

## Introducing the MK1 Scaffolding Ltd Code of Conduct

Our Employee Code of Conduct has been created to help employees understand the core values and the behaviours expected to support them. It provides guidance and support for every MK1 Scaffolding Ltd employee, with high standards of ethical behaviour and compliance with laws and regulations being essential to protecting the reputation and long term success of our business.





We must constantly live up to our values so our clients, colleagues & general public are confident they can put their full trust in us. If you are in any doubt about the meaning or applicability of a rule or regulation please seek advice from a member of the MK1 Scaffolding Ltd HR team.

## Your commitment to this Code

Every MK1 Scaffolding Ltd employee must comply with our Code. You must make time to read and understand this document. If you have any questions, or need advice please speak to a member of the MK1 Scaffolding Ltd HR team.






## Your responsibilities

Everyone in our business has particular responsibilities, including:

-  Leading by example
-  Promoting and role-modelling good ethical behaviour and business conduct including complying with all laws and regulations
-  Ensuring you have access to and receive training on ethical issues and policies relating to this Code
-  Promoting an environment where your colleagues feel confident and able to raise ethical concerns and that they are taken seriously and followed-up

## Zero tolerance







While this Code gives you guidance for certain situations there are specific areas where we have a zero tolerance policy:

-  Unsafe, illegal or unethical working practices
-  Violence and aggression
-  Discrimination, bullying and harassment
-  Being under the influence of Drugs or Alcohol at work
-  Retaliation against anyone who speaks up and does the right thing

## Workplace safety

MK1 Scaffolding Ltd work to ensure the workplace safety of our employees, clients & the general public. We expect all our employees to play their part in making MK1 Scaffolding Ltd safer and ensuring their team has the right equipment, training and knowledge to guarantee a safe working environment.

### Am I doing the right thing?

-  Ensure you know who the First Aiders are at all times.
-  Be aware of the work you are undertaking and the hazards associated with it.
-  Look out for your own safety and others around you.
-  Report any accident, near miss, injury, ill health or unsafe condition so appropriate action can be taken.
-  Ensure you are properly trained for the work you are undertaking.
-  Familiarise yourself with your surrounding fire extinguishers, fire exits and emergency evacuation procedure.

Quite simply, if it isn't safe, don't do it. Stop and inform your Supervisor. If you have any health and safety concerns please speak to your supervisor, office manager or a member of the MK1 Scaffolding Ltd HR team.

## Harassment-free workplace

Every MK1 Scaffolding Ltd employee has the right to a working environment free from harassment and intimidation. We have a zero tolerance approach to harassment and intimidation.

What constitutes harassment?

Harassment is unwanted conduct which is reasonably considered to have the purpose or effect of:

-  Violating the recipient's dignity
-  Creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient

At all times every employee has a personal responsibility to behave in a manner that is not offensive to others. Supervisors and Human Resources are responsible for communicating this policy to employees and for investigating any complaints of harassment against any member of their team.



## Drugs and alcohol

MK1 Scaffolding Ltd is a drug-free workplace. While at work and attending business-related activities in any location you are strictly prohibited from using or being under the influence of alcohol or illegal drugs. From time to time the Company may organise events where alcohol is served. You are always expected to drink responsibly at these events.

### Protecting our assets

We each have a duty to look after and respect all of MK1 Scaffolding Ltd.'s assets – namely our place of work, Scaffolding material, Plant Machinery, PPE (personal protective equipment), Tools, computer and telephone, company vehicle's, finances or supplies you may have access to and even our working time. We should protect MK1 Scaffolding Ltd.'s assets from misuse, theft and waste.

You should:

-  Use Company resources responsibly and appropriately
-  Ensure Tools, PPE, Vehicles, and Hardware such as laptops, phones and other handheld devices, are never left insecure in public places.