

## **ETHICS POLICY**

### **General Principles**

We value the principles of accountability, honesty and integrity in all aspects of our business. Our policy is to conduct our business in a manner which ensures:

- Fair treatment of all employees, customers and suppliers
- Transparency of our business policies and practices
- Ethical business practices throughout our operations

To succeed in delivering the best possible service to our customers, all employees are expected to understand and adhere to the company's core values and to uphold them in the workplace. Employees are expected, at all times, to exercise the highest ethical judgement and comply with laws applicable to their roles within the company.

### **Customers, Suppliers and External Parties**

Poth Hille & Co Ltd. develop relationships with customers, suppliers and external parties based on fairness, mutual trust and the provision of accurate information. We commit to source products from reputable suppliers who operate in an ethical manner, demonstrate respect for the rights of individuals and comply with all applicable laws and regulations.

### **Employer Policies**

Poth Hille & Co Ltd. adheres to United Kingdom legislation and encourages openness, sustainability, and respect for employees' rights

#### **Equal Opportunities**

Poth Hille & Co Ltd. is committed to providing equal opportunities to all employees and job applicants. It aims to ensure that no employee or job applicant shall receive less favourable treatment on the grounds of gender, marital status, sexual orientation, disability, race, colour, religion/beliefs, nationality, or ethnic origin. The company regards direct or indirect discrimination, victimisation and harassment as a serious matter and employees who fail to comply with this policy will be subject disciplinary action.

#### **Human Rights**

Poth Hille & Co Ltd. adheres to the Universal Declaration of Human Rights.

**Poth Hille & Company Limited**  
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### **Child and Forced Labour**

Poth Hille & Co Ltd. does not utilise or promote child labour or forced labour (including slavery) and will not knowingly conduct business with any organisation that are involved in such activities. We strictly adhere to national and international law governing labour standards.

### **Discrimination, Harassment, Bullying and Intimidation**

All staff are entitled to work in an environment which is free from harassment, bullying or any other type of intimidation. Harassment, whether on the grounds of gender, race, colour, nationality or ethnic origin, religion or belief, age, disability, sexual orientation, or otherwise are not tolerated by the company.

### **Employee Benefits**

Poth Hille & Co Ltd. recognises the value of its employees and has identified and assessed their long term retention as key to the short and long term value of the company. To this end, the company aims to attract and retain skilled employees and enhance the life/work balance of each individual. We offer full time staff a range of benefits, including a pension scheme, maternity and paternity leave and generous holiday allotment. We encourage personal development and training designed to enhance the employee's skill base. All such training shall relate directly to the specific role of the individual and is reviewed during annual appraisals.

## **Employee Policies**

### **Compliance with laws and Regulations**

In addition to the company's internal operating principles, employees are expected to adhere to all national laws and regulations at all times, especially whilst representing our organisation.

### **Conflict of Interest**

Poth Hille & Co Ltd. commit to ensuring that employees avoid any situation which may involve a conflict of interest involving the employee, our organisation and/or other external parties.

### **Confidentiality**

Every employee shall respect any information which is confidential to the company or entrusted to the company by an external party. This includes, but not limited to, proprietary information, confidential knowledge or any information concerning the processes used within the company. Breaches of confidentiality are cause for disciplinary action.

### **Data Protection**

Poth Hille & Co Ltd. are committed to complying with the data protection principles established by 2018 Data Protection Act (GDPR). All employees are responsible for ensuring compliance with this policy. Information collected may be accessible within the company but will not be disclosed to any third party without consent or in a form which identifies the individual concerned. It will not be used for marketing purposes and will not be sold to third parties. Upon request, an individual will be informed of the existence, use and/or disclosure of his or her personal data and will be given access to that data to confirm its accuracy or amend it as appropriate.

### **Misconduct**

Poth Hille & Co Ltd. are committed to deterring misconduct in the workplace, including any illegal activities, discrimination, bribery, corruption, fraud and money laundering. Breaches of this policy are cause for disciplinary action.

### **Use of Company Information / Assets**

Employees shall use the company's computer, internet and email systems for business use. Any employee found to have disclosed confidential information, been abusive or malicious in using these facilities, or misusing the systems in any way will face disciplinary action. The company prohibits the use of its internet or email system for acquiring, producing or distributing abusive language or offensive images.