

Serv Contracts Limited

Unit 49

The Elms Industrial Estate

Cranfield Park Road

SS12 9EP

Business Ethic Policy 2025

Business Ethics Policy

Introduction

In order to enable a working environment where integrity, respect and responsible behaviour govern our internal and external working relationships, the company provides this policy and procedure related to ethical business behaviour.

Scope

This policy applies to all Directors, managers, supervisors, employees, sub-contractors and associates of the company and directly relates to behaviour in the business environment and the management of internal and external relationships.

Policy

A commitment to operating and behaving ethically is demanded of every member of staff working for, or on behalf of Serv Contracts Limited. Directors, managers, supervisors and employees are entrusted with the responsibility of dealing with colleagues, subordinates, internal or external customers, suppliers and other external contacts and maintaining our reputation as a professional ethical member of the business community.

All Directors and members of staff of Serv Contracts Limited are to conduct all their relationships with colleagues, subordinates, clients, suppliers, trade contractors or any of their representatives with integrity and transparency. The capacity to decide and act independently, which is fundamental to any professional relationship, must never be compromised.

Directors, managers, supervisors, employees, sub-contractors and associates of the company are expected, and trusted to apply the principle in the everyday working environment. However, for guidance, the following principles and specifics are given:

Principles:

- Obey the applicable laws and regulations governing our business conduct
- Be honest, fair and trustworthy in all of your company related activities and relationships
- Avoid all conflicts of interest between work and personal affairs
- Strive to create a safe workplace
- Treat all colleagues and subordinates with respect and courtesy. Employees should note that harassment is a criminal offence under the Criminal Justice Act 1994 and the Protection from Harassment Act 1997

Specifics:

- Refuse all gifts of goods or money
- Do not accept paid holidays, trips or lavish entertainment
- Ensure you do not accept favours which create a sense of obligation to reciprocate
- Do not behave in an intimidatory, harassing or bullying manner towards colleagues.

Directors, managers, supervisors and employees who contravene this policy, or fail to disclose such gifts, or who engage in any other non-transparent dealings which compromise their integrity and that of Serv Contracts Limited, may be subjected to appropriate disciplinary measures, which could include dismissal for serious offences on the grounds of gross misconduct.

Responsibilities and Accountabilities:

Each employee has a duty, both morally and legally, not to harass or bully colleagues or subordinates.

An employee who considers they are being bullied or harassed are responsible for informing one of the Co-Director that they are being bullied or harassed. When these allegations have been made the Co-Directors will ensure that these are investigated. During this investigation all information will be kept strictly confidential until the investigation has been completed and the matter has been resolved.

Directors, managers, supervisors are responsible for the effectiveness of this policy within their areas of managerial responsibility. The Directors, managers, supervisors are also responsible and accountable for promoting a working environment where discrimination and victimisation is not tolerated and where integrity and respectful and responsible behaviour is encouraged.

Employees, sub-contractors and associates working for, or on behalf of Serv Contracts Limited are responsible for reporting any offers of gifts or lavish entertainment and for refusing such offers. Invitations to lunch and dinner should be accepted with discretion and if there is any doubt, each individual employee sub-contractors and associates involved is directed to discuss the invitation with in the first instance their manager / supervisor, then either co-director, who will give them advice and guidance.

Employees have a responsibility to take care of their own health and safety and of any other persons who may be affected by their acts or omissions whilst at work.

Contractors, sub-contractors and associates working for the company have a responsibility to ensure the health, safety and welfare at work of all Serv Contracts Limited employees and other persons including visitors, clients and contractors using the premises.

References

Complaints Procedure.
Criminal Justice Act 1994
Protection from Harassment Act 1997
Health and Safety at Work Act 1974
Sickness Absence Policy and Procedure.
Disciplinary Procedure.

Communication

As Co-Director we will ensure that all employees understand their personnel responsibilities in relation to the Company's zero tolerance approach to un-ethical business practices. The company's business ethical policy will also be communicated to all business partners at the outset of the business relationship with them and as appropriate thereafter.

Signed for and on behalf of the company:

Signed

Mr. Jamie Reynolds
Co-Director
Serv Contracts Limited.

Signed

Mr. Nick Wettner
Co-Director
Serv Contracts Limited