



# 09 Ethical and Corporate Responsibility Policy



## Rapidfix Ceilings and Partitions Ltd Ethical and Corporate Responsibility 04/02/2021

### **Purpose**

**Rapidfix Ceilings and Partitions Ltd** is committed to the practice of responsible corporate behaviour.

Through its business practices **RCP Ltd** seeks to protect and promote the human rights and basic freedoms of all its employees and agents.

Further **RCP Ltd** is committed to protecting the rights of all of those whose work contributes to the success of **RCP Ltd**, including those employees and agents of suppliers to **RCP Ltd**.

**RCP Ltd** is also committed to eliminating bribery and corruption.

It is essential that all employees and persons associated with **RCP Ltd** adhere to this policy and abstain from giving or receiving bribes of any form.

This policy is non-exhaustive, and all aspects of **RCP Ltd** business should be considered in the spirit of this policy.

### **Human Rights**

**RCP Ltd** is vehemently opposed to the use of slavery in all forms; cruel, inhuman, or degrading punishments; and any attempt to control or reduce freedom of thought, conscience, and religion.

**RCP Ltd** will ensure that all of its employees, agents and contractors are entitled to their human rights as set out in the Universal Declaration of Human Rights and the Human Rights Act 1998.

**RCP Ltd** will not enter into any business arrangement with any person, company or organisation which fails to uphold the human rights of its workers or who breach the human rights of those affected by the organisation's activities.

If it is brought to the attention of RCP or RCP suspect that human rights are being breached, then suitable actions shall be taken to apply current and amended legislations for protection of all personnel working on any RCP Ltd Sites.

As part of the RCP Supply chain for Sub-contractors it will be mandatory for Limited Company Directors of 5 or more persons shall declare that they "do not have any impact upon any of their personnel with regards to Human Rights"

A part of ongoing reviews of the Sub-contractor Supply chain this will form part of the proof that this is not infringed by the Limited Company Directors.





## Workers' Rights

**RCP Ltd** is committed to complying with all relevant employment legislation and regulations. The Company regards such regulations and legislation as the minimum rather than the recommended standard.

No worker should be discriminated against on the basis of age, gender, race, sexual orientation, religion or beliefs, gender reassignment, marital status, or pregnancy.

All workers should be treated equally. Workers with the same experience and qualifications should receive equal pay for equal work.

No worker should be prevented from joining or forming a staff association or trade union, nor should any worker suffer any detriment as a result of joining, or failing to join, any such organisation.

Workers should be aware of the terms and conditions of their employment or engagement from the outset. In particular workers must be made aware of the wage that they receive, when and how it is to be paid, the hours that they must work and any legal limit which exists for their protection and any overtime provisions.

This protection shall also be executed upon Limited Companies to ensure that they also do not infringe on the labour and wages of the personnel that undertakes work for the said Limited Company.

Workers should also be allowed such annual leave, sick leave, maternity / paternity leave and such other leave as is granted by legislation as a minimum.

The **RCP Ltd** does not accept any corporal punishment, harassment in any form, or bullying in any form. **RCP Ltd** enforce this throughout their sites to discourage any forms of bullying. Any person that his deemed to have undertaken in any bullying act shall be removed from RCP Sites.

## Environmental Issues

The Company is committed to keeping the environmental impact of its activities to a minimum and has established an **Environmental Policy** in order help achieve this aim. Copies of the **Environmental Policy** are available on request.

Due to the nature of the company's business which involves the use of timber resources. A **Sustainable Timber Procurement Policy** is in force to ensure that all sourced Timber and associated wood materials are done so in a legal and well managed source.

This Policy is to ensure that the Company is aware of the impact upon natural resources by use of timber and similar related products on the environment as well all related social impacts.

As an absolute minimum, the Company will ensure that it meets all applicable environmental laws in whichever jurisdiction it may be operating.





## Conflicts of Interest

**RCP Ltd** holds as fundamental to its success the trust and confidence of those with whom it deals, including clients, suppliers, and employees.

Conflicts of interest potentially undermine the relationship of the Company with its partners.

In order to help preserve and strengthen these relationships **RCP Ltd** has developed a **10 Hospitality and Gifts Policy**, which provide rules and guidelines concerning the conduct of its employees aimed at minimising the possibility of conflicts of interest and at avoiding risks associated with bribery and corruption.

Copies of the **10 Hospitality and Gifts Policy** are available from upon request from **Dan Elwell**.

All employees and representatives of **RCP Ltd** are expected to act honestly and within the law.

## Information and Confidentiality

Information received by employees, contractors or agents of **RCP Ltd** will not be used for any personal gain, nor will it be used for any purpose beyond that for which it was given.

**RCP Ltd** will at all times ensure that it complies with all applicable requirements of the Data Protection Legislation, applicable in the UK, the GDPR and any national implementing laws, regulations, and secondary legislation (as amended from time to time) in the UK and subsequently any legislation which succeeds the GDPR.

## Shareholders and Investors

**RCP Ltd**, its employees and representatives are committed to ensuring that no act or omission which is within their power and which would have the effect of deliberately, negligently, or recklessly misleading the shareholders, creditors, or other investors in **RCP Ltd** occurs.

## Suppliers and Partners

**RCP Ltd** expects all suppliers and partners to work towards and uphold similar ethical and moral standards.

**RCP Ltd** will investigate the ethical record of potential new suppliers before entering into any agreement.

Further, **RCP Ltd** reserves the right to request information from suppliers regarding the production and sources of goods supplied.

**RCP Ltd** reserves the right to withdraw from any agreement or other arrangement with any supplier or partner who is found to have acted in contravention of the spirit or principles of this Ethical Policy.





## Bribery and Corruption

**RCP Ltd** is fundamentally opposed to any acts of bribery and to the making of facilitation payments as defined by the Bribery Act 2010.

For further information regarding Bribery, please refer to **04 RCP Ltd Anti Bribery Policy**

Employees and any other persons associated with **RCP Ltd** such as agents, subsidiaries and business partners are not permitted to either offer or receive any type of bribe and/or facilitation payment.

All employees are encouraged to report any suspicion of corruption or bribery within **RCP Ltd** in accordance with the **12 Whistleblowing Policy** available from **Dan Elwell** on request.

Should any employee or associated person be in doubt when receiving or issuing gifts and hospitality, he/she must refer to the Gift and Hospitality Policy available from **Dan Elwell** on request.

**RCP Ltd** uses its reasonable endeavours to implement the guidance principles on bribery management that are published, from time to time, by Secretary of State in accordance with Section 9 of the Bribery Act 2010.

If an employee or associated person is found guilty of giving or receiving a bribe, he/she will be personally criminally liable and may be subject to disciplinary action.

Anyone found guilty of bribery, will be responsible for bearing any related remedial costs such as losses, court fees or expenses.

**This policy has been approved & authorised by:**

<b>Signed</b>	
<b>Name:</b>	Dan Elwell
<b>Position:</b>	Commercial Director
<b>Date:</b>	04/02/2021



ACCEPTANCE OF POLICY BY RCP Personnel and Responsible Sub-contractors