



## CLIFFE CONTRACTORS LIMITED

### ETHICAL POLICY

This policy has been established to set standards and provide guidelines regarding the way in which the Company should operate in Ethical matters. It is important to retain this set of core values and approaches to the process of doing business on a daily basis.

The Company is committed to responsible corporate behaviour which governs the way in which we interact with business partners, shareholders, employees, suppliers, sub contractors, consultants and the setting in which we operate, including the government, local authorities, society, local communities and the environment

The Company's reputation together with the trust and confidence of those with whom it deals is one of its most valuable assets. It is therefore essential that all employees accept responsibility for maintaining the Company's excellence in this area

The Company's corporate values which include integrity and responsibility must underpin all that we do. The policies that we have in place which provide guidance on the ethical standards by which we operate must be adhered to. This code is not expected to cover every ethical circumstance so we ask employees to seek advice from their line manager if they are in any doubt

#### **Our Clients**

Everybody must play their part in providing quality, efficiency and service to clients. We believe that integrity in dealing with clients is a prerequisite for a successful and sustained business relationship. This principle governs all aspects of our approach. We value our clients and the trust that they place in us. We will safeguard the information provided to us by our clients in accordance with relevant laws and contractual commitments. We are honest about the products and services we provide and would never intentionally misrepresent them. Personal contact, helpful and responsive action are features we provide to develop long term relations with our clients

#### **Suppliers, Subcontractors and Consultants**

We are committed to establishing mutual trust and mutually beneficial relations with our business partners. In our business dealings we expect our partners to respect our business principles and in turn we respect theirs. In particular we expect our partners to conform to quality, environmental, health & safety issues and to protect intellectual property at all times

#### **Employees**

The Company values its employees as a key resource. Relations with our employees are based on respect within an environment where there is mutual trust and respect, where everyone is responsible and accountable for their own actions and believes themselves to be responsible for the performance and reputation of the Company



## CLIFFE CONTRACTORS LIMITED

---

We aim to recruit, employ and promote employees on the sole basis of ability and are committed to developing and enhancing each employee's skills and capabilities. Our policies are designed to provide employees with safe and healthy working conditions and practices and to enable everyone to work free from discrimination, harassment or bullying of any kind

In return we expect employees to act with integrity and maintain high ethical standards

### **Shareholders**

To deliver shareholder value we will use Company assets wisely and maintain these with the utmost care and respect guarding against waste and abuse. We will be cost conscious and alert to opportunities for improving performance and reducing cost

### **Community**

The Company will comply with all legislation affecting its operations, will seek to serve and support the community in which it operates by providing services efficiently, profitably and by providing employment opportunities. We will take into account the concerns of the wider community, both national and local interests

### **Health & Safety**

The Company will provide healthy and safe working conditions in accordance with its separate policy for all employees and will do all that is reasonable and practical to protect the health and safety of its employees and minimise any adverse effects on the environment. Implement working practices to prevent personal injury and damage to property. Make all employees aware of risk assessments and raise awareness of their own responsibilities for the health and safety of themselves and others.

### **Environment**

The Company is concerned with the conservation of the environment in its broadest sense and recognises that resources are finite and will therefore;

Work towards a standard on environmental quality which is desirable and attainable

Aim to improve all aspects of the business in respect of environmental issues

Pay particular attention to environmental issues including conservation of energy, natural resources, control of noise levels, recycling of waste and use of non-polluting technology

### **Social Responsibility and Human Rights**

The Company is committed to and encourages collaboration with organisations that support fair trade and non-exploitive employment practices in its business dealings and supply chain activities. The Company seeks always to purchase from sustainable traceable sources.

The Company is committed to the prevention of any violation of established human rights of any kind particularly where child labour or undesirable forced acts are involved



## CLIFFE CONTRACTORS LIMITED

---

### **Compliance with Law**

The Company will at all times comply with all applicable laws, statutes and codes of practice. The company will operate in accordance with accepted principles of good corporate governance defined in but not limited to the Companies Act

### **Records**

The Company will maintain records which are honest accurate and complete. Records of all transactions will be kept in an accurate complete and timely manner in accordance with accounting principles. No unrecorded funds or assets should be established or maintained

### **Information**

The Company regards information for the purposes of its business as a corporate asset which must be protected against loss of availability, infringement or improper disclosure. We seek to ensure as far as is reasonably practicable that information is protected This also applies to intellectual property

### **Conflict of Interest**

The giving or receiving of gifts, hospitality or inducements for advantage or gain are not permitted by this policy. Employees must seek to avoid conflicts of interest and to report or disclose any that may exist. Employees must also ensure that their actions are not affected by conflict of interest

**Signed**

**Managing Director**