

Expac (Preston) Ltd	Quality Manual Business Ethics Policy	Page 1 of 1
Document No: G10		Revision Date: 26.02.2024
Revision No: 1		Date of First Issue: 26.02.2024
Reason for Change: First Issue		
Issued By: B Dunn		Approved By: C Thomson

The Expac (Preston) Ltd Board of Directors sets high standards and expectations for our employees, suppliers, customers and service providers to operate and conduct ethical business practices with compliance to local legislation and the requirements of this policy.

All Expac (Preston) Ltd employees are expected to uphold the companies values and operate with honesty and transparency to maintain their own and the companies integrity, goodwill and reputation. Expac (Preston) Ltd has a zero tolerance approach to fraudulent and unethical conduct including bribery, corruption, conflicts of interest, anti-competitive behaviour, conflicts of interest and engaging in illegal activities.

Bribery

All Expac (Preston) Ltd employees must not directly, or by using intermediates propose, pay, request or accept bribes, facilitation payments, items or gifts of value which may be perceived as, or capable of influencing them to engage in unethical conduct. When an employee is put in a position of being offered a bribe they must inform their line manager immediately.

Conflicts of Interest

All Expac (Preston) Ltd employees are not permitted to seek gain for themselves by exploiting their position or engage in activities which can be perceived as or result in a conflict of interest. Employees are not permitted to have business interests, personal interests/activities or have financial interests which could present a conflict of interest to their position and the interests of the company and customers.

Anti-Competitive Behaviours

Employees must not engage with competitors to collude, exchange information regarding customers, trade secrets, confidential information, contracts, costs, pricing, terms, supplier information or share and discuss any other information which compromises fair competition.

Gifts

As a general policy Expac (Preston) Ltd does not believe that giving and receiving gifts is appropriate to the efficient conduct of its business. Any employee who is offered or given a gift of any sort by a business contact, e.g., a customer or supplier, whether actual or potential must disclose the fact of the gift and its nature to their line manager.

Reporting Illegal, Unethical Conduct & Practices

Employees are the first to suspect or know when illegal, unethical conduct and practices are happening and therefore are responsible for raising concerns as soon as possible. The companies understands that employees should not remain silent and need a confidential anonymous reporting procedure with assurance they will not face retaliation for raising suspected or actual issues. Any retaliation will be handled through the companies disciplinary process.

Chris Thomson
Managing Director