

## Purpose

The purpose of this policy is to define the ethical stance of this organisation, and to ensure that all employees are familiar with this. Please also refer to the Organisation's Employee Handbook and the Anti-Bribery Policy.

## Definition

It is important to this organisation that we treat all customers, suppliers and employees ethically. This means we have standards and values that are key to this organisation – and these must be adhered to in all of our interactions.

## Our ethical stance

*Customer Focussed:* Delivering on our promise, taking ownership and to improve and develop

*Hardworking:* Being accountable, working efficiently and being solution focussed

*Positive & Friendly:* Being welcoming, enjoying what we do and working effectively as a team

*Honest & Trustworthy:* Being dependable, maintaining high levels of integrity and being respectful

## Induction process

All employees must be introduced to the ethical stance and values of the organisation during the induction process. Line managers are responsible for ensuring that this has happened, and that employees have understood all aspects of the ethical stance.

## Training

All employees should participate in the training session run by the HR department explaining the ethical stance of the organisation and how this has an impact on the activities carried out within the organisation.

## Interactions with customers and suppliers

All interactions with customers and suppliers should follow the ethical stance of the organisation. Any deliberate non-adherence with the ethical stance might result in disciplinary action.

## Product development

The development of all products and services within the organisation must be carried out within the guidelines set by the ethical stance.

## Communication

All communications from the organisation must adhere to the ethical stance as set out in this policy.

This policy will be reviewed annually to ensure that it remains relevant, both internally with all employees and externally regarding changing social and moral attitudes and business best practise

Signed on behalf of BACA Workwear & Safety Ltd:

Position:

MD



Date: 25/8/2021

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