

**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.
- ✓ **Health and wellbeing** – we will care for both the physical and mental health and wellbeing of our workers.
- ✓ **Commitment** – committing to provide the highest levels of service, quality and working standards.
  - ✓ **Just and fair** – we are committed to applying a just and fair culture throughout our business.
  - ✓ **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:**

#### **Just and Fair Charter**

We will implement a just and fair culture in all our activities especially when undertaking investigations or disciplinary processes.

#### **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 and drive fair payment through our own 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.

## Communication, Monitoring and Review

We will ensure that this policy is communicated to all individuals to which it applies and is reviewed at least annually for effectiveness.



**Gary Beeston**  
Group Managing Director