Business Ethics Policy

The Secure Risk Management Limited believes that it is important for the Secure Risk Management Limited and its employees to maintain high ethical standards in order to preserve its reputation in the marketplace.

Good ethics are important to ensure that the Secure Risk Management Limited meets not only its objectives in a fair and equitable manner but its wider social responsibilities externally. In addition, the Secure Risk Management Limited is committed to ensuring high ethical standards within the workplace.

The procedure that follows provides general guidance on ethics and refers to other policies of the Secure Risk Management Limited where necessary. The procedure will be closely monitored and will be developed as necessary to ensure that it meets the needs of the Secure Risk Management Limited, its employees and its stakeholders.

We will ensure that the Secure Risk Management Limited is meeting its aims with regard to social impact and ethical behavior and that its stakeholders perceive the Secure Risk Management Limited in a positive light.

Procedure

1. All employees will be provided with ethics training as part of the induction program. Ongoing ethics training, as the ethics policy and procedure develops, will be cascaded to employees via management.

2. All employees are required to adhere to the Secure Risk Management Limited's policy and procedure on business ethics. Employees who breach the Secure Risk Management Limited 's policy on business ethics will be subject to disciplinary action up to and including dismissal.

3. Employees who are faced with a potential breach of the business ethics code or have doubts about an ethical choice they are facing should, in the first instance, speak to their line manager.

4. The Secure Risk Management Limited has a Code of Conduct which employees are expected to abide by. A copy of the Code of Conduct and other policies relevant to this procedure are available on in the Staff Handbook

5. The following areas are included in this procedure. However, this list is not exhaustive and will be developed as required.

1. Data protection/Access to employee data.
2. Whistleblowing.
3. The giving and receiving of gifts.
4. Confidentiality.
5. Relationships with competitors, suppliers, advertisers, etc.
6. Equal opportunities, discrimination and harassment.
7. Moonlighting.
8. The environment.

6. The Data Protection Act 1998 requires that eight data protection principles be followed. These data protection principles are set out in the Secure Risk Management Limited's Data Protection/Access to Employee Data policy and all employees are expected to familiarise themselves with its requirements. Employees should ensure that they understand how data protection impacts on their particular role, in particular with regard to external suppliers and customers. Employees who have any questions on the Secure Risk Management Limited's Data Protection/Access to Employee Data policy should speak to their manager in the first instance.

7. The Secure Risk Management Limited encourages a free and open culture in its dealings between its officers, employees and all people with whom it engages in business and legal relations. The Secure Risk Management Limited recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the Secure Risk Management Limited 's success ensured.

8. The Secure Risk Management Limited does not believe that the giving and receiving of gifts from suppliers and customers is appropriate. In certain circumstances gifts may constitute a bribe. An employee who receives a gift from a customer or supplier, regardless of its value, must inform his or her manager who will decide whether the gift may be kept by the employee or whether it should be returned.

9. A confidentiality clause forms part of all employees' statement of particulars/contracts of employment. During the course of employment employees will have access to information of a confidential and sensitive nature. Employees must not disclose to a third party any Secure Risk Management Limited confidential information, either during their employment or after their employment has ended. Confidential information includes information on the Secure Risk Management Limited's present or potential customers or suppliers and any information relating to the Secure Risk Management Limited's business, including marketing, corporate or financial plans.

The Secure Risk Management Limited recognises that work may result in friendships and closer relationships developing. Relationships may develop not only with colleagues but suppliers and customers. It is natural for relationships to develop in a working environment. While the Secure Risk Management Limited has every respect for the privacy of its employees, it asks that all employees consider the impact that personal relationships can have on the Secure Risk Management Limited.

10. The Secure Risk Management Limited is committed to equality of opportunity and diversity in the workplace. It is the Secure Risk Management Limited's policy to treat all job applicants and employees fairly and equally, regardless of their sex, trans-gender status, age, sexual orientation, religion or belief, marital status, civil partnership status, race, colour, nationality, national origins, ethnic origin or disability. Furthermore, the Secure Risk Management Limited will monitor the composition of the workforce and introduce positive action if it appears that this policy is not fully effective. Employees are required to conduct themselves in a way that promotes equal opportunities at all times. Good practice will be promoted by senior management and employees will be provided with relevant training. Employees who feel they have been discriminated against or suffered harassment should speak to a member of management immediately.

11. Employees may seek to take up separate employment with another employer or pursue outside business interests while still remaining employed by the Secure Risk Management Limited. Although the Secure Risk Management Limited has no desire to unreasonably restrict an employee's external activities, it must seek to protect its own interests and those of all its employees. Employees will not be permitted to undertake business activities or other work where the Secure Risk Management Limited considers that this is incompatible with its interests and, in any event, unless employees have obtained prior written authorisation from senior management.

12. The Secure Risk Management Limited is committed to conserving the Earth's resources and to do what it can to reduce any negative effects it has on the environment. Employees are required to use the Secure Risk Management Limited's equipment and materials wisely and reduce wastage where possible. Employees can play a positive role in helping the environment by recycling all non-confidential waste, using printers and photocopiers with care and switching off electrical equipment which is not in use.

Signed: ______ **Position:** Managing Director **Date**: 1st December 2024