

Code of Conduct Policy

Signed



Mervyn Lambert
Managing Director

| | | | |
|------------------------|---------------|------------------------|----------------|
| Procedure Title | | Code of Conduct Policy | |
| Ref Number | MLP-HSP-026 | Pages | 4 |
| Written By | Rob Tyson | Authorised By | Mervyn Lambert |
| Revision Status | 6 | Issue Date | 20/12//18 |
| Issue Reason | Annual Review | | |

Managers, staff and employees must promote a high standard of behavior, good working relationships and promote Mervyn Lambert Plant Ltd objectives and priorities. They will flag up genuine concern to ensure that there is a harmonious atmosphere in which everyone can work together.

Mervyn Lambert Plant Ltd will support individuals to comply with this code of conduct by making all Managers, staff and employees aware of it, including new staff when they commence work. Training and support will be provided if and when appropriate.

An understanding of confidence, trust and respect between people within Mervyn Lambert Plant Ltd is essential in achieving work targets and providing a high quality service. Honesty is paramount importance .anything which impairs an ability to do ones job should be reported to the manager.

Managers, staff and employees should be role models in accountability and responsibility at all times. This includes managing within a delegated budget, setting clear individual and department performance requirements, and making sure that standards are met through supervision meetings and regular appraisals, both of which should be documented. Staff and employees should be supported and assisted in carrying out there work properly. This includes recovery from sick leave is not thwarted, permission is sort from the manager to take holiday, the managers are informed of sickness or illness at least an hour before the start of shift.

Mervyn Lambert Plant Ltd money and resources must be used with absolute and demonstrative honesty at all times. It is a criminal offence for you to give, get or ask for any gift, reward or advantage for work done in an official capacity.

Positions within Mervyn Lambert Plant Ltd should not be used for any personal gain, nor family friends or any outside organisation. Any suspicions or evidence you have should be reported. This includes appropriate use of the internet and business telephone calls.

Managers, staff and employees must ensure they:

- Are fair and impartial in dealing with all customers.
- Do not disclose confidential information to anyone.
- Declare details of any other paid employment or business.
- Complete a declaration of your interests if you are required to do so.

When working with sensitive information Managers, staff and employees must

- Know what information Mervyn Lambert Plant Ltd treats as confidential.
- Know who is entitled to have access to what information.
- Never gossip about or misuse confidential information.
- Be responsible and professional in using and allowing access to personal information on clients, customers, staff and others.

| Procedure Title | | Code of Conduct Policy | |
|-----------------|---------------|------------------------|----------------|
| Ref Number | MLP-HSP-026 | Pages | 4 |
| Written By | Rob Tyson | Authorised By | Mervyn Lambert |
| Revision Status | 6 | Issue Date | 20/12//18 |
| Issue Reason | Annual Review | | |

- Use personal information held on computer in line with the principles of the data protection Policy.

Such data must be:

- Obtained lawfully and fairly.
- Held only for specified and lawful purposes.
- Used or disclosed for no other purpose.
- Accurate, up to date, and kept only as long as necessary.
- Held securely to prevent unauthorised access or tampering.
- Be available for inspection and correction by the person it is about.

Report to your Manager anyone, whether another member of staff or a member of the public, who attempts to pressure you for access to information to which you believe are not entitled.

Managers, staff and employees must refer all enquiries from the press to the Manager in the first instance.

Mervyn Lambert Plant Ltd is committed to stamping out any malpractice or illegal activity. People have a duty to report any reasonable suspicions of malpractice, fraud, harassment or illegal activities.

All Managers have a duty to act on employees concerns. Failure to do so will be disciplinary matter. Managers, staff and employees of Mervyn Lambert Plant Ltd will;

- Take you seriously when you come forward and act swiftly to tackle any impropriety.
- Take all reasonable action to support and protect (e.g. from victimisation).
- Do everything possible to protect your confidentiality.
- Tell you what action is being taken.

Ensure that you:

- Flag up any suspected irregularities, malpractice, and illegal or fraudulent activity immediately and prove any evidence or relevant information you have.
- Report any concerns to your line manager.

The Managers, staff and employees of Mervyn Lambert Plant Ltd will apply the Code of Gross Misconduct consistently and fairly. Subjects of gross Misconduct include:

- Concealing any serious matter you should reasonably known to report.
- Cause loss, damage or injury through serious negligence.
- Disclosing any matter you should have kept confidential.
- Try to get a job by lies or deception.
- Seriously demean or offend the dignity of others or otherwise abuse your position.
- Serious insubordination (refusal to carry out legitimate instruction from your manager).
- Threaten, instigate a fight or assault anyone.

| Procedure Title | | Code of Conduct Policy | |
|-----------------|---------------|------------------------|----------------|
| Ref Number | MLP-HSP-026 | Pages | 4 |
| Written By | Rob Tyson | Authorised By | Mervyn Lambert |
| Revision Status | 6 | Issue Date | 20/12//18 |
| Issue Reason | Annual Review | | |

- Steal, take or damage things that belong to someone else
- (or collude to others doing this).
- Commit any act of deliberate discrimination, harassment or bullying.
- Possess or sell any illegal drugs in the workplace.
- Attempt to undertake safety critical jobs when under the influence of either drugs or alcohol.
- Consume alcohol in the workplace.
- Seriously breach Health and Safety rules.
- Do private work when you should be at work (or doing work) for Mervyn Lambert Plant Ltd.
- Breach financial regulations.
- Obtain Mervyn Lambert Plant Ltd services, property or money by fraud (i.e. falsify timesheets).
- Be found to have been personally liable for inappropriate behavior/acts by any Employment Tribunal relating to Mervyn Lambert Plant Ltd if the circumstances so warrant after Mervyn Lambert Plant Ltd own investigation into the matter.

Mervyn Lambert Plant Ltd will comply with all relevant legislation, its own policies and procedures and continually evaluate practice and learn from events.

| | | | |
|------------------------|---------------|-------------------------------|----------------|
| Procedure Title | | Code of Conduct Policy | |
| Ref Number | MLP-HSP-026 | Pages | 4 |
| Written By | Rob Tyson | Authorised By | Mervyn Lambert |
| Revision Status | 6 | Issue Date | 20/12//18 |
| Issue Reason | Annual Review | | |