

Our CODE OF CONDUCT



HOW
WE WORK
WITH...

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Our CODE OF CONDUCT

At Informa we are committed to acting ethically, lawfully and with integrity. We expect our colleagues to uphold these principles and values in everything we do.

It's the only way we think business should be done and we take a strong approach to anything which may challenge this.

Operating internationally with a diverse and innovative portfolio, we recognise our colleagues need the right information and support to consistently live the values and principles of our commitment. Our Code of Conduct applies to everyone at Informa, from the Board to the newest member of our team, and extends to our contractors and consultants. Our Code provides each of us with guidance on how to apply these commitments in the way we work.

To support our Code, there are our global policies and processes, which provide more detailed guidance to help you understand what is expected of you and where to go for help and advice. We expect everyone to embrace both the spirit and the letter of our Code and policies in the way they work.

Handling relationships ethically, lawfully and with integrity doesn't stop at our colleagues; we expect this of anyone who works with or on behalf of Informa.

I'm proud of our achievements to date. Each and everyone of us needs to be committed to helping us continue to build on our successes. By continuing to live by our principles and values and following the guidance in this Code, we can increase our customers confidence in our products and services, achieve our potential and secure a sustainable future.

The difference is down to all of us.

Stephen A. Carter CBE
Group CEO



OUR GUIDING PRINCIPLES AND OUR CODE

Our **Guiding Principles** inform the way we conduct ourselves and provide a focus for all Informa's activities. To support them, our Code of Conduct adds detailed guidance to inform each of us on how we can bring the Guiding Principles to life in our day-to-day actions.

If you are unsure of what to do, reflect on the meaning and purpose of our Guiding Principles and our Code, and if your actions are within the letter and spirit of these, you can be confident you are doing the right thing.

OUR CODE HELPS US BE COMMERCIALY FOCUSED BY

- Keeping **accurate records**, mitigating against **insider trading** and maintaining **financial integrity** in our reporting helping ensure we fulfil our obligations to our stakeholders
- Respecting a **healthy and competitive market** place
- **Safeguarding our information** meaning we can deliver valuable products to our customers
- Respecting **international sanctions**
- **Adhering to applicable laws and regulations** to ensure we protect our profits from being eroded by fines or penalties.

OUR CODE GIVES US FREEDOM TO SUCCEED BY

- Treating everyone with **dignity and respect** and respecting **diversity** across our global team to create a positive culture and inclusive working environment
- Ensuring an environment where people are **safe at work** and that respects **equal opportunities**, where we incentivise, reward and recognise people solely on their ability to perform and excel at their role
- Equipping our people with the right information in our **Code and Policies to confidently make the right business decisions.**



OUR CODE INSPIRES US TO ACT WITH RESPONSIBILITY BY

- Seeking to eradicate **modern slavery** in our supply chains
- Managing our **political activity** and **charitable donations** appropriately
- Ensuring we share **gifts and hospitality** in the correct way, to transparently build business relationships, and never to create undue influence or gain improper advantage
- Avoiding the misuse of **drugs & alcohol** or the appearance of such
- Actively valuing our **environment** by minimising adverse impacts from our operations and promoting more sustainable solutions
- Being a **positive, active contributor** in our diverse communities through a range of interactions and colleague activities.

OUR CODE DELIVERS EXCELLENCE IN ALL WE DO BY

- Creating **information people can trust**
- Holding ourselves to the standards of our **editorial code** to ensure the content we produce and publish is responsible, unbiased and open
- **Reporting concerns**, so we can quickly handle any issues or breaches to protect our people, business and reputation.

HOW WE WORK WITH...

EACH OTHER

As an international Group, and a company that relies on the ideas, talents and contributions of every colleague in order to succeed, how we work with each other is critically important.

DIGNITY AND RESPECT

We are committed to upholding a professional, positive, inclusive and safe workplace, treating all colleagues with **dignity and respect** in an harassment-free environment.

We do not tolerate discrimination and we will not tolerate retaliation in any form against anyone for raising concerns or reporting what they genuinely believe to be improper, unethical or inappropriate behaviour.

We recognise and respect individual's rights to freedom of expression, and believe it is crucial in developing creative information, deepening knowledge and sharing ideas.

EQUAL OPPORTUNITY

To grow as a business and deliver the products and services our customers expect, we must recruit and retain a colleague base that is international, with a range of skills, diverse experiences and contributions.

We make hiring and role progression decisions based solely on relevant qualifications and merit, without regard to race, colour, gender, sexual orientation, religion, national origin, age, marital status, physical or mental disability, or other characteristics protected by law.



HOW WE WORK WITH...



EACH OTHER

HEALTH AND SAFETY

Our colleagues are our most valuable asset - ensuring your **health and safety whilst at work** is a joint responsibility of both the company and yourself.

We seek to create a safe working environment for all our colleagues and prevent workplace injuries. To do this, safety must be a top priority when planning new projects, leading events, as well as in our day to day work. Each of us must make ourselves aware of applicable safety laws, regulations, and local requirements.

If you see any safety hazards or come across an unsafe practice or behaviour, it is your duty to stop it immediately, if you think there is a real danger, and report the issue to your line manager, local facilities manager, Human Resources, **Global Risk & Compliance** or via the **Speak Up** line.

DRUGS AND ALCOHOL

The responsible consumption of prescription drugs and alcohol is permitted, but we expect all colleagues to use good judgment and never drink in a way that leads to impaired performance or inappropriate behaviour, endangers the safety of others or violates the law. Illegal drugs in our offices or at sponsored events are strictly prohibited.

SECURITY AND SAFETY

The safety and security of our colleagues is paramount; when commuting, whilst in the office or when travelling overseas. We are all responsible for helping to protect against security and safety risks. To help protect ourselves, we should ensure we know what process to follow if an emergency occurs with our line managers, or other relevant colleagues if traveling and keep them updated with our emergency contact details.

In the event of an incident, every office has a business continuity plan with instructions on what to do if your office becomes inaccessible. Make sure you have read and understood the plans for your specific Informa location.

It is important to consider and understand any potential security, safety, or occupational risks you may encounter to either yourself, our assets, information or offices before undertaking any business activity, including travelling on business or organising an event. For more information read our **Corporate Security & Safety policy**.





HOW WE WORK WITH...



EACH OTHER

CONFLICTS OF INTEREST

Conflicts of interest can arise in many ways. Even the appearance of a conflict of interest can damage our reputation and we should avoid any situation in which an actual or perceived conflict of interest could arise. Transparency is key to ensuring a potential conflict of interest, doesn't become an actual one.

Any situation where our personal, family, social, financial or political activities interfere or could interfere with our responsibilities to the company or could compromise the independence of our decision making, can present us with a conflict of interest e.g. if a relative works for a supplier or competitor, being in a situation where you are able to manage a close relative or friend, having a secondary role or job that interferes with your obligations at Informa, or improper use of company assets or information for personal benefit or for the benefit of family or friends.

We must declare any actual or potential conflict of interest to our line manager, preferably in writing, and ensure we handle these situations in a way that protects our individual and Informa's reputation, keeping a record of any actions taken.

Many actual or potential conflicts of interest can be resolved in an acceptable way for both the individual and the company, by removing the individual concerned from any part of a decision making process or involving an independent or more senior person in the discussion. If you are unsure of how to deal with a situation, contact a member of HR, [Legal](#) or [Group Compliance](#) for further guidance.

HOW WE WORK WITH...

○○○ CUSTOMERS, SUPPLIERS AND THIRD PARTIES

PROMOTING FAIR AND ETHICAL BUSINESS PRACTICES

We will work in a fair and ethical way within the markets in which we operate and will seek to maintain a position of respect, reliability and integrity. We also expect the third parties with whom we do business to act in the same way. Our **Business Partner Code of Conduct** provides details of the standards we expect of our business partners.

GIFTS AND ENTERTAINMENT

Giving or receiving gifts or entertainment can be an important part of maintaining and developing business relationships. However, all gifts and hospitality must be reasonable and comply with Informa policies and all applicable laws.

Lavish or unreasonable gifts, entertainment or hospitality, whether you are giving or receiving them, are unacceptable as it can create the impression we are trying to obtain improper advantage or favourable business treatment by providing individuals with personal benefits. Just the appearance of impropriety can be enough to put our reputation at risk. Our [Gifts and Entertainment Policy](#) contains more information.

All gifts and entertainment should be:

- modest
- business related
- occasional.

It is important we have transparency around **all** gifts and entertainment, either given or received by recording them in your [Gifts and Entertainment register](#).

For anything over £150 (or local currency equivalent), you should also seek written pre-approval from your line manager.

You should exercise particular caution when considering any gifts or entertainment to government officials, and always seek Legal prior approval.



HOW WE WORK WITH...

○○○ CUSTOMERS, SUPPLIERS □□□ AND THIRD PARTIES

MARKETING AND ADVERTISING

As a company that operates on a global scale, our marketing must always reflect generally accepted contemporary standards of good taste and decency both locally and globally.

We should ensure our materials and practices comply with all relevant laws and regulations relating to advertising and sponsorship.

We also adhere to the principles laid out in the [International Chamber of Commerce's Code of Advertising and Marketing](#). The Code prescribes that all marketing communications should be legal, decent, honest and truthful, and these principles are enshrined in our [Responsible Advertising Policy](#).

MODERN SLAVERY

Slavery still exists in the 21st century, and can take various forms, affecting people of all ages, gender and races.

Someone is in slavery if they are subject to:

- forced work - through mental or physical threat
- bonded labour through the use of bond or debt
- domestic servitude
- being owned or controlled by an 'employer'
- being dehumanised, treated as a commodity or bought and sold as 'property'
- physical constraints or have restrictions placed on their freedom of movement
- human trafficking, or
- any form of child labour.

We seek to continually develop our understanding of the risk of [modern slavery](#), and aim to operate our business and supply chain free from those concerns.

We should be vigilant to these conditions and be sure to carefully select our suppliers and business partners, conducting appropriate due diligence when needed, and make regular checks on key risk areas and geographies in which we operate.





HOW WE WORK WITH... ○○○ CUSTOMERS, SUPPLIERS □□□ AND THIRD PARTIES

RESPECTING A COMPETITIVE MARKETPLACE

We are committed to conducting business fairly, competitively and in compliance with laws and regulations. This means we will not enter into agreements with any third party to divide, control or otherwise manipulate a marketplace or its associated products.

In particular we will not, either on our own, or in agreement with any supplier, competitor or other third party:

- set the prices at which we and a competitor will buy or sell products or services
- restrict or divide, directly or indirectly, customers, territories, markets, offerings or any other definable market in which we, or our resellers or distributors will operate
- attach inappropriate conditions of sale in our dealings with third parties
- exchange commercially sensitive information (including prices, costs, discounts, terms and conditions, sales, volumes or credit arrangements)
- set the price at which our resellers or distributors resell or distribute our products or services.

If in any doubt, please contact the [Legal](#) team.

HOW WE WORK WITH...

OUR ASSETS AND INFORMATION

INFORMATION PEOPLE CAN TRUST

Informa provides academics, businesses and individuals with highly specialised skills and services to deliver unparalleled knowledge and up to the minute information. Providing information our customers can trust and value is at the heart of our success. It is the responsibility of each person involved in the production of this information to comply with our [Editorial Code](#) by:

- ensuring all work should be fair and accurate, differentiating between fact and opinion.
- only obtaining information by straightforward means unless justified by an overriding consideration of the public interest.
- promptly correcting any significant inaccuracy or misleading statement.

ACTING WITHIN THE RIGHT LIMITS

Every colleague must know which decisions are within their authority to make and which require additional approval. The Informa **Group Authority Framework** sets out appropriate limits to safeguard and prevent unauthorised transactions and ensure appropriate risk analysis has been completed before entering into legal or financial commitments. If you require any additional information you should refer to your Division's specific framework, or consult your line manager.



HOW WE WORK WITH...

OUR ASSETS AND INFORMATION

ACCURATE RECORD KEEPING

As a listed company whose shares are publically traded, we must comply with applicable laws, regulations and reporting requirements by maintaining and disclosing accurate and complete material information regarding our business. It's extremely important that we maintain the trust and confidence of our investors and customers by ensuring our information is accurate, complete, on time and verified.

PROTECTING BUSINESS ASSETS

Company assets include customer or business information, employee time, physical supplies e.g. laptops, phones etc, money etc. Theft, carelessness and waste have a direct impact on our profitability. We should only ever use company funds, information, internet, email or company applications, or assets, for their business purposes, and never for personal gain, or illegal or improper use.

SAFEGUARDING PERSONAL DATA

Informa respects the privacy of individuals and is committed to handling personal information or data responsibly and in compliance with relevant data protection and privacy laws.

If we collect personal information or data about our colleagues, customers, or business partners we must ensure it is;

- collected, stored, and used only for its intended and lawful purpose
- accurate, relevant and not excessive
- obtained with the correct consent for how we process that data
- kept up-to-date and secure
- not kept for longer than is necessary
- kept in accordance with an individual's legal rights
- only transferred to other countries in accordance with our Data Privacy Policy
- only accessed by colleagues with a specific business and not shared with any third parties without prior permission from the individual, or advice from Group Legal.

You can find more information in relation to holding or use of personal information or data in the [Information Security Policy](#) and in our [Data Privacy Policy](#).



HOW WE WORK WITH...



OUR ASSETS AND INFORMATION

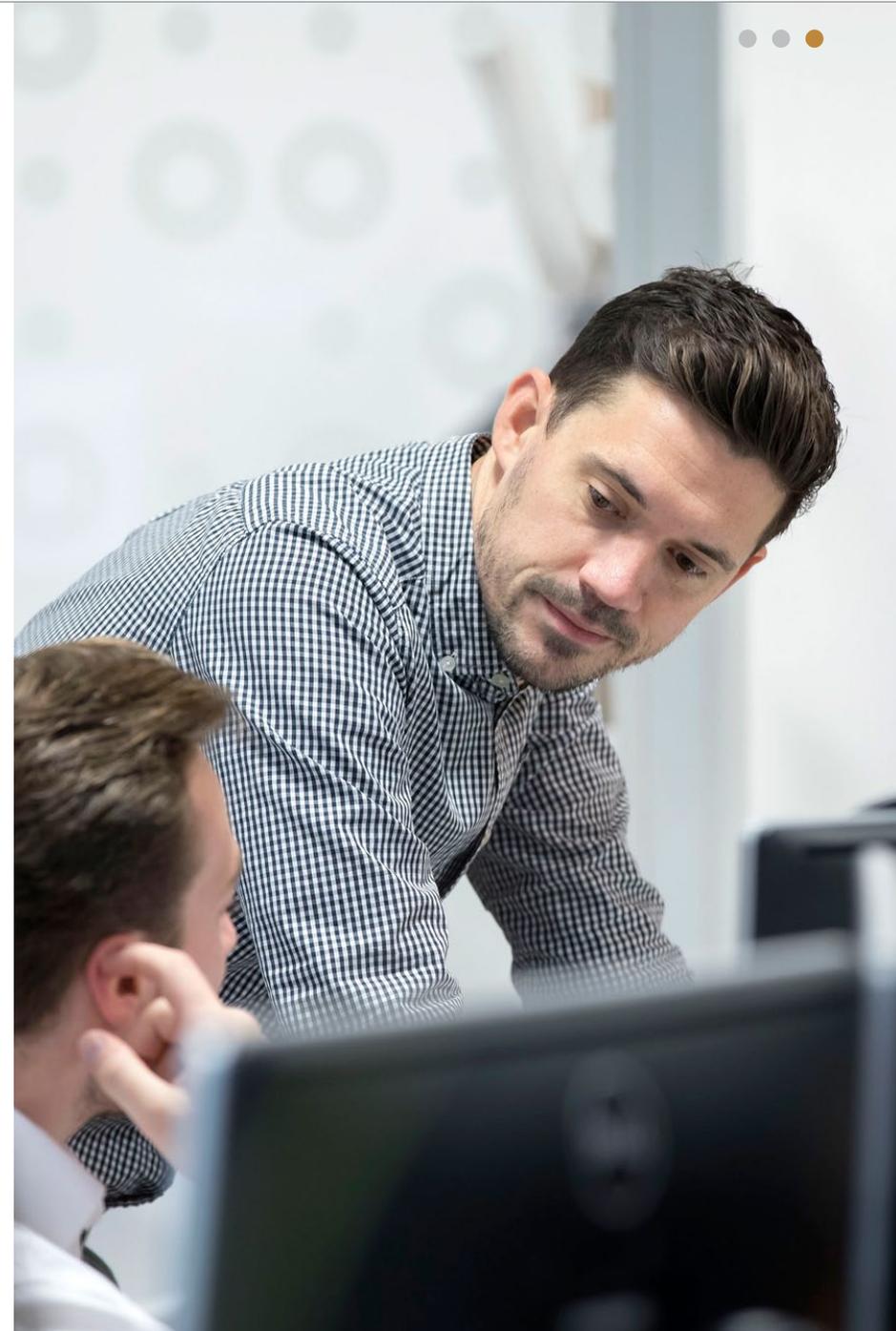
PROTECTING OUR INFORMATION

Informa's confidential information is a valuable asset, and we all need to help protect and manage it effectively by ensuring the confidentiality, integrity and appropriate use of that data. We can all do this through;

- using strong passwords, kept securely and privately
- classifying all Informa information not in the public domain, using the classifications Public, Internal, Sensitive or Confidential
- only discussing with and giving access to confidential information to those who need it to do their job
- keeping all information, confidential or otherwise, well organised, identifiable and accessible, applying appropriate security controls, and disposing of it securely
- not working on anything potentially confidential, if you are in a public place or where there is a risk that information could be inadvertently disclosed
- taking particular care when people join, move or leave the company to correctly provide, change or remove their information access requirements



Report any **Security Incidents** immediately on ServiceNow and help guard against cyber-attacks, and social engineering attempts, such as phishing.



HOW WE WORK WITH...

OUR SHAREHOLDERS

We are focused on delivering sustainable value for our shareholders; through setting well researched strategic objectives and a detailed framework for delivery. We regularly monitor and assess our progress in achieving these goals, making changes accordingly. The strong control network within the Group also ensures we regularly assess, identify and monitor potential risks faced by all of our businesses.

Further information is at www.informa.com/investors.

BUYING AND SELLING SHARES – INSIDER TRADING

Various laws and Informa policy restrict or prevent employees, and in some cases people connected with them (such as family members), from buying and selling shares in Informa or any other company on the basis of non public or price sensitive information relating to that company. It is also illegal and unethical to provide such information to someone else to buy or sell shares. If you have any questions about restrictions on buying and selling shares, you should contact the [Group Company Secretary](#).

FINANCIAL INTEGRITY

Informa is committed to maintaining, accurate, complete and timely records in relation to all aspects of our business in compliance with local laws and regulations. In particular, we must ensure we comply with all relevant financial reporting and accounting standards and regulations.

We do not allow fraud of any kind and it is subject to disciplinary action. Fraud can take many forms including falsifying expense claims, misappropriating assets, forging or altering cheques, falsifying sales information or dishonestly altering company records.





HOW WE WORK WITH...

THE ENVIRONMENT

Managing the impact of our business practices on the environment is important to us, as well as an expectation of our customers, colleagues and our shareholders.

We want to ensure that the natural resources on which we all depend are used responsibly and fairly. We do this through minimizing any negative impacts we might have and seeking ways to positively contribute.

Each of us should play our part. You can:

- challenge unsustainable activities when we see them, including reducing the waste of energy, water, food and other resources. This can be through programmes such as efficient ordering of printed materials, selecting venues that have good recycling facilities, engaging with customers on their travel etc.
- specify the use of sustainable, recycled materials such as certified timber/paper in line with our [group paper and timber policy](#)
- supporting local green travel
- seek opportunities to work with our suppliers and customers to reduce their impact on the environment.

The Environment is one of Informa's four sustainability pillars.

More details can be found on our [Sustainability intranet pages](#) or by emailing sustainability@informa.com.

HOW WE WORK WITH...

OUR COMMUNITIES

POLITICAL ACTIVITY AND DONATIONS

As a company, Informa does not make donations to any political parties or candidates, or for any political purpose. We respect the rights of colleagues to participate in political activities, and to determine their individual political outlook and preference. Colleagues should only conduct such activities outside of working hours and not use Informa resources or claim to represent Informa in any way. Political donations by, or on behalf of Informa are prohibited.

VOLUNTEERING

Our group **volunteering** policy supports every Informa colleague in spending up to two days per year volunteering. This should always be done with approval from your line manager and genuinely be adding value to the charities work.

CHARITABLE CONTRIBUTIONS

We encourage businesses and colleagues to engage in their local communities and support charitable causes. For all work related charitable donations, you should obtain the approval of your line manager, make sure the donation is made only to a registered charity and that it complies with the **Anti-Bribery and Corruption Policy**.

More details can be found on our **Sustainability intranet pages** or by emailing **sustainability@informa.com**.





HOW WE WORK WITH...

GOVERNMENTS AND THE LAW

ANTI-BRIBERY AND CORRUPTION

At Informa we have a zero tolerance of bribery and corruption. There is no exception, there is no excuse; we must comply with anti-bribery and corruption laws wherever we do business. We expect all our colleagues to act in accordance with this approach; failure to do so may result in disciplinary action. A bribe can be anything either offered or accepted, financial or another advantage that is intended to create undue influence, induce or reward the improper performance of a business or public function.

Any third party acting on our behalf must not act corruptly in dealing with any other person and we should conduct appropriate due diligence when selecting and reviewing our business partners. Further details can be found in our [Anti-Bribery and Corruption Policy](#) and in our **Business Partner Code of Conduct**.

INTERNATIONAL TRADE

We conduct our business in accordance with applicable international trade laws and rules.

Many countries operate a number of trade restrictions on dealing with certain personnel and entities. These include persons associated with oppressive regimes, regimes involved in weapons of mass destruction or supporting terrorists, and persons involved in serious organised crime. We are committed to complying with appropriate international sanctions and screen transactions and third parties against relevant watch lists.

International trade rules and restrictions are complex and change frequently. You must refer to our [International Trade Policy](#) to determine if we are restricted from dealing with a particular country in any way. If after consulting the International Trade Policy you are still unclear, please contact [Group Compliance](#) for guidance.

QUESTIONS AND CONCERNS



All colleagues should conduct themselves in a way that supports both the spirit and letter of our Code. We take our legal, social and ethical responsibilities seriously, and recognise that breaches of our Code, or supporting policies, could significantly harm our people, business or reputation.

Anyone who violates these principles may be subject to disciplinary action, up to and including dismissal.

Each of us has a responsibility to challenge and report unsafe or inappropriate behaviour. It is sometimes difficult to know whether to speak up about something you have observed, heard about or suspected. Sometimes people can feel reluctant to get involved, however ignoring the issue could result in serious consequences for both Informa and its colleagues.

If you see something that doesn't feel right, report it immediately to either:

- Your line manager, or Director
- HR
- [Group Compliance](#).

Or, if you feel more comfortable in doing so, you can talk to someone confidentially, and depending on where you are located, anonymously to report your concerns so we can help.

You can make a report in your language through our whistleblower line, SpeakUp!, which is operated by an external third party provider Navex. You can make your report either via the web, or telephone line:

www.informaspeakup.ethicspoint.com

International number: +44 (0)808-234-7287

For local telephone numbers for other countries, please visit the Speak Up website.

NO RETALIATION

We do not tolerate retaliation in any form against anyone for raising concerns, reporting what they genuinely believe to be improper, unethical or inappropriate behaviour or participating in an investigation of a possible breach of our Code. If you believe you are being retaliated against, please contact [Group Compliance](#).

Colleagues who violate the principles of our Code may be subject to disciplinary action, up to and including dismissal.

QUESTIONS AND CONCERNS

? NEED MORE HELP?

To access our Global Policies, which support our Code of Conduct and provide more detailed guidance, visit the [Code and Global Policies](#) page on Indigo.

- Anti-Bribery and Corruption Policy
- Acceptable Use Policy
- Corporate Security and Safety Policy
- Data Privacy Policy
- Diversity & Inclusion Policy
- Editorial Code
- Gifts & Entertainment Policy
- Healthy & Safety Policy
- Information Security Policy
- International Trade Policy
- Responsible Marketing Policy
- Third Party Code of Conduct
- Timber and Paper Sourcing Policy
- Travel Policy.

If you have a query about Compliance related matters, please speak to;

- Your line manager
- HR
- Local Legal support
- Your division's Chief Financial Officer
- or email compliance.officer@informa.com

