

## CODE OF ETHICS POLICY

Had-Fab Ltd strives to earn and retain an excellent reputation and, therefore, take our responsibilities very seriously by showing the highest standards of integrity. This means providing fit for purpose products which meet or exceed customer's reasonable expectations and by communicating in a clear, appropriate and accessible way.

We are committed to maintaining the highest standards of business ethics, honesty, openness and accountability

### *We will*

- Treat customers fairly, openly and honestly.
- Seek to minimise so far as is reasonably practicable the impact of our activities on the environment
- Restrict the giving and receiving of gifts and entertainment
- We will preserve the privacy and security of all personal data relating to our staff and customers, and will comply with all laws regulating how we handle such information.

### *We will not*

- allow corrupt behavior under any circumstances
- engage in bribery in any activities
- tolerate the acceptance of bribes in any business activity

### **Suppliers**

Had-Fab believes in working in partnership with suppliers in order to meet customers' expectations and to ensure quality, value, and timeliness of delivery. We aim to pay our suppliers in accordance with the agreed terms and deal with exceptions in a timely manner

### **Employees**

Had-Fab recruits, selects and promotes employees on the basis of their qualifications, skills, aptitude, and attitude and treats all its employees with respect and dignity. Harassment or bullying is unacceptable.

We shall provide a healthy and safe working environment for our employees and ensure training, development and progression opportunities are available to all staff.

We shall not discriminate by gender, race, religion, disability or sexual orientation.

Signed:.......... Managing Director

Greg Scott

Date:..........

Next Review Date: Apr 2020