



Ethical Code of Conduct Policy Statement

Ashton Scaffolding Services Ltd is committed to conducting business with the highest standards of ethics and integrity. This Ethical Code of Conduct outlines the principles and expectations that guide our behaviour and decision-making processes.

Policy Statement

We are dedicated to maintaining a culture of honesty, transparency, and accountability. All employees, sub-contractors, and contractors are expected to adhere to this code and uphold our values in all business activities.

Core Principles

1. **Integrity:** Act with honesty and integrity in all interactions, both within and outside the company.
2. **Respect:** Treat all individuals with respect, dignity, and fairness, regardless of their background or position.
3. **Compliance:** Adhere to all applicable laws, regulations, and company policies, including:
 - The **Human Rights Act 1998**
 - The **Data Protection Act 1998**
 - The **Freedom of Information Act 2000**
4. **Confidentiality:** Protect the confidentiality of company information and respect the privacy of colleagues and clients.
5. **Conflict of Interest:** Avoid conflicts of interest and disclose any potential conflicts promptly.
6. **Accountability:** Take responsibility for your actions and decisions and report any unethical behaviour or violations of this code.

Employee Responsibilities

- **Adherence:** Follow the principles outlined in this code and apply them in daily work activities.
- **Reporting:** Report any suspected violations of this code to a supervisor or through an anonymous reporting system.
- **Cooperation:** Cooperate with any investigations related to ethical conduct and maintain confidentiality during the process.

Manager and Supervisor Responsibilities

- **Leadership:** Lead by example and promote a culture of ethical behaviour within the team.
- **Support:** Provide guidance and support to employees in understanding and applying this code.
- **Enforcement:** Address any ethical concerns or violations promptly and fairly.

Training and Awareness

- Ensure all employees understand their responsibilities under this code, through induction.
- Managers and supervisors will guidance and training on fostering an ethical workplace and handling ethical issues, through management meetings.

Review and Monitoring

- This code will be reviewed annually to ensure it remains relevant and effective.
- Feedback from employees will be considered to improve the code and its implementation.

Ashton Scaffolding Services Ltd will endeavour to source to the best of our knowledge to purchase materials from companies that import from areas that are pro-active towards a culture of sustainable growth and replanting programs and do not use child labour and oppressive regimes.

By adhering to this Ethical Code of Conduct, Ashton Scaffolding Services Ltd aims to foster a work environment that is ethical, respectful, and conducive to the success of our employees and the company as a whole.

Signed



Paul Farmer

Director

February 2025