

# LJR Engineering Project Services

# **Ethical Behaviour Policy**



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#### 1. Scope

This policy sets out our (LJR Engineering's) commitment to conducting all aspects of our business in an honest, ethical, and transparent manner. Our customers and employees are entitled to expect us to fully comply with our legal responsibilities, our core business values and ethical principles.

#### 2. Principles

LJR Engineering seeks to promote a culture of honesty and integrity in all its dealings and will not tolerate acts of fraud, bribery, price fixing, theft, or any forms of exploitation.

Breaches of this policy may lead to disciplinary action, criminal prosecution and/or civil recovery proceedings.

Offers of gifts and hospitality from suppliers must be declared.

LJR Engineering expects to be advised of any relationship, appointment or outside interest which might cause a conflict of interest.

LJR Engineering is committed to maintaining the highest standards of honesty, openness, and accountability. All employees are encouraged to raise any concerns they have about dishonesty or malpractice.

## 3. Legal and regulatory obligations

- Theft Act 1968
- Fraud Act 2006
- Bribery Act 2010

## 4. Appendix - Examples of Incidents

- Falsifying expense claims
- Forging of signatures
- Supplying false or exaggerated invoices
- Theft of company property
- Failing to disclose financial interests with suppliers
- Bribery and corruption offences
- Falsifying references to secure a position of employment
- Failing to disclose significant gifts or hospitality from suppliers
- Divulging procurement bids to assist competitors
- Failing to disclose personal relationships or potential conflicts of interest

Signed: Lee Roberts Position: Director

Reviewed: 17/04/2023

Achilles UVDB

interface



### **Acknowledgement & Acceptance Form**

I hereby acknowledge that I have read and understood the contents of our Company Ethical Behaviour Policy.

In signing this form I confirm my agreement to comply with the contents of this document. I acknowledge that failure to do so may breach my contract of employment with LJR Engineering and that I may become subject to disciplinary action under the terms of the LJR Engineering Disciplinary and Grievance Procedures as stated in section 10, LJR-Doc-002 – Staff Handbook v1.2 which may result in my dismissal.

An electronic copy of this Ethical Behaviour Policy can be found on the Company's shared Policies Drive within the Policies and Plans folder.

Name	Signature	Date



