

1. Introduction

This policy outlines the ethical principles and standards that T J Atkin Ltd is committed to. T J Atkin Ltd will conduct business with honesty, integrity and professionalism and this policy sets out the standard of interactions and professionalism expected from all individuals. All employees and individuals acting on the company's behalf have a duty to uphold these standards through their decisions, actions, and communications.

When T J Atkin Ltd operates alongside third parties, where no management control is present, we advocate the utilisation of these business principles.

2. Scope

This policy applies to:

- All employees, contractors, subcontractors, and suppliers involved in our construction projects.
- Activities conducted in all phases of construction, including planning, procurement, execution, and post-construction operations within the UK.

3. Legal Compliance

All activities carried out on behalf of T J Atkin Ltd must comply with the laws and regulations of the United Kingdom. This includes, but is not limited to, health and safety regulations, employment laws, environmental laws, and anti-corruption practices. We expect our employees, contractors, and suppliers to be aware of and adhere to the relevant legal requirements.

4. Business Conduct Standards

We operate on good business practices based on honesty, fairness, integrity and trust. Our operations are to be carried out in compliance with the applicable laws, rules and regulations. It is our aim to create a working atmosphere where clients, employees, subcontractors and associates all feel safe, respected and appreciated.

5. Employees

We shall respect human rights and look out for our employee and subcontractor best interests. We aim to provide a workplace where all individuals feel safe and respected as well as an environment where all individuals can fulfil their potential and contribute to a successful business. Our aim is to recruit, employ and promote employees based on their ability to fulfil the requirements of the job, regardless of their race, colour, religion, gender, sexual orientation, disability, partnership status or age. Developing and enhancing the knowledge, skills and abilities of everyone is a commitment we are proud to demonstrate.

6. Clients

Our commitment is to provide quality, high value services which meet relevant safety standards. The trust placed in us by our clients is valuable and we will assure confidentiality, protection and privacy of any information provided in accordance with our contractual commitments and the applicable laws.

7. Business Integrity

We are committed to ensuring that our business operates with upmost integrity.

Employees and subcontractors will not violate any applicable laws on bribery or corruption by offering, providing, or accepting any gift, payment, or amusement that could be mistakenly identified as a bribe.

8. Competition

It is our policy to uphold the strictest industry standards for compliance with competition laws by abiding by the fair competition concept in all aspects of our business operations and making sure we refrain from engaging in anti-competitive business practices.

9. Health, Safety and Welfare

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.

10. Environment

We are committed to making ongoing improvements in the management of our environmental impact and to promote environmental care and awareness. We have a focus on the need to minimise energy use and waste production as well as to monitor and report on environmental management.

11. Confidentiality

We take the confidentiality of our clients, customers, employees, subcontractors and associates very seriously. Employee and subcontractor confidentiality is set out in the specific terms of service and employment contracts, and our terms of client confidentiality are set out in our client confidentiality policy.

12. Compliance

We comply with all applicable laws, rules and regulations as listed in this policy. We take responsibility for communicating this policy to all our employees, subcontractors and associates and ensuring it is fully understood. Any non-compliance should be reported in confidence to senior management, at which point a full investigation will ensue.

13. Monitoring and Enforcement

T J Atkin Ltd will regularly monitor compliance with this policy, and any violations will be addressed promptly. Disciplinary action may be taken in cases of non-compliance, including termination of contracts, legal action, or other sanctions, depending on the severity of the breach.

14. Review and Updates

This policy will be reviewed annually or as required to ensure its effectiveness and relevance, alongside compliance with changes in UK law, industry standards and best practices.

15. 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.

16. Contact Information

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