

CODE OF CONDUCT

- A **Worker** or **Contractor** must not knowingly place themselves, others, or the Company at risk.
- A **Contractor** must immediately inform the Company if they believe that they cannot safely carry out some aspect of their work, and discuss a safer alternative.
- A **Worker** must immediately inform the Manager or Supervisor if they believe that they cannot safely carry out some aspect of their duties due to a lack of knowledge, experience, skill, training, supervision, correct processes or equipment.
- A **Worker**, as a representative of the Company, must maintain a professional appearance at all times, wearing clean, tidy, and undamaged work clothing and maintaining a high standard of personal hygiene.
- A **Worker**, as a representative of the Company, must carry out their duties with diligence and integrity in any situation and must not do anything that could harm themselves, others, the quality of their work, or the reputation of the Company.
- A **Worker** who arrives at work having left key equipment at home must return home to retrieve it. If it happens again, the Company may issue a warning and, for subsequent offences, deduct any lost time from the Worker's wages.
- A **Worker** whose equipment is left behind on site may be issued temporary replacements (other than safety footwear, which must be retrieved immediately), and must retrieve the items from the site in their own time.
- A **Worker** or **Contractor** must ask for further information or instruction if they lack certainty over any matter, and must only proceed when they are confident to do so.
- A **Worker** or **Contractor** must comply with all lawful rules and policies of the Company as well as with all relevant legislation and industry good practice.
- A **Worker** or **Contractor** must comply with all information-recording requirements by carefully completing the forms that are part of the overall business management systems, and ensuring those forms are handed over in time for processing.
- A **Worker** or **Contractor** must also complete any forms for the client's own reporting processes when recording an incident on site.
- A **Worker** or **Contractor** must follow the rules of a client's site. If site rules don't exist, are not applied, or are less stringent than our own, we may decide (after discussion) to adhere to our own policies and procedures.
- A **Worker** or **Contractor** must follow the more stringent of either site or Company rules for wearing PPE or PPC.
- A **Worker** or **Contractor** must not, during work hours, use any noise-cancelling headphones, earplugs, or personal music devices that deliver sound directly in or to the ears (via plugs, buds or headphones).



- A **Worker** or **Contractor** may use radios or music-playing devices that do not exceed 85dB within one metre of the source, but must follow the rules of a client's site if the use of any music-playing devices is banned.
- A **Worker** or **Contractor** must carry out and record, where applicable, all site, plant, vehicle, or process inspections before beginning their daily activities.
- A **Worker** or **Contractor** must keep their work areas tidy and remove any waste, scrap, or off-cuts each day. They must store tools and equipment correctly when it is not in use, and clean down the plant after use.
- A **Worker** or **Contractor** must be in a fit state to work and must inform the Manager if they are unwell or otherwise incapacitated.
- A **Worker** or **Contractor** must not consume drugs or alcohol during work hours, and anyone considered to be under the influence will be sent home pending investigation.
- A **Worker** or **Contractor** must report incidents involving injury or harm, damage to property, or any serious near-miss situation on the appropriate form within 48 hours of occurrence.
- A **Worker** or **Contractor** must respect the right of others to hold differing opinions. Any conflict that could impair work efficiency, cause harm in any way, or bring the Company into disrepute will be considered grounds for disciplinary action.
- A **Worker** or **Contractor** must not engage in violence, harassment, or abuse in any form, and proven cases may lead to dismissal.
- A **Worker** or **Contractor** must immediately report any type of conflict with a client or client representative to the Company, and not engage in any further discussion or activity that may exacerbate the situation.
- A **Worker** or **Contractor** must follow the site rules on smoking when they are working on a client's site.
- A **Worker** or **Contractor** who smokes will not be entitled to any breaks over and above the normal two short breaks and one meal break per day.

