

## **ETHICS & ANTI CORRUPTION POLICY STATEMENT**

*Glenmore-Hane Group Limited is committed to the three fundamental principles that guide staff in achieving the high ideals of professional life and social accountability. These express the beliefs and values of the company and are set out below.*

### **Accuracy and rigour**

*All staff have a duty to ensure that they acquire and use wisely and faithfully the knowledge that is relevant to the skills needed in their work. They should:*

- *Always act with care and competence*
- *Perform services only in areas of current competence.*
- *Keep their knowledge and skills up to date and assist the development of knowledge and skills in others.*
- *Not knowingly mislead or allow others to be misled about company matters.*
- *Identify, evaluate and, where possible, quantify risks.*

### **Honesty and integrity**

*All staff should adopt the highest standards of professional conduct, openness, fairness and honesty. They should:*

- *Be alert to the ways in which their work might affect others and duly respect the rights and reputations of other parties.*
- *Avoid deceptive acts, take steps to prevent corrupt practices or professional misconduct, and declare conflicts of interest.*
- *Act for each allocated task in a reliable and trustworthy manner.*

### **Respect for life, law and the public good**

*All staff should give due consideration to all relevant laws, facts and published guidance, and the wider public interest. They should:*

- *Ensure that all work is lawful and justified. This includes prevention of child labour, forced labour and discrimination.*
- *Minimise and justify any adverse effect on society or on the natural environment for their own and succeeding generations.*
- *Take due account of the limited availability of natural and human resources.*
- *Hold paramount the health and safety of themselves and others.*
- *Act honourably, responsibly and lawfully and uphold the reputation, standing and dignity of the organisation.*

### **Anti-Bribery**

*In order to prevent and detect any attempts to bribe, members of staff must report any suspicious activity to the general manager immediately. These may include (but are not limited to) the following:*

- *Offering or accepting of gifts, cash or any other inducements over the value of £50.*
- *Offering or accepting of hospitality.*
- *Offering or accepting any donations on behalf of the company.*
- *Offering or accepting any form of 'kickback' in exchange for contracts or business dealings.*

*Copies of this policy are displayed and communicated to every employee throughout the company. The policy is also available to all other interested parties.*

Date: 3<sup>rd</sup> June 2024