	NAME	<u>Code of Conduct</u>
	REF	PS-003-WB
	ISSUE DATE	13/02/2025
	REVISION NO	1
	PREPARE BY:	SM
	APPROVE	RM

Policy Statement

All employees of the Company are expected to meet certain standards of behaviour and carry out their duties in an ethical and diligent manner, respecting the health and safety of other employees, clients, contractors and visitors to our premises.

The following Code of Conduct acts as a guideline for employees on certain issues. It is not exhaustive and merely illustrates the standard of behaviour required.

Compliance with the Code of Conduct is designed to ensure the highest possible service and a high standard of professionalism from our staff.

Introduction


In carrying out its work, the Company is very much in the public eye and it is obviously important that public confidence in the integrity of the Company and its employees is maintained. It is therefore reasonable for the Company to expect its employees to support a Code of Conduct, which aims to protect such integrity.

Employees should, in the course of their employment with the Company at all times:

- ✓ Have regard to the reputation and interest of the Company;
- ✓ Strive for the highest standards of care and attention in their work;
- ✓ Comply with all statutory requirements and at all times work within the law;
- ✓ Bring to the attention of the Manager or member of the Management team any departure from legal and statutory requirements, which may be encountered in the course of their duties;
- ✓ Respect the confidentiality of any information acquired during the course of their employment;
- ✓ Never abuse their position by accepting inducements or bribes;
- ✓ Work within the terms and conditions of their employment;
- ✓ Work within the health and safety procedures as set out in the Health & Safety policy;
- ✓ Be mindful of any conflicts of interest pertaining to their employment and explain them fully to his/her manager at the earliest opportunity for consideration;
- ✓ Use the Company's resources appropriately and not for personal benefit; and
- ✓ Only conduct work that you are qualified and trained to do (if you have concerns on any work that you are asked to do you should speak to your line manager).

Time Keeping

Employees are required to arrive at work on time, according to the terms and conditions of their contract of employment. Lateness and the reason for

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lateness should be explained to the employee's manager, preferably before the time the employee is expected to arrive for work.

It is an expectation of employment that you may on occasion be requested to remain at your work beyond your normal finishing time, e.g. to cover for emergencies until your manager makes arrangements for adequate and satisfactory cover.

Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

Absence

Absence from work, and the reason for absence, should be notified as soon as possible to the employee's manager, before the time the employee is expected to arrive for work, and in line with the Company's Sickness and Absence policy and procedures. Absence which is considered to be unreasonable or excessive, and which cannot be reasonably explained, will be subject to investigation and possible disciplinary action.

Property of the Company

It is expected that employees respect, treat with care and have due regard to all properties and belongings of the Company.

Employees should be aware and mindful of the health and safety of themselves and others when on the Company's property and when using equipment belonging to the Company. They are expected to maintain a high standard of personal housekeeping in line with the Health and Safety policy and good work practices.

Neglect, abuse and theft of any of the Company's property is a disciplinary offence.

Confidentiality


All information regarding the affairs of the Company, its employees and client group is strictly confidential and should only be disclosed to third parties as part of the day to day operations. Employees should be mindful of any NDA's signed and that NDA's are not breached in your day to day duties. If you are in doubt about disclosing information you should speak to your manager.

Use of Facilities

No paid outside work of any sort should be undertaken at your place of work and no use should be made of office facilities (such as telephones, postage or access to secretarial support) in connection with such work. This prohibition extends to unpaid or voluntary activity unless you have permission, preferably written, from a member of the management team.

Gifts and Hospitality

No employee of the Company should place themselves in a position where they feel under an obligation that might influence or be perceived to influence the

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conduct of their duties. Equally, the Company wishes to protect employees from allegations of favour, inducement or corruption. Employees should therefore, exercise the utmost discretion in accepting hospitality or gifts.

The Company insists that gifts or benefits in kind with a significant monetary value be declined. However, small gifts may be accepted, where not to do so might cause offence.

Details of gifts or hospitality received should be reported to your manager.

In no circumstances should gifts of cash be accepted.

General Behaviour

Employees are expected to behave with respect, courtesy and consideration towards fellow employees and to observe professional boundaries in all their relationships with staff, clients and contractors.

Employees should behave in a manner not likely to cause offence to any other employee or any person with whom they have dealings in a work capacity.

Employees should not in any way ignore, harass, intimidate, threaten, coerce or abuse fellow employees of the Company.

Employees are expected to observe all Health and Safety rules.

Employees should endeavour to maintain a safe and tidy workplace, and similar consideration should be shown in the use of kitchens, washrooms, cloakrooms and lavatories.

Employees found unfit for work during working time due to alcohol or drug abuse will be suspended from duty until they are fit to return to work, following which a full investigation will be undertaken, which may result in disciplinary action.

Criminal Convictions


Employees involved in legal proceedings, concerning either their work or personal circumstances should advise their manager as soon as possible. As a result of a thorough risk assessment, depending on the offence and its effect on the employee's work and the reputation of the Company, the Manager will decide whether to refer the matter through the disciplinary channels.

Contact with Media

Employees or ex-employees may not communicate in any way with the press or media on matters concerning the Company's affairs and should refer any matters to the management team.

Dress Code

All staff should be presented in a neat and tidy fashion at all times. Individual appearance should be of cleanliness and hygiene at all times. Jewellery is

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permitted to be worn but should not be extreme or detract from the overall professional image of the staff member.

Personal Protective Equipment

The Company will supply you with Personal Protective Equipment at the Company's expense. It is a condition of your employment that you wear any PPE, whenever required by Law or by site specific rules. Breach of these rules may result in disciplinary action up to and including dismissal. The Company reserves the right to deduct from your final pay the cost of any PPE that is not returned.

Collections

It is Company policy that employees are not allowed to collect for charities, groups, clubs or societies, or any other profit or non-profit Company, during working hours or on the Company's premises.

This policy includes trading on our premises by distributing catalogues, etc., unless authorised in advance by the Manager.

Work Permits

Should you require a work permit/ Green card or similar paperwork to work in NI/the UK, it is your responsibility to maintain the validity of such documents. You should apply for a new permit in a timely manner prior to the expiry of your existing permit. You should provide copies of all such documentation to your Line Manager on receipt of same. Failure to provide a valid permit may result in you being placed on unpaid leave until the permit can be obtained, as it is illegal for you to work in NI/the UK without the relevant permit. Failure to provide copies of your work permit in a timely manner may result in disciplinary action being taken. In addition, non-renewal of a work permit by the relevant authorities may leave the Company terminating your employment in line with the Company's disciplinary procedures.

Behaviour outside of work


Because the Company demands employees of the highest integrity, we have the right to expect you to maintain these standards outside of working hours. Activities that result in adverse publicity to us, or which cause us to lose faith in your integrity, may give us grounds for disciplinary action up to and including dismissal.

Personal Belongings

Employees are advised not to bring valuables or personal items on to the premises as the Company cannot be responsible for their safekeeping.

Fitness for work

If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care. If we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, we

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may send you away for the remainder of the day with or without pay and, dependant on the circumstances, you may be liable to disciplinary action.

Workplace Smoking Policy

The following policy has been adopted concerning smoking in this Company.

The Company is committed to providing a healthy work environment for its employees.

This smoking policy prohibits smoking on company premises and in company vehicles. This policy applies to workers at all levels including temporary staff and applies to all visitors and customers.

The Company displays no smoking signs which are clearly visible to all and informs employees, customers and visitors of the smoke free status of the premises. Removal of any such signs may result in disciplinary action.

All staff, customers/members and visitors should not smoke in the premises and reasonable steps will be taken to stop people from smoking. Employees should be aware that breach of this policy may amount to gross misconduct, may result in disciplinary action being taken against them and a possible sanction imposed may be their dismissal.

Employees are reminded that whilst the employer is responsible for ensuring strict compliance with this policy, all employees share in the responsibility for adhering to and enforcing this policy.

Flexible Job Duties

We do not anticipate job flexibility and hope that we do not have to ask employees to undertake additional tasks, duties and responsibilities within their capabilities. However, the Company may ask for assistance in other departments depending on the needs of the business.

Intellectual Property

Employees may make or create Intellectual Property Rights in the course of their duties for the Company and they have a special obligation to further the interests of the Company's business in this respect.

Where an employee makes or creates any Intellectual Property Rights that may be of benefit to the Company, they should immediately inform the Company in writing. These Intellectual Property Rights will then be owned absolutely by the Company. The employee should enter into all documents and do all things necessary to ensure such ownership and in doing so they agree to waive all moral rights to them.

Violations

Failure to adhere to the standards of the Company's Code of Conduct may result in disciplinary action up to and including dismissal.