

CORE VALUES AND CODE OF ETHICS POLICY

We are committed to carrying out our business activities with the highest levels of integrity, honesty, openness and collaboration. This commitment is underpinned by our key core values of:

- **Accountability** – acknowledging and assuming responsibility for decisions and actions both at a corporate and individual level
- **Safety** – a commitment to achieving the highest levels of health and safety for our workforce and challenging unsafe behaviours
- **Commitment** – committing to provide the highest levels of service, quality and working standards
- **Integrity** – acting honestly without compromising the honour of the company or oneself
- **Collaboration** – working in true and trusting partnership with our clients and suppliers
- **Diversity** – respecting diversity in our workforce, clients, supplier and the general public
- **Investment** – investing in our workers through training and development
- **Community** – contributing to society and demonstrating a commitment to corporate social responsibility
- **Leadership** – promoting the core values from the highest levels through inspirational leadership and example

Our core values are further supported by the following code of practice:

Professional Conduct

We will carry out our business activities professionally, respectfully and with integrity.

Ethics

We will carry out our business activities honestly, transparently and with consideration for the moral wellbeing of our clients, suppliers, associates and staff. We will admit to our mistakes and learn from them.

Confidentiality

We will respect the commercial confidentiality of our clients, suppliers and associates both past and present.

We will adhere to the requirements of the General Data Protection Regulations & the Data Protection Act to protect all personal information received in the course of providing our services.

Duty of Care

We will ensure that we always conform to relevant law and legislation and avoid causing any adverse effects on the human rights of the people we associate with in the course of our business activities.

Quality of Service

We will strive to maintain the highest levels of service and delivery and commit to achieving continuous improvement.

Payment

We will respect and adhere to the payment policies of our supply chain. We will adhere to Agency Worker Regulations.

Intellectual Property

We will respect the intellectual copyright of our client's, suppliers and associates intellectual property.

Equality and Discrimination

We will strive to be fair and objective in all our business activities and work within the guidelines of our Equality, Diversity and Inclusion policy.

This policy will be communicated to all staff, made available to our clients, suppliers and associates on request and regularly reviewed for effectiveness.



Gary Beeston
Managing Director