



Title of Policy:	Section:
Business Ethics	Human Resources

Purpose

This policy establishes the principles upon which the Company wishes to conduct its business and operations.

Statement

The Company has a legal, ethical and moral duty to conduct its affairs at all times in a manner which is beyond any kind of reproach. This policy statement has been prepared so as to ensure that everyone involved with the Company understands the standards of conduct and behaviour which are expected, and which help protect our reputation.

Where employees fall short of these standards, then disciplinary action will be taken, and appropriate sanctions made, according to the severity of any offence, which may include dismissal.

Procedure and Guidance

Our ethical stance

We will operate our business in accordance with the following principles:

Trustworthiness

Everyone involved with and working in the Company is expected to conduct themselves in an honest fashion at all times and demonstrate high levels of personal integrity. This means that on no occasion will anyone lie, be deceitful, or seek to gain any kind of advantage by misrepresenting the truth. Our Young Persons, and those we do business with, will expect and should deserve no less.

Reliability and Keeping promises

We must keep our word. We must do what we say we will do, and at the time we said we will do it.

Respect and Fairness

We will treat everyone with dignity, respect and courtesy, ensuring that no unfair treatment or discrimination exists within the Company, and in particular in relation to those characteristics, protected in law, notably:

- Age
- being or becoming a transsexual person
- being married or in a civil partnership
- being pregnant or on maternity leave



- disability
- race including colour, nationality, ethnic or national origin
- religion, belief or lack of religion/belief
- sex
- sexual orientation

Careful

We will undertake our duties with due care and attention so that no harm will come to those who are in receipt of our services.

Impact on the environment

The Company is committed to acting responsibly, and not damaging the environment. All employees are required to take this seriously and:

- Recycle materials wherever possible.
- Not print off emails unnecessarily.
- Dispose of any chemicals responsibly and carefully.
- Think about the impact of their actions on the local community.

Interactions with customers and suppliers

All interactions with Young Persons and suppliers will follow the ethical stance of the Company. Any deliberate non-adherence with the ethical stance will result in disciplinary action.

Service development

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

Induction process

All employees will be introduced to the ethical stance and values of the Company during the induction process.

Policy Reviewed on Date of Implementation by the Following Company Officer:

Full name:

Robert Firmin

Job Title:

Managing Director

Signature:

R. Firmin
