



Ethical Policy

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Policy Statement

This policy lays out our core values, and the practicalities which support them. DMJ prioritises the importance of operating in accordance with a set of core values, in the way that we carry out our business with customers, suppliers, sub-contractors, competitors and the local community.

DMJ is committed to ensuring a high standard of ethical and environmental trade practices, including the provision of safe working conditions and the protection of workers' rights, across its supply chain. DMJ purchases goods and/or services in accordance with the provisions of this Ethical Policy ("the Policy") and expects its Suppliers to observe the Policy's provisions and to demonstrate a similar commitment to an ongoing programme of ensuring and, where necessary, improving, ethical and environmental practices.

Policy Scope

The Policy applies to all areas of DMJ's business and to its direct Suppliers. DMJ requires all direct Suppliers to observe the provisions of this Policy and requires that such Suppliers, in turn, obtain similar compliance with its provisions from their Suppliers. All parties to whom this Policy applies are required to comply with applicable national and international laws. Where the provisions of this Policy afford greater protection than national law, the terms of this Policy prevail.

Policy Objectives

- To set out a clear statement of the Policy
- To promote the adoption and improvement of ethical practices
- Apply high ethical standards in our relationships with customers, suppliers, subcontractors, competitors and the local community at all times.
- Maintain and protect the confidentiality of information provided by customers and suppliers, as if it were our own information.
- Ensure that all advertising, marketing and promotional documentation issued avoids false statements, concealment and exaggeration.
- Avoid giving or receiving monies or gifts of significant value intended as a bribe.
- Maintain a fair and neutral business relationship with competitors.
- Not malign the competition through misrepresentation, false statements or innuendo.
- Ensure that fair working practices are employed with regard to suppliers and subcontractors, and that payments are made promptly.
- Comply with all relevant UK laws and regulations.

TO SUPPORT THESE AIMS THE COMPANY WILL ENDEAVOUR TO:

- Ensure adequate resources are available to implement the requirements of this policy.
- Make this statement available to the public.
- Review and update this policy annually.

Policy Compliance

DMJ recognises that its Suppliers may not be able to achieve all the standards laid out in this Policy immediately but is willing to engage with Suppliers who:

- Have implemented, or are willing to implement, appropriate and workable processes for raising standards to be compliant with this Code within an agreed period; and
- Are able to demonstrate a responsible and transparent approach to their working and general practices; and
- Have demonstrated an ongoing commitment to improving working and ethical standards.

The Policy

1. Workforce Welfare

Suppliers must not use any form of forced, bonded or involuntary labour, and workers must not be obliged to lodge identity papers or pay any deposit as a condition of work.

Workers must not be subject to physical or verbal abuse or threats or intimidation of any description.

Workers must not be required to work extreme hours or work without adequate rest periods.

Suppliers must not use workers under the age of 15, or the minimum legal working age in the country in question, if higher than 15. Suppliers must accept the principles of remediation of child and underage workers, and where such labour is discovered Suppliers must establish and implement appropriate remediation for such workers and introduce effective systems to prevent the use of child labour in the future.

Factories and work sites used by Suppliers must be safe and hygienic with an adequate number of safe and accessible fire exits from all buildings including living accommodation and workers must have access to drinking water.

Workers' life or limb must not be endangered due to the use of dangerous machinery, unsafe building structure or layout, or hazardous chemicals.

Living accommodation, where provided, must be in buildings that are separate from other areas of the workplace and have an adequate fire alarm system.

Suppliers must pay wages sufficient to meet basic needs and to provide some discretionary income.

Suppliers must maintain proper and accurate employment records including calculation of pay and hours worked, and Suppliers must be transparent and cooperative as regards the inspection of employment records.

2. Equality And Discrimination

We always strive to be fair and objective in our advice and actions, and we are never influenced in our decisions, actions or recommendations by issues of gender, race, creed, colour, age or personal disability.

3. Ethics

We always conduct our own services honestly and honourably and expect our clients and suppliers to do the same. Our advice, strategic assistance and the methods imparted through our training, take proper account of ethical considerations, together with the protection and enhancement of the moral position of our clients and suppliers.

4. Duty Of Care

Our actions and advice will always conform to relevant law, and we believe that all businesses and organisations, including this company, should avoid causing any adverse effect on the human rights of people in the organisations we deal with, the local and wider environments, and the well-being of society at large.

5. Professional Conduct

We conduct all our activities professionally and with integrity. We take great care to be completely objective in our judgment and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of our clients.

6. Conflict Of Interest

Due to the sensitive nature of our services, we will not provide a service to a direct competitor of a client, and we generally try to avoid any dealings with competitor companies even after the cessation of services to a client.

7. Contracts

Our contract will usually be in the form of a detailed proposal, including aims, activities, costs, timescales and deliverables. The quality of our service and the value of our support provide the only true basis for continuity. We always try to meet our clients' contractual requirements, and particularly for situations where an external funding provider requires more official parameters and controls.

8. Charges

Our charges are always competitive. We provide a high quality, tailored, specialized service. As such we do not generally offer arbitrary discounts; generally, a reduction in price is only enabled by reducing the level or extent of services to be delivered. That said, we always try to propose solutions which accommodate our clients' available budgets and timescales. Wherever possible we agree our rates and basis of charges clearly in advance, so that we and our clients can plan reliably for what lies ahead, and how it is to be achieved and financially justified.

9. Payment

We aim to be as flexible as possible in the way that our services are charged. We try to fit in with what will be best for the client. Our terms are 30 days net, and this is clearly stated on every invoice. We reserve the right to charge Statutory Rate of Interest on overdue invoices, but only take this measure after all other avenues of collecting the debt have been explored.

10. Intellectual Property and Moral Rights

We retain the moral rights in, and ownership of, all intellectual property that we create unless agreed otherwise in advance with our clients. In return we respect the moral and intellectual copyright vested in our clients' intellectual property.

11. Quality Assurance

We maintain the quality of what we do through constant ongoing review with our clients, of all aims, activities, outcomes and the cost-effectiveness of every activity. We encourage regular review meetings and provide regular progress reports. This company has been certified under a number of quality assurance schemes. Further details of specific certifications are available on request. Suppliers, where appropriate, will have a minimum of:

- ISO 9001 Quality Management
- Environmental Management Policy or ISO 14001
- Health & Safety Management Policy or ISO 45001

12. Confidentiality

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past clients, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the business services concerned. We extend the same standards to all our customers, suppliers and associates

