

BANAGHER
PRECAST CONCRETE



Code of Conduct Policy



2022

**PRECAST
CONCRETE
SPECIALISTS**



Purpose

Banagher Precast Concrete Limited is widely regarded throughout the business communities in which it operates for its honesty, fairness and business integrity, all of which are vital to the overall success of the business. To maintain this high reputation, it is incumbent on all employees to conduct their business and personal activities in a manner that does not adversely reflect on the company.

The purpose of this Code is to set down the general principles and standards, which govern the professional activities and conduct of management and employees.

The Code of Conduct relates both to internal and external activities of Banagher Precast Concrete Limited. Wherever we operate, we must ensure that our business is conducted and managed effectively, efficiently and objectively, in a manner consistent with the highest professional standards of accountability and responsibility and in accordance with the law.

Employees are obliged to comply with policies and procedures, employee regulations, work rules and any standards and codes of practice adopted by the company. This Code of Conduct is binding on all employees. Queries or concerns regarding business conduct should be directed to the employee's Line Manager in the first instance and then to Human Resources.

Principles of the Code

Banagher Precast Concrete Ltd., is committed to honesty, fairness, integrity and transparency in all its dealings. Therefore, it is essential that all employees conduct themselves and are seen to conduct all activities, to the highest standard possible. The values adopted by the organisation are:

- Integrity and professionalism
- Respect and support for all colleagues, the community and the environment
- Openness to learning.

Practical application of the Code

Employees have an obligation to attend at work as required and perform their duties honestly and efficiently, respecting the rights of their colleagues.

There are common law obligations also on all employees to properly perform the duties for which they are employed including:

- To obey the law
- To obey all lawful and reasonable instructions from the employer and to work as directed



- To be competent and efficient in the performance of assigned duties
- To refrain from conduct which might impair work performance
- To show reasonable care, and neither use nor allow the use of the employer's property, resources, funds for anything other than authorised purposes
- To incur no liability on the part of the employer without proper authorisation.

As well as being responsible for their own conduct, employees also have a duty to contribute to the smooth running of the workplace by treating their colleagues, trainees and the public with courtesy and respect. This means that company employees are expected:

- To avoid behaviour which might endanger or cause distress to their colleagues, or otherwise contribute to disruption of the workplace
- To respect the privacy of individuals when dealing with sensitive information
- Not to harass, bully or otherwise intimidate colleagues or customers
- To have due regard for the safety, health and welfare of others in the use of company property and resources .

Employees charged with the task of delivering services to customers must respect the individuals with whom they deal and ensure that the needs of the customer are met insofar as it is legally and economically possible. Employees have a duty to deal with customers with integrity, diligence and impartiality and with courtesy, consideration, fairness and promptness.

Employees should respect the principle of non-discrimination and equal treatment for all customers.

Employees must observe their duties and obligations to the company in accordance with the contract of employment and associated terms and conditions of employment.

Disclosure of information

Employees are prohibited from making use of, or disclosing, any confidential information gained as a result of employment with the company. The unauthorised use or disclosure of confidential information to which they have had access may lead to disciplinary action.

If an employee leaves the employment of Banagher Precast Concrete Ltd (resigns, retires or terminates the contract of employment) they are obliged to protect and respect the confidentiality of the company information.

Gifts and entertainment

Under no circumstances may an employee solicit, either directly or indirectly, gifts, hospitality etc. for personal use, gain or benefit.



Under no circumstances may an employee accept the offer of any unsolicited gifts, including hospitality, travel, payments, services or benefits-in-kind on a scale which could affect, or be considered to affect, the ability of an employee to exercise independent judgement. However, gifts of a nominal value may be accepted provided that the donor is made aware that acceptance of the gift will not influence any business relationship between the donor and the company or its employees.

Use of public resources

Employees should ensure that resources provided are used economically for the purpose for which they were provided, treated with care, maintained and properly secured against theft or misuse. Public resources include material and financial resources, employee time and skills, intellectual property and official information.

Respect and Support for Colleagues

We believe that people flourish in an open and supportive workplace. We respect our colleagues as individuals with important contributions to make to our overall goals. We encourage teamwork, discussion and debate to help make the best decisions. We want to be an employer of choice where our people can achieve fulfilling careers in a workplace with a high work ethic, and without discrimination.

Openness to Learning

In all of our activities we are open to new insights and greater understanding of ways to improve our company and ourselves. We do this by keeping abreast of new developments, which are incorporated into our working practices.

Code of Conduct Review

Banagher Precast Concrete Limited will review this Code of Conduct periodically. As it is not possible for this Code of Conduct to provide for every situation which may arise, employees must bear in mind that it is primarily their personal responsibility to ensure that all their activities, whether covered specifically or otherwise in this Code of Conduct, are governed by the ethical considerations implicit in the Code



Brendan Mahon
Managing Director