



## Company Code of Conduct

PK Construction Lincs (Ltd) has a Company Code of Conduct which details the business's core values and the expectations it has of employees', subcontractors, suppliers and customers.

### **Integrity**

The Company will strive to do what is right, and to be fair and open with customers, suppliers, subcontractors and employees.

The company expects all employees to act and think as part of the PK team. It is expected that 'We' will not walk past what is wrong, immoral, or unsafe, and will support those individuals who do the right thing.

We will not defraud or deceive anyone or act dishonestly, we will protect the company against fraud.

We believe in open and fair competition. We refuse to offer or receive bribes or improper payments, or participate in any type kind of corrupt activity.

We do not tolerate the use of labour that is forced, debt bonded, indentured or trafficked, subjected to the threat or use of verbal or physical abuse. The exploitation of those who are deprived of their liberty, for the personal or commercial gain of others is the face of modern slavery and will not be tolerated.

Employee loyalty will be rewarded with respect, commitment and fair treatment from Directors and senior managers. The Directors believe in local jobs for local people.

PK Construction (Lincs) Ltd will where possible seek to use the services of specialist sub contractors and small businesses, in order to support the local economy and local employment.

Only subcontractors who can demonstrate that they trade to the same standards as our own will be engaged. We will cease to trade with those who do not meet the standard.

We encourage anyone (including employees, subcontractors, suppliers and clients) to report in good faith any issues or concerns about potential unethical business practices, violations of human rights, breaches of health & safety legislation, and dangerous working practices.

### **Teamwork**

As a company PK Construction (Lincs) Ltd values the contribution made by every individual to the team effort. The company will appreciate the skills and abilities that everyone has to offer. The company is committed to helping employees stay safe and through training and support encourages individuals to reach their full potential.

Every employee will be treated equally (please see separate Equal Opportunities Policy)

### **Excellence**

30/01/2020

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PK Construction Lincs (Ltd) will not compromise on safety or quality, we will strive to look for creative solutions and to exceed customer expectations. We will go the extra mile. We will work hard at creating and maintaining excellent relationships with customers, suppliers, subcontractors and employees.

### **Respect**

As a company we strive to create a work environment where everyone is treated with dignity and respect and an employee is valued on the basis of individual merit and contribution to the business. We respect diversity and ensure the fair treatment of all staff.

We will treat suppliers, subcontractors and customers with respect and will share knowledge and expertise willingly.

We will not tolerate any kind of bullying, harassment or discrimination against anyone who works for the company, or with us as a subcontractor, supplier or client.

We will be respectful and conscious of the environmental impact of the work we undertake. We will seek to ensure that any works prevent unnecessary disruption to flora and fauna, pollution to the environment, and ensure that any waste is responsibly managed.

### **Communication**

In order to protect client confidentiality and security, the posting of photographs or comments regarding projects is not permitted on any social media forum.

The posting of comments on social media regarding PK Construction (Lincs) Ltd work policies or colleagues is also not permitted.

Any breeches of this policy will be deemed a serious offence, which could lead to disciplinary action being taken or dismissal.

### **Policy Record**

The Company commits to annually reviewing this policy in order to continuously improve. Changes in legislation and industry best practice are incorporated in order to ensure the continued adequacy, suitability and effectiveness of this policy.

Review Number	Amendment	Date	Initials
01/14	First Issue of Policy	10.08.14	LG
02/14	Review	09.09.14	RE
03/15	'Uncontrolled when Printed' Font change	10.08.15	RE
02/16	Review as part of introduction of Labour Standards policy	26.02.16	RE
03/16	Inclusion of Modern Slavery	29.03.16	RE
04/16	Inclusion of Social Media	23.09.16	RE
05/17	Annual Review – addition of commitment to annually review	22.08.17	RE
6/18	Annual Review	18.09.18	RE
7/18	Addition of corporate, social responsibility	13.11.18	RE
8	Amendment to format of title & logo	30.01.20	RE

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