

Document ref:	Code of Conduct Policy	Rev:	1.8
Date of issue:	04/09/2017	Author:	SHEQ
Ezone location	03.10.06		

## Code of Conduct Policy

### Policy brief and Purpose

Erith expects all staff regardless of employment status (including temporary, agency, sub-contractor or consultant staff) to abide by its Code of Conduct policy which refers to the company's expectations regarding individuals' behaviour towards their colleagues, manager's, customers, local community and overall organisation.

All staff also bear a responsibility as employees to act as ambassadors for the Company with regards to their general conduct during their employment with Erith, whether employed directly or through a sub-contractor. This Policy outlines the responsibilities of all staff working for or on behalf of the Company.

### Scope

This policy applies to all prospective or current employees of the company regardless of employment agreement or position.

### Policy elements

All Erith employees are bound by the terms of their contract to adhere to specific guidelines that apply to every work-related space during their work. All staff are obliged to know and follow the Code of Conduct.

### Compliance with Law

The duties of employees are embodied in Common Law and built on by Statute e.g. the Equality Act 2010, The Health & Safety at work Act 1974, The Prevention of Corruption Acts 1906 and 1916 etc.

All employees must protect the company's legality. Legal guidelines refer to all environmental, safety and dictations of UK law as well as the company policy for social corporate responsibility.

In addition to these, all employees are obliged to refrain from unlawful or offensive behaviour against the company where its finances, partnerships or public image are concerned.

### Respect in the workplace

All employees are bound by Erith's Equal Opportunities policy. They are obliged to behave in a respectful manner towards their colleagues and customers and must strictly refrain from any discriminatory behaviour, harassment or victimisation. This applies to all aspects of the workplace from the recruitment and evaluation processes, interpersonal relations between employees and during any engagement with the public. The Company will have no tolerance for breach of behaviour and disciplinary actions will be taken where appropriate.

- All employees must keep work areas clear, disposing of rubbish appropriately and ensuring environmental pollution and nuisance is minimised in accordance with Erith's Environment Sustainability policy.
- All employees must ensure properties remain secure at all times by keeping access doors and gates closed or locked when not in use.
- Owner's permission must always be sought before use of any power supply.
- All employees are responsible for leaving the workplace clean and tidy at the end of each day or on completion of works.

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### **Protection of Company Property:**

All employees should treat the property of the company with respect and care. Company equipment must not be misused or used dismissively. Any damages or loss should be reported immediately. Company facilities and other material property (e.g. company cars, items under hire to the company) must not be damaged or vandalised within an employee's responsibility.

### **Individual responsibilities and Professionalism:**

All staff must carry out their duties with integrity and professionalism. The following include Erith's expectations from all employees.

- **Personal Appearance** - All employees must present themselves tidily whilst representing the company. If branded PPE or a uniform is issued (e.g. Traffic Marshall) it is the employee's responsibility to ensure it is looked after and kept clean or replacement requested where necessary. Branded PPE must not be worn off site during breaks.
- **Job duties and authority** - All employees must pay attention to their job duties and fulfil them with integrity and respect towards Customers, Stakeholders and the Community. Supervisors and managers must not abuse their authority, but are expected to delegate duties to their subordinates with respect to their competences and workload. Mentoring and motivating are actively encouraged. All employees are expected to follow their line manager's instructions and execute all of their duties as assigned with skill and in a timely manner.
- **Collaboration** - All employees are expected to maintain a climate of friendliness and harmony and endeavour not to disrupt the workplace for the execution of their duties or present obstacles to the work of their colleagues or the immediate environment. It is important to respect others' work and efforts. All employees are encouraged to work collaboratively when applicable.
- **Absenteeism and Tardiness** - All staff should adhere to established schedules and agreed work patterns. This does not refer to occasional discrepancies that an employee might face that prevents them from following standard working hours or days. It refers to a uniform stance towards the expected times of arrival and departures from work, as well as the amount of time someone spends on the execution of their duties. Accurate times should be recorded when signing in or out from sites due to Fire Regulations. Site management will carry out regular checks and Security guards should ensure accuracy is maintained and report any identifiable abuse.
- **Identification** - Employees should carry identification with them whilst carrying out their duties and should be prepared to identify themselves if requested by managers, stakeholders or members of the community.
- **Customer contact** - Keep all appointments with customers ensuring they are kept informed if you are running late. Be respectful and refrain from smoking or using bad language whilst in their company.
- **Conflict of Interest** - All employees are expected to avoid any personal, financial or other interests that might hinder their capability to willingness to perform their job duties or be damaging to Erith. Any situation, voluntary or involuntary that might be perceived as conflict of interest must be reported to the appropriate manager.
- **Communication in the workplace** - All employees must be open for communication with their colleagues, supervisors/managers or subordinates. It is important that any employee in the workplace can refer to another so that their work as well as work conditions can be as productive and problem-free as possible.

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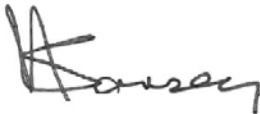
## General Conduct

Staff should at all times conduct themselves in such a way as to enhance the reputation of the Company.

Erith will support employees who become aware of and are willing to report breaches of this policy or who genuinely believe that a breach is occurring, has occurred or is likely to occur within the business. Employees should raise the issue internally with their manager or supervisor or in accordance with Erith's Policy on disclosing information.

## Disciplinary Actions

These Codes of Conduct are intended to underpin and clarify the standards required by Erith of its employees and form a fundamental part of the employment contract. Staff who fail to comply with the guidance detailed in this Policy could be subject, following full investigation, to disciplinary action up to and including dismissal. If through their actions and omissions staff are found to be in contravention of either this Policy or their legal responsibilities, the Company reserves the right to take legal action if it deems necessary to do so.



Steven Darsey  
Company Chairman  
4<sup>th</sup> September 2017