

## Ethical Behaviours

This policy applies to all persons working for us including employees at all levels, directors, officers and agency workers.

Lyndhurst Precision Engineering take our responsibility and application of moral principles, standards, and values in different situations seriously, therefore have the following guidelines:

### **Personal Conduct:**

Responsible business conduct starts with each of us. We all have a duty to conduct ourselves in an ethical and professional manner, in compliance with the law and our policies. Whether it's our commitment to cyber-security; our use of social media; not abusing drugs or alcohol; keeping ourselves and others safe; avoiding conflicts of interest; or preventing fraud and theft; or any other business activity, we all set and maintain the standards of our personal conduct. By trusting each other to behave in this way, we will all be able to perform at our best

### **Reporting Concerns:**

Reporting concerns helps us maintain a culture of integrity, in which we trust and hold each other to account. If anyone is found to have retaliated against an employee for raising concerns, they will face disciplinary action

If you have experienced, witnessed, or suspect any kind of wrongdoing in the workplace, including unethical or illegal behaviour, the best thing for you and the company is to speak up and report it

### **Your responsibilities:**

Be a role model and exhibit the right ethical behaviours in everything you do. If you are unsure how to respond in a difficult situation, the procedure is here to guide you. If you see or suspect any breaches to the procedure or any company policies, at any level, report them to the senior leadership team. You can be assured that the matter will be taken seriously and where required, investigated. Reporting concerns is a key part of driving the right ethical behaviours of our business. When matters are investigated, you are expected to co-operate fully and honestly with any internal investigations being carried out in relation to suspected breaches.

Managing Director ..... *M. Main* .....

Date..... *14-3-24* .....