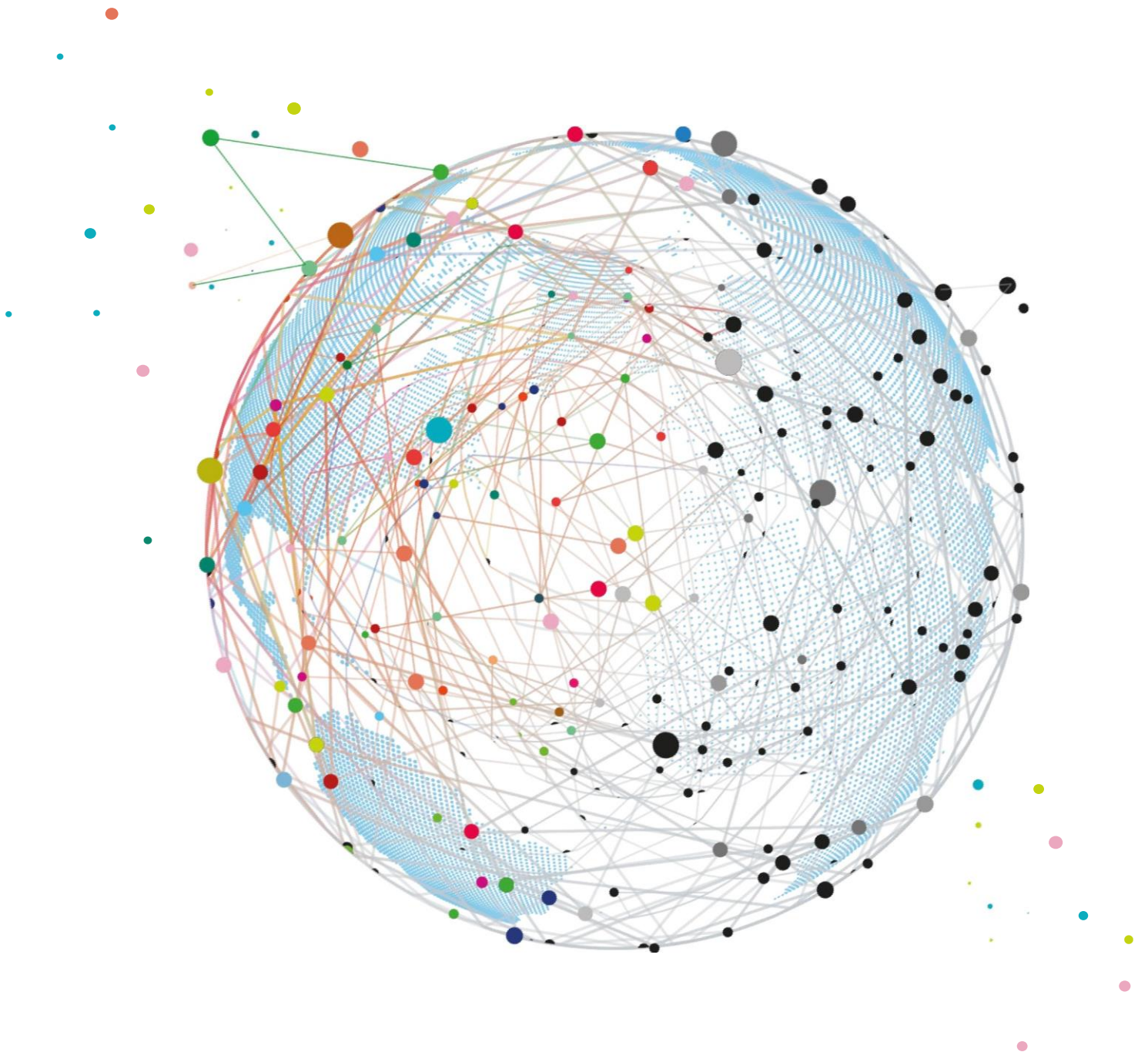




Code of Conduct



The purpose of this code is to provide a clear guide within which employees of Colloids are expected to conduct themselves. Colloids strives to maintain a work environment for its staff in which honesty, integrity and respect for fellow employees, and the customers/clients of the Colloids is constantly reflected in personal behaviour and standards of conduct.

Our principles.

Colloids employees are expected to have regard for the impact of their personal behaviour on their colleagues, customers, the environment and our community.

Colloids maintains the highest standards of conduct in financial matters and seeks to maintain high standards of probity and ethical behaviour. Stringent procedural and audit arrangements are in place and employees are expected to ensure that decision making is open and fair.

Equality, Diversity and Inclusion.

Colloids seeks to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff, regardless of their age, (dis)ability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex, socio-economic status or any other factor will be supported and encouraged to perform to their potential.

Harassment and bullying.

To secure an environment in which members of staff are able to flourish and to achieve their full potential, Colloids is committed to ensuring that everyone is able to work without fear of harassment, bullying or intimidation. Everyone in Colloids has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment. Colloids will take action against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened.

Health and safety.

Colloids places a high priority on providing a safe working environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of employees, visitors and the public. Our aim is excellence in health and safety, by means of continuous improvement of standards, and the comprehensive use of risk assessments so as to systematically remove the causes of accidents/incidents and ill-health. This, together with more specific aims and objectives, reflects the Colloids commitment to promote employee wellbeing.

Relationships.

Colloids does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation. Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, assessing or authorising relationship with each other.

Employees must inform their line manager if they have a close personal relationship with another employee, client or customer of Colloids which could be considered by colleagues, or others, as impacting on the way they conduct themselves at work.

Performance.

Colloids expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas.

Misuse of substances.

It is a disciplinary offence to be on any of Colloids premises and/or carrying out official duties when under the influence of alcohol or non-medically prescribed drugs.

Gambling.

Gambling activities must not be conducted on Colloids premises, discretion may be used in relation to small raffles for charitable purposes, national lottery syndicates, occasional sweepstakes etc.

Conduct outside of work.

Colloids does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise Colloids reputation or position will be dealt with through the disciplinary procedure.

Dress code.

Colloids does not operate a formal dress code for its employees, other than for those who are provided with a uniform and/or protective clothing. However, employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle but should not be provocative, offensive or cause offence to those with whom they have contact.

Financial regulations

Employees must not accept gifts or hospitality that could give rise to a suspicion that they have a conflict of interest or have been influenced in a decision.

Conflicts of interest.

The highest standards of behaviour are also expected in all areas of Colloids, especially where individuals are in positions to make decisions which may have significant impact on others. In all such cases it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased.

Confidential information.

Colloids strives to conduct its business in an open fashion, however there will be times when individuals, through their positions as selectors/recruiters, line managers etc, become aware of confidential information, either about other individuals or in connection with the Colloids commercial activities. Individuals should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information. All staff have a role to play in preventing fraud.

Bribery Act 2010.

It is a criminal offence to:

- offer, promise or give a bribe.
- request agree to receive or accept a bribe.
- bribe a foreign public official to obtain or retain business or a business advantage.
- (by an organisation) fail to prevent bribery by those acting on its behalf ('associated persons') to obtain or retain business or a business advantage for the organisation.

Small payments made to government officials or others to make something happen, or happen sooner, (commonly called facilitation payments) are likely to be bribes and unlawful under the Act.

Child labour/youth employment.

Colloids will not use or engage the labour of anyone below the legal minimum age and will comply with all laws concerning the protection of children and young workers and the relevant International Labour Organisation (ILO) standards.

Modern slavery/Human trafficking.

Colloids strictly prohibits modern slavery and human trafficking in its operations and supply chain.

Forms of Modern Slavery may include, but are not limited to, working under threat or penalty, being forced to work very long hours without rest breaks, being forced and/or coerced to accept wages that are below the level set by applicable national laws, for housing, food and other necessities, withholding of passports and limitations on movements of workers. Human trafficking is where a person arranges or facilitates the travel of another person with a view to that person being exploited. Modern slavery and human trafficking is a crime and a violation of fundamental human rights.

Colloids and its Employees will not engage in, facilitate or fail to report any activity that might lead to, or suggest, a breach of the above principles.

Private telephone calls.

Employees may use Colloids telephone facilities to make occasional private calls for essential or emergency matters. Private international calls are not permitted without prior authorisation. Employees who have Colloids provided mobile phones must reimburse Colloids for the use of these phones for private calls and texts etc.

Use of IT equipment, internet and social media.

Employees must not use Colloids facilities to create, display, produce, store, circulate or transmit obscene or pornographic material in any form or medium.

Data protection.

Colloids holds and processes information about employees, customers, clients and other data subjects for administrative and commercial purposes. When handling such information, Colloids, and all staff or others who process or use any personal information, must comply with the Data Protection Principles which are set out in the Data Protection Act 1998.

Raising matters of concern.

Employees have a right and a duty to raise concerns which they may have about breaches of the law or propriety by Colloids. This should normally be through their line manager but in circumstances where this is not appropriate they may approach the Director in confidence. No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so.

Breaches of this code.

This code of conduct has been drawn up to provide a source of guidance to Colloids employees. It is not a contractual document and can be amended at any time by Colloids. All staff must comply with both the provisions of this code and Colloids policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.