

T J Atkin Ltd Code of Conduct Policy



1. Introduction

This Code of Conduct is our blueprint for doing business in the right way. This means acting consistently with integrity and within the law, our policies and values, and our commitments to our clients.

We count on all employees, subcontractors and other associates acting on behalf of T J Atkin Ltd to follow our Code and make decisions on the job that will preserve the trust that our clients and others have placed in us.

These standards will help ensure we do business ethically and treat our stakeholders – including employees, clients, subcontractors, suppliers, competitors, communities, and the public – with fairness and honesty.

2. Scope

This code applies to all employees, contractors and sub-contractors associated with T J Atkin Ltd. Everyone is responsible for understanding and following these standards while representing the company.

3. Health and Safety

- At T J Atkin Ltd we are passionate about safeguarding the health and safety of our employees, subcontractors, clients, and business partners, as well as people in the communities where we are working.
- As a company we comply with the Health and Safety at Work etc. Act 1974, all associated regulations and our project specific policy documents. Throughout all our operations and activities, we are committed to the prevention of accidents, injuries and ill health and we aim to work collectively to improve standards of health and safety.
- All employees, subcontractors and associates are expected to ensure they are aware of and strictly adhering to the specific Health and Safety documentation assigned to each individual project.
- Employees, sub-contractors and associates are expected to be friendly and collaborative. They should always strive not to disrupt the workplace or present obstacles to their colleague's work.
- All employees, sub-contractors and associates must be open for communication with their colleagues and management.

4. Professionalism and Integrity

- All employees, subcontractors and associates must show integrity and professionalism in the workplace.
- We discourage any employee, subcontractor or associate from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.
- All employees, subcontractors and associates should fulfil their jobs duties with integrity and respect towards customers, stakeholders and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members whilst considering competency levels and workload. Likewise, we expect team members to follow team leader's instructions and complete their duties with skill and in a timely manner.

5. Internet and Social Media

- Social media, which may include apps like Snapchat or Instagram, or other internet networking applications like Facebook, should not be used during work hours except if it relates to business.

Employees, subcontractors or associates who spend inappropriate amounts of time on personal social media accounts during work hours will be subject to poor performance reviews.

- Although social media should not be used at work, employees, subcontractors and associates of T J Atkin Ltd are expected to handle their personal social media accounts appropriately outside of work. They should always ensure their personal accounts clearly state that their views do not represent our company. Our employees, subcontractors and associates should not disclose any intellectual property, or the status of any of their projects on social media.

6. Conflict of Interest

- Conflicts of interest occur when an employee, subcontractor, associate or job applicant's personal interests may not align with the needs or interests of T J Atkin Ltd. If anyone uses their position for personal gain, engages in activities that will increase competitor profits, or acts in ways that could compromise T J Atkin Ltd.'s legal position, these behaviours are considered conflicts of interest.
- If an employee, subcontractor or associate feels that a conflict of interest is likely to occur, that individual is instructed to discuss conflicts with management who are then responsible for monitoring potential conflicts in the workplace, working to prevent them.
- We expect all our employees, subcontractors and associates to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

7. Confidentiality

- At T J Atkin Ltd we take privacy and confidentiality very seriously. All employees, subcontractors and associates are expected to protect the confidential information of T J Atkin Ltd. This includes information relating to other employees, subcontractors, our clients and our business partners. Confidential information cannot be shared under any circumstances unless authorisation has been given.
- Further information regarding our company stance on the sharing of confidential information can be found by referring to our specific Confidentiality Policy.

8. Disciplinary Actions

- T J Atkin Ltd may have to take disciplinary action against employees or subcontractors that repeatedly or intentionally fail to follow our code of conduct.
- Disciplinary actions will vary depending on the nature of the infringement and the severity. Possible consequences include being downgraded, reprimanded, or in the most serious cases issued a suspension or termination of contract.
- T J Atkin Ltd may also take legal action against employees or subcontractors in cases of corruption, theft or other unlawful behaviour.

9. Review and Updates

This policy will be reviewed annually or as required based on changes in regulations, project needs, or internal assessments. Any updates will be communicated to all personnel, and training will be provided if necessary.

10. Compliance and Enforcement

Failure to comply to this policy may result in disciplinary action, contract termination, or legal consequences. T J Atkin Ltd reserves the right to audit compliance at any time.

11. Contact Information

For any questions or concerns regarding this policy, please contact Tim Atkin (Phone: 01904 929507 or email team@tjatkin.co.uk).