utilis quality, service, price and other competitive factors. Gifts and entertainment of nominal value are used to create goodwill with ColPro Utilis customers. If they go beyond this and make the customer feel obligated to offer any special consideration to ColPro Utilis, they are unacceptable. ColPro Utilis policy is to avoid even the appearance of favouritism based on business entertainment or gratuities.

Employees should exercise good judgement and moderation and should offer gratuities to customers only to the extent they are in accordance with reasonable customs in the market place. Special consideration must be given in the case of gifts or entertainment offered to government employees. Many government agencies around the world have strict rules which prohibit employees from accepting even the smallest business gifts. These rules may



also apply to government prime contractors. Where there is any doubt about the standards prevailing in a country no gifts should be made.

Normal and reasonable entertainment of non-governmental customers and suppliers covered by standard expense account reporting is permissible when not contrary to applicable law or to the non-governmental customer's or supplier's own policy.

### **8.8 Payments to Third Parties**

Payments should be made by ColPro Utilis to third parties only for services or products properly provided to ColPro Utilis. No ColPro Utilis employee shall make any direct or indirect payment in the nature of a bribe or payoff to secure or maintain business or for any other purpose to any government employee or the personnel of any customer, supplier or competitor.

In order to avoid even the appearance of improper payments, no payments are to be made by ColPro Utilis in cash, other than documented petty cash disbursements. No Company cheques are to be written to 'cash', 'bearer', or third party designees of the person entitled to payment. Cash payments may never be made to employees of competitors, suppliers, customers or government agencies.

Payments to employees, agents, consultants or others outside their country of residence are prohibited where they violate the laws of that country.

### **8.9 Marketing Practices**

ColPro Utilis policy is to comply with all competition and trade regulation laws and to use only ethical and proper methods to market ColPro Utilis products. All ColPro Utilis customers will be treated fairly and even-handedly, and no preferential trade terms or other treatment will be extended to any customer in violation of any law. To avoid the appearance of improper action, ColPro Utilis absolutely prohibits consultations with competitors regarding prices, customers or territories. Commissions and other payments must be adequately documented and reported to government authorities as required. Advertising must always be in good taste. All claims made in advertisements must be fully supportable.

### **8.10 Environmental Protection**

ColPro Utilis fully supports the belief that each of us has a responsibility to protect the environment and human health. It is imperative that each ColPro Utilis employee accepts responsibility for the observance of laws and regulations governing the protection of the environment and human health. No individual will knowingly buy for use at ColPro Utilis, or dispose of, other than in accordance with the law, any chemical or other substance which is illegal. Managers are expected to keep up to date with all relevant laws and regulations



concerning the protection of the environment, to seek professional guidance when necessary, and to assure observation of the laws and regulations. ColPro Utilis will continue to seek alternatives to substances or products to assure protection of the environment and personal safety.

Individuals who knowingly violate any environmental law or regulation will be subject to dismissal.

### **8.11 Responsibilities to Employees**

ColPro Utilis believes that all of its employees should have a safe work place and equal opportunities for promotion and advancement. ColPro Utilis will comply with all Health, Safety, Equal Opportunities legislation and other similar laws and regulations. ColPro Utilis is committed to maintaining safe working conditions in all of its facilities. Employees are expected to assume individual responsibility for safety procedures, following all necessary precautions, avoiding any activity that might endanger themselves or fellow employees, and notifying management of any potentially dangerous conditions in the workplace. Management are expected promptly to correct any serious safety hazards and to stop any process involved until the hazard has been corrected.

ColPro Utilis policy is that all of its employees will enjoy a work environment free from sexual harassment. Sexual harassment is totally unacceptable and will not be tolerated. Sexual harassment includes unwelcome sexual advances or requests for sexual favours and the creation of an intimidating, hostile or offensive work environment through unwelcome sexual conversations, advances, jokes or suggestive objects or pictures. Any complaint of sexual harassment will be immediately investigated and appropriate action, which may include dismissal, taken.

#### **8.11.1 Staff in under developed areas**

It is our stated goal to attempt to improve the standard of living for all of our local staff in under developed areas by:-

- Paying a living wage whilst not damaging the local economy
- Providing the environment and structure to enable hard work to be rewarded and thus generate longer term opportunities for all of our staff
- Endeavour to provide improved healthcare and facilities to provide our workers and their families a minimum of:-
  - Regular health checks
  - Vaccines
  - Antiretroviral drugs
  - Anti Malarial equipment
  - Regular health checks
- Provide improved education and training both vocational and basic education



## **8.12 Use of Alcohol and Drugs**

ColPro Utilis is strongly committed to the prevention of illegal activities, and to the protection of its employees, ColPro Utilis property and the public from any danger which might result from the use of drugs or alcohol. It is ColPro Utilis policy to provide a safe drug-free and alcohol-free work environment.

In the workplace, drug and alcohol abuse can create hazardous situations, lower productivity and can cause potential problems with outsiders with whom ColPro Utilis does business. We must ensure we maintain the reputation of ColPro Utilis and its people as good, responsible citizens.

Use or possession of illegal drugs or alcohol during working hours or on ColPro Utilis premises is strictly forbidden, and is cause for discipline up to and including dismissal. Employees reporting to work under the influence of drugs or alcohol are subject to discipline up to and including dismissal.

It is the policy of ColPro Utilis to provide assistance to employees who seek the Companies help in overcoming any addiction to or dependence upon alcohol or drugs. Volunteering to participate in an employee assistance programme will not necessarily prevent disciplinary action for violations of the policy which have already occurred.

## **8.13 Reporting Practices and Financial Information**

Whilst honest differences of opinion are expected, and can indeed be useful in examining all sides of an issue, we must base our action on facts, logic and fair play. We cannot use shaded opinions or distorted facts to justify actions, nor should we allow facts or opinions to be covered up to make a situation look different from what it really is. All reporting at all levels throughout the Company must be factual and open.

ColPro Utilis business integrity will be reflected in accurate and complete accounts and records. Employees are responsible for ensuring the accuracy and reliability of the ColPro Utilis accounts. Fictitious, improper, deceptive, undisclosed or unrecorded accounts of funds or assets are a serious ethical abuse and illegal. It is the policy of ColPro Utilis that all accounts and records conform to accepted accounting principles and to all applicable laws and regulations.

All transactions must be accurately documented and accounted for in the accounts and records of the Group. All entries must contain appropriate descriptions of the underlying transactions and no false or deceptive entries shall be made. No employee shall enter into any transaction with the understanding that it is other than as described in the supporting documentation. No employee shall participate in obtaining or creating false invoices, payroll records or other misleading documentation or inventing or





using fictitious entities, sales, purchases, services, loans or other financial arrangements for any purpose. ColPro Utilis will not maintain or use any anonymous ('numbered') bank account or other account that does not identify ColPro Utilis ownership.

#### **8.14 Product Integrity**

Strict product integrity is necessary for ColPro Utilis to achieve its quality objectives and to maintain its reputation for quality products. It is ColPro Utilis policy never wilfully to conceal defective work or material, falsify records or make false certification or claims regarding its products. In some instance, particularly in connection with government contracts or subcontracts, it is necessary for employees to make specific product certifications, generate records and supply other information or statements concerning product integrity. It is unlawful intentionally to falsify such records for the purpose of misleading or defrauding the government or any other customer.

All employees are responsible for ensuring the integrity of the products under their control and for the accuracy of the documentation supporting the product integrity. Incidents of suspected or known concealment of defective work or material or falsifications of records are to be immediately reported to management.

#### **8.15 Community Responsibility**

No community's standard should ever be damaged or debased by reason of ColPro Utilis presence but rather should be improved. All employees have an obligation to ensure that their personal behaviour reflects this policy. Those managers with lead responsibility of a ColPro Utilis establishment in any community must ensure ColPro Utilis makes an appropriate contribution to that community's overall well being.

#### **8.16 Industry Regulations**

It is in all employees' interests to make a positive contribution to the reputation of our industry by supporting the industry's education and community relations programmes etc. as appropriate. Employees should also avoid all forms of publicity that will reflect negatively on the industry e.g. by refraining from disparaging or slandering our competitors and their products or services.

### **9 APPLICATION OF THE CODE**

All employees are expected to be familiar with and to observe the ethical standards outlined in this code. Abuse of ColPro Utilis ethical code may be grounds for dismissal and the abuser could be subject to legal action. All of ColPro Utilis management are expected to lead by example and communicate a real concern for the observance of these ethical guidelines.





## **10 PERSONAL RESPONSIBILITY**

Each of us should take pride in the high standard of conduct that has always identified us as ColPro Utilis employees. Let us resolve together to continue to be a Company which will tolerate nothing less than complete honesty, fairness and integrity in our dealings with all individuals, social groups, businesses and government institutions that depend on us.

## **11 CYBER ESSENTIALS**

Incidents of cybercrime have monetary implications for governments, companies and individuals. However, they also damage security, corporate reputations and value as well as individuals' well-being. For example, in 2013, it is estimated that more than 800 million individual records were lost or stolen online, which could have a value of \$160bn.

While estimating the job losses linked to cybercrime is difficult, it remains a factor. However, the biggest cost comes through damage to a company's financial performance or value and the knock on effects on national economies. The cost will continue to grow as more businesses move functions online and e-commerce levels increase. There will also be greater losses of intellectual property, which could slow the rate of innovation.

ColPro Utilis is Cyber Essentials certified.

A handwritten signature in black ink, which appears to read "James Davidson".

**James Davidson**  
**Managing Director**