



## **Business Ethics Policy**

### **Purpose**

This policy outlines the Company's ethical stance towards carrying out business and helps to communicate this to all employees of the Company.

This policy is applied in conjunction with the Company's anti-bribery policy and the current Staff Handbook & Company Rules.

### **Definition**

Ethical considerations affect the Company's treatment and stance towards all employees, suppliers and customers.

The Company has principles and ideals that it follows and upholds in all its interactions, whether internal or external. The Company ensures through its management and employees that it adheres to these principles.

### **Our ethical stance**

- **being trustworthy: morality; truthfulness**
- **being reliable: consistency, stability, dependable**
- **being respectful: dignity, polite, understanding, privacy**
- **being fair: accepting, equality, best practice**
- **being careful: abiding by legislation, caring for others**

Any deliberate failures to comply with, or decisions to deliberately deviate from, the ethical principles of the Company may trigger the need for disciplinary action to be taken.

### **Induction**

During the standard Company induction, the Company's ethical stance shall be communicated to all employees.

### **Interactions with third parties, customers and suppliers**

The key touch points outside the Company should be governed by the ethical guidelines laid out above, as set out during induction and re-emphasised in training. Customer interactions should always apply the Company's ethics practices, as should all dealings with suppliers and other third parties.

### **Product development**

Internal research and development of new Company products or services will take place in accordance with the Company's ethical guidelines.

### **Communication**

Any communication carried out by employees on behalf of the Company or to carry out their job role must apply the Company's ethical stance, as set out above.