

POLICY DOCUMENT 5

CODE OF CONDUCT



Civil & Structural
Engineering Consultants

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A code of conduct is necessary because the excellence of the service provided by BdR, the impression gained by clients and the quality of the working environment within BdR, will be directly influenced by the conduct of its employees. The Code of Conduct is a fundamental part of the Company's strategy to safeguard the health, safety and welfare of its employees and to ensure that there is no discrimination against any member of staff, potential member of staff, client, supplier or any other person connected to BdR.

ACTION REQUIRED

BdR employees shall:

- Conduct themselves properly at all times when on Company business
- not engage or condone any activity, or say or write anything that brings BdR into disrepute
- Take pride in BdR, in their own work and in themselves
- Treat all clients, suppliers, members of staff, potential members of staff, visitors or any other person connected to BdR with courtesy and respect and not discriminate for or against them by virtue of any protected characteristic as defined by the Equality Act 2010 and shall abide by BdR's Equality Policy (see Policy Document 3)
- Not engage in any form of harassment, whether sexual, physical, verbal, 'cyber' or written.
- Not use raised voices, swearing, insults or offensive or aggressive language
- Provide a professional and helpful service carrying out their work in accordance with the BdR Quality Assurance System
- Not present themselves at work whilst under the influence of alcohol or illegal drugs
- Dress smartly whilst on Company business.
- Maintain the office in a clean and tidy condition.
- Not smoke(including e-cigarettes) within Company premises.
- Not use the Company computers to download or send unauthorised files or matter of an offensive nature.
- Not misuse vehicles or equipment
- Be considerate to their environment

RESPONSIBILITIES

- It is the responsibility of all employees conduct themselves in accordance with this Code and to take *personal responsibility* for recognizing and reporting breaches of this Code
- It is the responsibility of the Directors to undertake investigations and disciplinary action in accordance with the Disciplinary and Grievance Policy for any breaches of this Code

Review date: 08-07-2025
Next review date: 08-07-2026

Signed:

A handwritten signature in black ink, appearing to read 'S.M.B.', is written above the printed name and title.
Shaun Best
Managing Director



BdR (Civil and Structural Engineering) Limited
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