



This website – <https://www.qpe.co.uk/> (Website) – is the property of QPE Ltd, Glenrothes, Scotland. By using this Website you confirm that you accept these terms of use and policies described below and that you agree to comply with them. If you do not agree to these terms and the policies below, you must not use this Website.

Please note that QPE Ltd reserves the right to change these terms and policies by posting revised versions of the provisions below at any time. QPE Ltd reserves all copyrights and other proprietary rights in materials (including without limitation software, text and trademarks) created by its personnel. Other material posted on the Website may also be protected by copyright law. You must not use any part of the content on this Website for commercial purposes without obtaining a licence to do so from us or our licensors. By uploading a file to this Website, you agree that others may reproduce and distribute all information, software and other materials in the file, and you retain full legal responsibility for all files that you upload.

User Rules

You are responsible for your communications via this Website. In accessing and using this Website, you shall not, under any circumstances, do any of the following:

- (a) publish, post, distribute or disseminate injurious, defamatory, infringing, obscene or other unlawful materials or information;
- (b) use this Website to threaten, harass, or otherwise violate the legal rights (including without limitation rights of privacy and publicity) of others;
- (c) intercept or attempt to intercept email;
- (d) upload files that contain software or other material protected by intellectual property laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consents;
- (e) upload files that contain a virus or corrupted data;
- (f) delete any author attributions, legal notices or proprietary designations or labels in a file that you upload;
- (g) falsify the source or origin of software or other material contained in a file that you upload;
- (h) download a file that you know (or reasonably should know) cannot be legally distributed via this Website; or
- (i) act (or fail to act) in your use of this Website in a manner that is contrary to these terms or to applicable law or regulation.

Uploading material to this Website

Without prejudice to our rights and obligations in relation to your personal information as set out in detail in our policies below, any material (including files that you upload, and your activity in conferences, chats and other forums) you upload to this Website will be considered non-confidential and non-proprietary and QPE Ltd has the right to use, copy, distribute and disclose to third parties any such material for any purpose. Such materials shall be subject to review, modification and deletion without notice by QPE Ltd or its designees. QPE Ltd also has the right to disclose your identity to any third party who is claiming that any material posted or uploaded by you to this Website constitutes a violation of their intellectual property rights, or their right to privacy. QPE Ltd has the right to remove any material or posting you make on this Website at any time. QPE Ltd reserves the right in its sole discretion to change its policies concerning this web site at any time, and to withdraw, suspend or discontinue any feature of this Website at any time. You are responsible for adhering to any limitations posted concerning files uploaded to this Website (e.g. regarding reproduction and dissemination).



Indemnity

You agree to indemnify and hold QPE Ltd harmless from any and all liabilities, expenses (including attorneys' fees) and damages arising out of claims based on your use of this Website, including without limitation any claim of personal injury or injury to property, libel, defamation, violation of privacy or publicity rights, loss of service by other users, and infringement of intellectual property or other rights. QPE Ltd will notify you promptly of any claim for which it seeks indemnification hereunder.

Advertisements

Advertisements and statements contained on this Website are the sole responsibility of the persons or entities that post the advertisement, and QPE Ltd does not make any warranty as to the accuracy, completeness, truthfulness or reliability of such advertisements. QPE Ltd has no liability whatsoever for any third-party claims arising in connection with such advertisements or any products or services mentioned therein.

Email formatting

To promote reliable communications via this Website, QPE Ltd reserves the right to open, re-format and re-transmit to the intended recipient any email message from you to any advertiser or other use.

Disclaimers

THIS WEBSITE AND ALL INFORMATION AND SERVICES WITHIN IT ARE PROVIDED "AS IS." QPE LTD MAKES NO REPRESENTATIONS OR WARRANTIES AS TO THE USABILITY, CONDITION, COMPLETENESS OR ACCURACY OF THE INFORMATION AND OTHER MATERIALS PREPARED OR PUBLISHED BY QPE LTD OR ANY THIRD PARTY HEREIN. QPE LTD DOES NOT WARRANT THAT ACCESS TO OR USE OF THIS WEBSITE WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT THIS WEBSITE WILL MEET ANY PARTICULAR CRITERIA OF PERFORMANCE OR QUALITY. QPE LTD EXPRESSLY DISCLAIMS ALL IMPLIED CONDITIONS, WARRANTIES, REPRESENTATIONS OR OTHER TERMS, INCLUDING WITHOUT LIMITATION WARRANTIES OR MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, COMPATIBILITY, SECURITY, AND ACCURACY. STATEMENTS MADE IN FORUMS, CONFERENCES AND CHATS REFLECT ONLY THE VIEWS OF THEIR AUTHORS, AND DO NOT NECESSARILY REFLECT THOSE OF QPE LTD. ADVICE RECEIVED IN ANY FORUM WITHIN THIS WEBSITE SHOULD NOT BE RELIED ON FOR IMPORTANT DECISIONS AND YOU SHOULD CONSULT AN APPROPRIATE PROFESSIONAL FOR SPECIFIC ADVICE TAILORED TO YOUR SITUATION. YOU AGREE THAT QPE LTD WILL NOT BE LIABLE IN ANY WAY FOR ANY LOSS OR DAMAGE ARISING OUT OF YOUR USE OF OR INABILITY TO USE THIS WEBSITE OR ANY SOFTWARE OR SERVICES WITHIN IT, AND YOU HEREBY WAIVE ANY CLAIMS WITH RESPECT THERETO, WHETHER BASED ON CONTRACTUAL, TORT OR OTHER GROUNDS, EVEN IF QPE LTD HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SOME JURISDICTIONS DO NOT ALLOW IMPLIED WARRANTIES TO BE EXCLUDED OR MODIFIED, SO NOT ALL OF THE ABOVE LIMITATIONS MAY APPLY TO YOU. IN PARTICULAR, WE WILL NOT BE LIABLE FOR (I) LOSS OF PROFITS, SALES, BUSINESS, OR REVENUE; (II) BUSINESS INTERRUPTION; (III) LOSS OF ANTICIPATED SAVINGS; (IV) LOSS OF BUSINESS OPPORTUNITY, GOODWILL OR REPUTATION; OR (V) ANY INDIRECT OR CONSEQUENTIAL LOSS OR DAMAGE.

Governing law

These terms of use, their subject matter and their formation (and any non-contractual disputes or claims) are governed by English law. We both agree to the exclusive jurisdiction of the courts of England and Wales.



Privacy Policy

QPE Ltd is committed to protecting the privacy of its customers and suppliers in accordance with applicable laws and regulations. QPE Ltd supports the fundamental rights to privacy and data protection as well as compliance with national and international privacy laws, including the General Data Protection Regulation (GDPR).

Personal Information You Provide to Us

QPE Ltd collects your personal information that you provide to us to create an account, when you call us, use online account tools, report service issues, complete surveys, enter contests and promotions, or otherwise communicate with us. This information may include your name and contact information such as billing address, email address and phone numbers. We may also collect information about your account and your use of our services, which may include your account number, billing and payment history.

We may collect information that is sent to us automatically by your web browser. This information typically includes your Internet Protocol (IP) address, the identity of your internet service provider, the name and version of your operating system and browser, the date and time of your visit, the page that linked you to QPE Ltd, and the pages you visit. We also may obtain data and information about you from third-parties, e.g. credit information from credit reporting agencies.

How We May Use Your Personal Information

We comply with our legal obligations in the following ways:

- Keep personal data up to date;
- store and destroy it properly;
- protect personal data from loss, misuse, unauthorised access and disclosure; and
- ensure that appropriate technical measures are in place to protect personal data.

Legal Basis for Processing Your Personal Data

Processing may be necessary for the legitimate interests of QPE Ltd or a third-party, except where such interests are in conflict with your interests, rights or freedoms. Processing may be necessary for the entering or performance of a contract with you. For certain additional purposes, your personal information will only be used with your explicit consent.

In particular, your personal information may be used:

- To provide you with effective and efficient customer service;
- to provide products, information and services you request;
- process orders you place on our websites;
- for analytical purposes;
- to improve the content, functionality, performance and usability of our website;
- to provide technical support and troubleshooting;
- in connection with our legal rights and obligations; and
- for certain additional purposes only with your explicit consent.

Your Choices



We respect your right to make choices about the ways we collect, use and disclose your personal information. Where appropriate you are asked to indicate your choices at the time we collect your personal information. If you receive email or marketing communications, you may "opt-out" of that service at any time by using the unsubscribe feature included in the e-mails.

How We May Share Your Personal Information

If permitted by applicable law, we may share your information:

- Within QPE Ltd and its affiliates for the purposes set forth in this online Privacy Notice.
- With our Third-Party Service Providers that perform services on our behalf. Our third-party service providers are required to use adequate privacy protections and may use the information only for the purpose of providing services to QPE Ltd. QPE Ltd does not sell, rent, and trade your personal information. QPE Ltd may transfer your personal information outside the country or geographic region in which you are located. Where we do so, we will ensure appropriate safeguards are in place.
- Business Transactions and Transfers QPE Ltd may buy, sell, form, or otherwise reorganize one or more of its businesses or sell stock or assets, for example, as the result of a sale, merger, reorganisation or liquidation. A transaction of this type may involve the disclosure of your information to prospective purchasers or partners. In this case, we will ensure appropriate safeguards and strict confidentiality provisions are in place.
- Compliance with Laws and Protection of Our Rights and the Rights of Others We may disclose personal information when we, in good faith, believe disclosure is appropriate to comply with the law, a court order or a subpoena. We may also disclose personal information to cooperate with a government investigation; to prevent or investigate a possible crime, such as fraud or identity theft; to enforce or apply our online terms of use or other agreements; or to protect our own rights or property or the rights, property or safety of our users or others.

We will not use your personal information to send product or promotional advertising unless you have agreed to receive those.

External Links

QPE Ltd's websites may contain links to other sites operated by third-parties. QPE Ltd is not responsible for the actions and privacy policies of third-party websites.

Cookies and Other Storage Technologies

QPE Ltd may use "cookie" technology on our website(s). A cookie contains information that is sent by a website and stored in your hard drive or temporary memory. You will be asked for your consent and you may change your cookie settings on your internet browser or delete our cookies at any time. We may use cookies to save your preferences for our websites or to collect statistics related to the number of visitors to our websites and requests for files, the types of browsers used, and other aggregate data. QPE Ltd may also use transparent pixels (e.g. GIF, PNG, etc.) files to help manage online advertising by collecting information related to which advertisements drive traffic to our websites. The lifespan of these cookies range from deletion at the end of a browser session to up to 60 days for preference setting, and some cookies may persist for up to one year. QPE Ltd does not collect geo-location data.

Analytics

This website may use web analytics services provided by Google, Inc. ("Google") respectively. These analytics services use "cookies", which are text files placed on your computer, to help the website analyse how users use the site. Google may use this information as per their privacy policy. By using



this website, you will consent to the processing of data about you by Google in the manner and for the purposes set out above.

Ad Remarketing

This website may use Google AdWords, Facebook, LinkedIn, AddThis and Turn remarketing services and possibly other services to advertise on third-party websites to previous visitors to our websites. Any data collected by us will be used in accordance with our online Privacy Notice. You will be asked for your consent if required and, if you want to, you can opt out of interest-based advertising entirely by cookie settings or permanently using a browser plugin.

Use of Special Features or Areas of Our Websites

Some of our websites include special features, such as surveys, licensed content, online store, or password protected areas. Specific privacy statements may appear on such QPE Ltd website(s), including but not limited to our investor and career sites. On such websites you may be asked to agree to special terms governing your use of the special feature or password-protected area.

Public Forums

We may offer chat rooms, blogs, message boards, bulletin boards or similar public forums where you and other users of our website can communicate. Unless otherwise required by applicable law or regulation, the protections described in the online Privacy Notice do not apply to information (including personal information) that you post and/or volunteer in these public forums. Any information you share in a public forum is public information and may be seen or collected by anyone, including third-parties that do not adhere to our online Privacy Notice. QPE Ltd is not responsible for the events arising from the distribution of any information you choose to publicly post or share through our websites.

Children's Privacy

We do not knowingly collect information from children to sell or promote our products or services. Visitors must have an age of at least 18 years to submit registration or survey information. If you believe a person below the age of eighteen has sent personal contact information to QPE Ltd, please contact us immediately at the address listed below and we will use reasonable efforts to promptly remove that information from our databases.

Security

QPE Ltd follows industry-standard practices to secure the information we collect to prevent the unauthorised access, use, or disclosure of information. These security practices include technical, administrative, and physical safeguards. QPE Ltd applies appropriate measures to protect the personal information in QPE Ltd possession from loss, misuse, unauthorised access, disclosure, alteration and destruction. QPE Ltd takes commercially reasonable precautions to protect the confidentiality, integrity and security of your personal information.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

- **SSL Protection** Some password-protected areas of our website(s) require a secure connection with your computer. We use an encryption technology called Secure Socket Layers (SSL). A secure connection is maintained until you leave the secure area of the site. QPE Ltd cannot guarantee the safety of transmitting personal information over the Internet.

- **Password Protection** You are responsible for maintaining the confidentiality of your passwords. We have the right to assume that anyone accessing one of our websites using a password assigned to you has the right to do so. You will be solely responsible for the activities of anyone accessing our



websites using a password assigned to you. You must promptly change your passwords if you see a risk of your password being compromised.

Retention

Your personal information may be retained by QPE Ltd for the legally required timeframe. Afterwards we will securely destroy your personal data according to our internal policies and procedures.

Your Rights

Your rights in relation to your personal information include the ability to:

- Access your personal information and to certain other supplementary information that this Privacy Notice is designed to address;
- correct your personal information if it is found to be inaccurate or out of date;
- have your personal information deleted;
- restrict or object to the processing of your personal information, in particular when the organisation is relying on its legitimate interests as the legal ground for processing;
- transfer your data in a portable format, in particular when the processing is based on your consent or is carried out by automated means;
- complain to a supervisor authority;
- withdraw your previously provided consent to the use of your personal information; and
- request restriction is placed on further processing where there is a dispute in relation to the accuracy or processing of your personal data.

If you have created an account or a personal profile on one of our websites, you should be able to access and update some or all of your personal information. If you wish to access, update or correct other personal information, please contact us. We may ask you for additional information to verify your identity. In most cases, we will update information as requested, if we have no reason to limit or deny your request as permitted or required by law, or if we are unable to verify your identity.

Contact QPE Ltd

To exercise all relevant rights, queries or complaints please contact QPE Ltd in the following ways:

- E-mail at sales@qpe.co.uk;
- or send postal mail to:

15 Faraday Road, Glenrothes, Scotland, KY6 2RU

The GDPR also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or EEA) state where you work, live or where any alleged infringement of data protection laws occurred.

Changes to This Online Privacy Notice

QPE Ltd reserves the right to modify this online Privacy Notice as required by posting a revised version on our websites. These changes will be effective as of the posting date.

Cookies



This website may use cookies. These are small pieces of information that are stored by your browser on your computer. You may prevent your computer's use of cookies by configuring your browser accordingly, but please note that this may hinder some of the functionality of this website.

QPE LTD RESERVES THE RIGHT TO CHANGE THIS AGREEMENT AT ANY TIME BY POSTING CHANGES ON-LINE. YOU ARE RESPONSIBLE FOR REVIEWING REGULARLY ALL INFORMATION POSTED ONLINE CONCERNING USAGE POLICIES IN ORDER TO OBTAIN TIMELY NOTICE OF SUCH CHANGES. YOUR CONTINUED USE OF THIS WEBSITE AFTER CHANGES ARE POSTED CONSTITUTES YOUR ACCEPTANCE OF THIS AGREEMENT AS MODIFIED BY THE POSTED CHANGES.