

Printcare PLC Risk Management and Internal Control Policy

1. Purpose

To establish a framework for managing risks and ensuring effective internal controls to protect the company's assets, reputation, and stakeholders' interests.

2. Scope

This policy applies to all departments, employees, and activities within Printcare Group of companies.

3. Definitions

- **Risk:** The possibility of an event occurring that will have an impact on the achievement of objectives.
- **Internal Control:** Processes designed to provide reasonable assurance regarding the achievement of objectives in operations, reporting, and compliance.

4. Objectives

- Identify and assess risks that could impact the organization.
- Implement controls to mitigate identified risks.
- Monitor and review the effectiveness of risk management and internal controls.
- Ensure compliance with relevant laws, regulations, and internal policies.

5. Roles and Responsibilities

- **Board of Directors:** Oversee risk management and internal control processes.
- **Audit Committee:** Review and monitor the effectiveness of risk management and internal controls.
- **Senior Management:** Implement and maintain effective risk management and internal control systems.
- **Employees:** Comply with the risk management and internal control policies and procedures.

6. Risk Management Process

1. **Risk Identification:** Identify risks through various methods such as brainstorming, SWOT analysis, and risk assessments.
2. **Risk Assessment:** Evaluate the likelihood and impact of identified risks.
3. **Risk Response:** Develop and implement strategies to mitigate, transfer, avoid, or accept risks.
4. **Risk Monitoring and Reporting:** Continuously monitor risks and the effectiveness of risk responses, and report findings to senior management and the board.

7. Internal Control Framework

- **Control Environment:** Establish a culture of integrity, ethical values, and competence.
- **Risk Assessment:** Integrate risk assessment into the business planning process.
- **Control Activities:** Implement control activities such as approvals, verifications, reconciliations, and reviews.
- **Information and Communication:** Ensure timely and relevant information is communicated across the organization.
- **Monitoring Activities:** Regularly review and update internal controls to ensure their effectiveness.

8. Compliance and Ethics

- Promote a culture of compliance and ethical behavior.
- Provide training and resources to employees on compliance and ethics.
- Establish a whistleblower policy to report unethical behavior.

9. Documentation and Record Keeping

Maintain proper documentation of risk management activities and internal controls, including risk assessments, control evaluations, and compliance reports.

10. Review and Continuous Improvement

- Regularly review and update the risk management and internal control policies and procedures.
- Incorporate feedback and lessons learned to improve the risk management framework.

11. Policy Approval and Review

This policy is approved by the Board of Directors and will be reviewed annually or as needed.