



*The supply line to the automotive industry*

## **CODE OF CONDUCT POLICY**

### **POLICY STATEMENT**

All employees of the Company are expected to adhere to the highest standards of professional behaviour and conduct and act as ambassadors of the Company at all times.

### **CODE OF CONDUCT**

#### **Conduct**

All personnel should conduct themselves in a mature, responsible manner. The Company expects all employees to be courteous and respectful to clients, suppliers and colleagues.

#### **Dress Code**

All employees are expected to comply with the Company Dress Code Policy, where in operation, at all times.

#### **Confidentiality**

It is an absolute requirement that each individual respects confidential information and complies with procedures that protect sensitive information. Confidential information is defined as anything which is not in the public domain or which could not reasonably be established from other sources.

#### **Time Keeping**

Company personnel should be punctual at all times and where it is envisaged that staff will be late to the workplace or for an appointment with a customer, they should inform their own service area, line manager or customer as soon as possible.

#### **Professionalism**

The Company is a professional organisation and expects all employees to maintain high levels of individual professionalism regarding:

- Appearance
- Communication
- Behaviour

Where there is a breach of the code of conduct it will be addressed informally by the employee's line manager or, in serious cases, formally through the disciplinary process.