

POLICY

# Ethics and Diversity Policy

Landall Services Limited

03/11/2024



## General statement of policy

It is our policy to conduct all of our business in an honest and ethical manner and to regard all employees or potential employees as equals where the primary criteria for roles are those of ability and aptitude.

## Ethics

Landall (“The Company”) is committed to the highest standards of ethical conduct and integrity in its business activities in the UK and overseas. Every employee and individual acting on the Company’s behalf is responsible for maintaining the Company’s reputation and for conducting company business honestly and professionally.

This policy outlines the Company’s position on prohibiting and preventing bribery, fraud, dishonesty, and illegal activity. The Board of Directors and Senior Management take a zerotolerance approach and are committed to enforcing effective systems throughout the company to prevent, monitor and eliminate any form of dishonesty and consider that such activities have a detrimental impact on business by undermining good governance and distorting free markets.

This policy applies to all employees of the Company, and to temporary workers, consultants, contractors, acting for, or on behalf of, the Company within the UK and overseas. Every employee and associated person acting for, or on behalf of, the Company is responsible for maintaining the highest standards of business conduct. Any breach of this policy will be treated as grounds for serious disciplinary action, and / or constitute a contractual and criminal matter for the individual concerned. The Company is committed to transparency and believes that fair conduct helps to foster deep relationships of trust between the Company and our business partners and customers and as such a breach of this policy may also cause serious damage to the reputation and standing of the Company.

In compliance with statutory legislations and to embed commitment to integrity and honesty the Company will not sanction the following: –

Give or offer any payment, gift, hospitality, or other benefit in the expectation that a business advantage will be received, or to reward any business received.

Accept any offer from a third party that is known or suspected to be made with the expectation that the Company will provide a business advantage for their business or anyone else.

Give or offer any payment to a Government official in any country to facilitate or speed up a routine or necessary procedure.

Tangible assets and intangible assets such as computer systems, bespoke processes, software, intellectual property, trade secrets and confidential information shall not be used for unauthorised or unlawful purposes or for personal gain.

Engage in any business practice which is unethical or amounts to unfair competition.

Unlawfully or inadvertently acquire, use or disclose to any third party any proprietary information or intellectual property of another party.

Engage in any activity or business practice whether unilaterally or in conjunction with any other party which is in breach of any applicable competition and/or anti-trust law in the relevant jurisdiction.

Unlawfully induce any party to breach a contract with any third party.

Make false statements about a competitor's products and/or services.

Engage in business with service providers, agents or representatives that do not support our ethical business objectives.

The success of the Company's measures depends on all employees, and those acting for the Company, playing their part in helping to detect and eradicate dishonesty. Therefore, all employees and others acting for, or on behalf of, the Company are encouraged to report any suspected dishonesty in accordance with the procedures. The Company will support any individuals who make such a report, if it is made in good faith.

## **Diversity**

The Company believe that the primary criteria for the roles and opportunities available within the company are those of ability and aptitude, irrespective of ethnic origin, physical appearance, age, country of origin, gender, sexual orientation, political outlook, physical ability and intellectual ability.

The Company is committed to providing equality of opportunity, based purely upon ability and aptitude, in recruiting and developing its staff.

In recruiting and developing its staff, the company seeks to ensure that no candidate for recruitment or for promotion is discriminated against or receives less opportunity for advancement or less favourable treatment on the grounds listed above.

As a responsible employer, the company has the responsibility for trying to ensure that all staff can enjoy a harassment-free working environment, where they will not be subject to unwanted physical contact, verbal or written attack, innuendo, gossip, coercion, or offensive jokes, no matter how unintentional. Staff may feel harassed for any one of a variety of reasons including those listed above and are encouraged to raise any case of harassment with their manager.

Harassment is a disciplinary offence. An allegation, if upheld after investigation, may be treated as a matter of serious misconduct under the terms of the firm's disciplinary rules and procedure. Where the harassment is by a person who is not an employee, such as a contractor, then this will be raised via that person's employer.

The effectiveness of this policy will be regularly reviewed by the Directors.

This policy will be reviewed annually and revised as necessary in response to changes in legislation or methods of working.

**James Cunningham – Director**

**November 2024**