

Prospect Site Services LTD.

Electrical & mechanical Temporary Services

Code of Conduct & Ethics Policy

Our Commitment

Prospect Site Services Ltd stands for the core values of synergy, honesty and integrity. As such, we expect all employees to be directed by the same values in their judgement and behaviour.

Our employee code of ethics and business conduct outlines our expectations regarding the behaviour of our employees towards other members, customers, stakeholders and society.

Open communication and expression should be guided by the desire for a respectful, safe and collaborative working environment.

Scope

This policy applies to all employees regardless of rank or employment type.

Compliance with law

Employees must work to protect the company and its legal interests by complying with all environmental, trading, safety and privacy laws.

Safety in the working environment

All employees should respect their colleagues, supervisors and customers. Any discriminatory behaviour or harassment will not be tolerated.

Professionalism

Employees must show integrity and professionalism in every aspect of conduct, including matters involving absenteeism, tardiness and dress code compliance. Personal appearance should project the company's commitment to professionalism.

Integrity

All employees should fulfil their work with integrity and respect toward our stakeholders. Employees are discouraged from accepting gifts from clients, or partners for the benefit of another party. We are all expected to avoid any personal, financial or other interests that may interfere with the quality of work.

Care for the physical environment

Employees should treat company property and their physical environment with respect and care.

Disciplinary Actions

Employees who repeatedly or deliberately fail to follow our code of conduct will meet an appropriate disciplinary action.

Following a clear warning, employees who persistently show indecorous behaviour may face demotion, reprimand, deduction of benefits, suspension or termination.

Legal actions may be taken in cases of theft, embezzlement, corruption and other unlawful actions.

REVIEW

This policy and related procedures will be reviewed and issued on at least an annual basis.

Approval for this statement

This statement was approved by the Director, Mr Chris Valentine

Signed for Prospect Site Services LTD:

Mr Chris Valentine Managing Director	<i>C.Valentine</i>
Date:	16 th February 2021
Review Date:	16 th February 2022