

Visual Interiors & Partitions Ltd

White Post Farmhouse, Laindon Common Road, Little Burstead, Essex CM12 9SY
Telephone: 01277 658517

www.vipartitions.com - enquiries@vipartitions.com

Business Ethics Policy Statement

Ethical business practice is one of the guiding principles of Visual Interiors & Partitions Ltd. VIP Ltd is committed to ethical business conduct and expects the highest standards of integrity to be followed by all employees in each of its businesses wherever work is undertaken. The Code of Conduct and guidelines are to be followed without exception by all employees. They apply in addition to the individual policies, procedures, codes, and statements that have already been issued by VIP Ltd.

1. Health, Safety and Environmental Protection

Employees are responsible for conducting the company's business in a manner that protects the health and safety of all employees and the environment. They should always act in a manner that ensures company compliance with all applicable governmental and private health, safety, and environmental requirements. Please refer to VIP Ltd Health & Safety Policy and Environmental Policy.

2. Equal Employment Opportunity and Workforce Diversity

The principles and practices of equal employment opportunity and workforce diversity contribute to the achievement of Visual Interiors & Partitions Ltd business objectives.

Management values the differences among employees based on gender, race, colour, ethnic or national origin, sexual orientation, religion, or marital status. A work environment, which openly values individual difference and supports the full contribution of every employee leads to increased productivity.

It is expected that you will not discriminate against any employee or applicant based on gender, disability, race, colour, ethnic or national origin, sexual orientation, religion, or marital status. In addition, it is expected that you will strive to maintain a workplace that is free from any form of harassment or bullying based on any of the foregoing, including any form of sexual harassment.

3. Human Rights

The Companies business activities are pursued with respect for human rights. As such, we need to ensure and to demonstrate that we treat all employees and contractors fairly, legally, with respect and with dignity. It is not acceptable to abuse the human rights of either individuals or groups of individuals and the Company endeavours to operate in a consistent manner. We will not participate in, contribute to, or obtain information from any blacklist or other similar service which undermines these principles and as part of this obligation we will ensure that compliance with our Equality and Diversity Policy, as well as this Business Ethics Policy, will form part of the selection process for appointing subcontractors and other members of our supply chain.



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4. Business Ethics and Legal Compliance

The Company requires all employees to conduct business with honesty and integrity. It is the Companies policy to comply with this requirement in all respects, and to ensure compliance by its employees and agents with all applicable legal and ethical standards of each country, state, province, or local jurisdiction in which the company's business is conducted.

5. Proprietary and Confidential Information

A. **Obligation of Confidentiality**

During employment, you may acquire information not generally known to the public, including knowledge of a commercially sensitive nature, business plans or outlook, marketing or sales programmes, customer lists, significant new services or price changes, mergers, and acquisitions, offering or redemption of shares, changes in management and other proprietary and confidential information.

You must not disclose, during or after your employment by the company, any non-public information regarding the Company's business or operations to any outsider unless disclosure is authorised in writing by Senior Management, or as protected under Whistle-blower' legislation in the UK. Except as is necessary for business objectives, you should also avoid sharing such confidential information with other employees. Each employee should work to keep confidential information secure at their workstation, including passwords, and to endure the security of such information during authorised transmissions to fellow employees or to third parties such as suppliers, service providers, etc. Whenever possible, authorised third party recipients of the companies' confidential information should be required in advance to execute agreements acknowledging their confidentiality obligations to the Company.

No employees should reveal a trade secret of a previous employer and no employee should accept improperly obtained proprietary information about another business. In addition, the company from time to time receives private information concerning its employees and obtains proprietary information from customers, suppliers and other third parties under written agreements or given under an obligation of confidentiality. Employees must respect the proprietary nature of such information and not use or disclose it without proper written consent.



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In summary, all employees must:

- Respect and protect confidential and/or sensitive Company business information and avoid sharing confidential information with any third party, including other employees, for any reason other than as directed by Management.
- Keep confidential information secure at their workstation and work to ensure the security of such information during transmission to employees or other third parties authorized to receive it.

6. Supplier Relations

Management places great importance on relationships with the people and organisations that supply goods or services to the Company.

Suppliers must be selected in a completely impartial manner, based on price, quality, performance and suitability of product or services. You are expected to avoid doing anything, including socialising, that would suggest selection of a supplier on any basis other than the best interests of the Company, or that could give one supplier an improper advantage over another – particularly if the supply contract could involve relatives or friends

Date of Issue: November 2023	Signed: 
Date of Next Review: November 2024	Print Name: Philip Barker

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