

Employees Code of Conduct Policy

Introduction

This document deals with the standards of conduct and behaviour, which Oxford Safety Supplies Limited see as fundamental in day to day practise.

Oxford Safety Supplies Limited expects the highest ethical standards from its employees in carrying out its business. This Code of Conduct (the Code) sets out those standards by which all employees are bound. It provides guidelines on the required behaviour in a wide range of situations, including social events and out of hours activities that directly reflect on the organisation. It also refers to the relevant supporting policies in the Staff Handbook.

It is the responsibility of all employees to familiarise themselves with the details of the Code and its guidance. If any employee has any queries or concern about how they should behave, they should contact Stuart Robertson to address these queries or concerns.

The Code applies to all employees, temporary staff, agents and contractors.

All staff should follow the guidance in this important document.

The Purpose and Principles of the Code

The Code describes the principles by which the organisation expects its employees to conduct its business. It sets out the required standards of behaviour for its staff in carrying out this business. The Code deals with a wide variety of issues and situations relating to workplace conduct, but it is not intended to be exhaustive.

This Code of Conduct sets out principles by which the organisation is bound. These principles are as follows:

- We comply with laws and regulations.
- We reject bribery and corruption and avoid being compromised by gifts and entertainment.
- We avoid conflicts of interest.
- We respect the confidentiality of personal and corporate information.
- We promote diversity and equality and treat people fairly and with respect.
- We maintain a safe and healthy environment for people to work in and are proactive in managing our responsibilities to the environment.
- We support those who have any suspicions of any misconduct, malpractice, illegal or

unethical behaviour and report their concerns in confidence to the appropriate channels.

These principles are outlined in more detail in the Code below. Several of the principles and standards outlined in the Code are supported by more detailed specific policies in the staff handbook.

These policies are referred to in the Code.

Zero Tolerance

While this Code gives guidance to employees in certain situations, there are specific areas where Oxford Safety Supplies Limited has a policy of zero tolerance. These are:

- Unsafe, illegal or unethical working practices
- Violence and aggression
- Discrimination, bullying and harassment
- Bribery and corruption
- Retaliation or action against anyone who speaks up and, in good faith, reports a wrongdoing

Breaches of the Code

This Code of Conduct has been drawn up to provide guidance on conduct for staff of Oxford Safety Supplies Limited. For the avoidance of doubt, it is not a contractual document and Oxford Safety Supplies Limited reserves the right to amend it at any time. The Code will be subject to regular review, particularly in the light of new and relevant legislation.

Any breach of the Code will be considered a disciplinary matter, which could result in disciplinary up to and including dismissal.

Approved November 2023.

Review Date- November 2024.