

Professional Conduct Policy

Date: Wednesday, 01 January 2026

Review Date: Thursday, 01 January 2027

Britannica Safety Ltd expects the highest standards of professionalism, integrity, and ethical conduct from all employees and representatives. This policy outlines our expectations and commitments to foster a respectful, productive, and positive work environment.

Our Commitments:

1. Professional Behaviour

- Employees must demonstrate professionalism, courtesy, and respect in all interactions with colleagues, clients, partners, and the public.
- Personal conduct must reflect positively on Britannica Safety Ltd at all times.

2. Integrity and Honesty

- All employees must act with honesty, transparency, and integrity in every aspect of their duties.
- Any form of dishonesty, fraud, corruption, or unethical behaviour will not be tolerated and may lead to disciplinary action.

3. Confidentiality

- Employees must respect and maintain the confidentiality of sensitive company, client, and personal data at all times.
- Breaching confidentiality is a serious misconduct issue and will be addressed through the disciplinary process.

4. Conflict of Interest

- Employees must disclose any personal or financial interests that may conflict or appear to conflict with their duties and responsibilities.
- Conflicts of interest must be managed transparently and promptly.

5. Respect and Inclusivity

- Britannica Safety Ltd promotes an inclusive and respectful workplace free from harassment, bullying, discrimination, or intimidation.
- Any behaviour undermining this standard will be subject to disciplinary action.

6. Accountability and Responsibility

- Employees must take personal responsibility and accountability for their actions, decisions, and performance.
- Managers and supervisors have additional responsibility to set a positive example and enforce this policy consistently.

7. Dress and Appearance

- Employees are expected to dress appropriately and professionally, reflecting the standards and reputation of Britannica Safety Ltd.

8. Use of Company Resources

- All company resources, including property, equipment, and time, must be used responsibly, appropriately, and efficiently for work-related purposes.

9. Compliance with Laws and Regulations

- All employees must adhere strictly to applicable laws, regulations, company policies, and guidelines.

10. Training and Communication

- Regular training will be provided to reinforce understanding of professional conduct expectations.

Continuous Review and Improvement:

- This policy will be reviewed annually to ensure relevance and compliance with industry standards and best practices.

Britannica Safety Ltd relies on every individual's commitment to professional excellence and ethical responsibility to achieve our collective goals and maintain our outstanding reputation.

Signed:**Christopher Driver**

Director