

ETHICAL PROCURMENT POLICY

We insist on ethical standards from our suppliers, and in turn we must exhibit the highest ethical standards ourselves. We must not only be fair and above board in our dealings, but avoid any conduct which is capable of having an adverse interpretation put on it.

It is the duty of all employees, but particularly those involved in the procurement function, to maintain and be seen to maintain this unimpeachable standard of integrity in all business relationships, both internally and externally, and firmly to reject those practices which might reasonably be deemed improper so ensuring that both employees and the Company are trusted and respected by all for not only carrying out its business efficiently but in a fair and reasonable manner and with integrity.

The guiding principles of our ethical procurement policy require all employees involved in procurement to:

- maintain the highest standard of integrity in all business relationships
- Ensure that dealings with suppliers/sub-contractors be at all times honest, fair and even-handed.
- reject any business practice which might reasonably be deemed improper
- never use authority or position for personal gain
- optimise the use of resources for the benefit of the organisation
- comply with both the letter and the intent of agreed contractual obligations.
- declare any personal interest that might affect, or be seen by others to affect, impartiality or decision making
- not accept inducements or gifts, other than items of small value such as business diaries or calendars
- respect the confidentiality of information received and never use it for personal gain
- strive for genuine, fair and transparent competition
- remain impartial in all business dealing and not be influenced by those with vested interests