

CODE OF CONDUCT POLICY

Creating a Respectful and Safe Workplace

Purpose

This policy outlines the standards of behaviour expected of all I&H Brown employees, contractors, and agency personnel. It reinforces our commitment to a professional, respectful, inclusive, and safe working environment, in line with legal obligations, including those under the Worker Protection (Amendment of Equality Act 2010) Act 2023, which places a proactive duty on employers to prevent sexual harassment in the workplace.

Scope

This policy applies to all individuals working at all levels of the organisation, including employees, agency workers, subcontractors, and directors, across all office and site locations, including our sites in Perth and Warrington. It supports and complements the standards and expectations set out in the Company's Employee Handbook and should be read alongside it to ensure full understanding of the conduct expected of everyone representing the organisation.

Our Standards

All individuals are expected to:

- Arrive on time and be ready to fulfil their role at their contracted hours.
- Maintain high standards of work performance, quality, and accuracy.
- Show mutual respect, professionalism, and cooperation at all times.
- Follow all health, safety, and environmental procedures.
- Take all reasonable steps to protect the reputation of the business and its relationships.
- Limit personal mobile, internet, and phone use during working hours.
- Ensure company property is respected and used appropriately.

You must not:

- Use company or client resources for personal gain without approval.
- Make public statements about the company without authorisation.
- Remove company property without permission.
- Engage in any behaviour that could be deemed as discriminatory, harassing, or inappropriate.

Preventing Sexual Harassment

We are committed to ensuring that everyone can work in an environment free from harassment and discrimination.

Sexual harassment will not be tolerated. This includes unwanted conduct of a sexual nature that violates a person's dignity or creates a hostile, degrading, or offensive working environment, whether intended or not.

To comply with our legal obligations, we will:

- Foster a culture of dignity, respect, and inclusion.
- Provide regular training and clear reporting routes for all staff.
- Take proactive steps to prevent sexual harassment before it occurs.
- Act swiftly and fairly in response to any concerns raised.

Full details of your rights and reporting options can be found in our Equality, Diversity and Inclusion Policy.

Confidentiality and Conflicts of Interest

Employees must not disclose any confidential company or client information during or after employment. All trade secrets, software, processes, client data, and business information remain the property of I&H Brown and must not be copied, retained, or shared without authorisation.



Management Responsibilities

All managers and directors are held to the same high standard as all employees. They are expected to lead by example, act with fairness and integrity, and create an environment where staff feel safe, valued, and heard. If you feel that a manager has fallen short of these standards, you are encouraged to raise your concerns through the grievance procedure.

Searches and Company Property

The company reserves the right to search personal belongings on company premises where necessary, with due respect to individual privacy and in line with our right of search procedure. Company property must not be removed from company premises without prior authorisation.

Third-Party Conduct and Responsibilities

We expect all third parties working with or on behalf of I&H Brown, including contractors, subcontractors, suppliers, agency staff, and consultants, to uphold the same high standards of conduct as our employees. This includes complying with our zero-tolerance approach to discrimination, harassment (including sexual harassment), bullying, bribery, and modern slavery.

All third-party workers are required to:

- Conduct themselves professionally and respectfully on our sites and in our offices.
- Follow our site rules, policies, and reporting procedures.
- Cooperate fully with any investigation or action related to breaches of conduct.

Failure to meet these standards may result in removal from site, termination of contracts, or reporting to relevant authorities.

To maintain best working practices the Company reviews this policy when necessary to reflect changes in legislation and industry standards and all Company policies are reviewed by the Board of Directors annually in June each year.

J SCOTT BROWN
MANAGING DIRECTOR

Date: June 2025