



Corporate Social Responsibility

Business Ethics

The organisation believes that it is important for the organisation and its employees to maintain high ethical standards in order to preserve its reputation in the marketplace.

Good ethics are important to ensure that the organisation meets not only its objectives in a fair and equitable manner but its wider social responsibilities externally. In addition, the organisation is committed to ensuring high ethical standards within the workplace.

The procedure that follows provides general guidance on ethics and refers to other policies of the organisation where necessary. The procedure will be closely monitored and will be developed as necessary to ensure that it meets the needs of the organisation.

Procedure

All employees are required to adhere to the organisation's policy and procedure on business ethics. Employees who breach the organisation's policy on business ethics will be subject to disciplinary action up to and including dismissal.

Employees who are faced with a potential breach of the business ethics code or have doubts about an ethical choice they are facing should, in the first instance, speak to their line manager.

The following areas are included in this procedure. However, this list is not exhaustive and will be developed as required.

- a. Data protection/Access to employee data.
- b. Whistleblowing.
- c. Confidentiality.
- d. Equal opportunities, discrimination and harassment.
- e. Moonlighting.
- f. The environment.
- g. Sustainability

Data protection legislation requires that data protection principles be followed. Employees should ensure that they understand how data protection impacts on their particular role, in particular with regard to external suppliers and customers. Employees who have any questions on the organisation's Data Protection should speak to their line manager in the first instance.

The organisation encourages a free and open culture in its dealings between its employees and all people with whom it engages in business and legal relations. The organisation recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success ensured.

During the course of employment employees may have access to information of a confidential and sensitive nature. Employees must not disclose to a third party any organisational confidential information, either during their employment or after their employment has ended. Confidential information includes information on the organisation's present or potential customers or suppliers and any information relating to the organisation's business, including marketing, corporate or financial plans

The organisation is committed to equality of opportunity and diversity in the workplace. It is the organisation's policy to treat all job applicants and employees fairly and equally, regardless of their sex, trans-gender status, age, sexual orientation, religion or belief, marital status, civil partnership status, race, colour, nationality, national origins, ethnic origin or disability. Furthermore, the organisation will monitor the composition of the workforce and introduce positive action if it appears that this policy is not fully effective. Employees are required to conduct themselves in a way that promotes equal opportunities at all times. Good practice will be promoted by senior management and employees will be provided with relevant training. Employees who feel they have been discriminated against or suffered harassment should speak to a member of management immediately.

Employees may seek to take up separate employment with another employer or pursue outside business interests while still remaining employed by the organisation. Although the organisation has no desire to unreasonably restrict an employee's external activities, it must seek to protect its own interests and those of all its employees. Employees will not be permitted to undertake business activities or other work where the organisation considers that this is incompatible with its interests or with the employee's health or safety and, in any event, unless employees have obtained prior written authorisation from senior management.

The organisation is committed to conserving the Earth's resources and to do what it can to reduce any negative effects it has on the environment. Employees are required to use the organisation's equipment and materials wisely and reduce wastage where possible. Employees can play a positive role in helping the environment by recycling all non-confidential waste, using printers and photocopiers with care and switching off electrical equipment which is not in use.

Sustainability

We understand that sustainable long-term returns stem from good stakeholder management and conduct – whether that be in the way we treat our customers and Suppliers, or the way we interact with wider society and the environment.

Signed: _____



Date: _____

18.11.2025.