

## Code of Ethics

The Alan Butcher Components' Code of Ethics is a framework for all employees to help implement our commitment as a business to trade ethically and sustainably.

Our relationship with our suppliers is also an important part of this policy and we work closely with our trading partners to extend this commitment beyond our own company.

Our code of ethics is intended to help us to:

- work honestly, with integrity and in a professional manner
  - respect and uphold human rights
  - act in accordance with the law
  - maintain and improve working conditions for everyone
  - protect our environment and promote sustainability
- 1) Employees must treat each other with respect. All are treated equally irrespective of colour, age, gender, religion or social background. This level of respect extends to our customers and suppliers. Discrimination is not tolerated.
  - 2) Our employees are encouraged to voice concerns they may have or points they would like to raise. They will be listened to, treated fairly and in confidence.
  - 3) Legal compliance – our employees and partners are required to act in accordance with the law, including regulations to protect human rights, health and safety, the environment, anti-corruption and bribery and data protection.
  - 4) Anti-Bribery – we have zero tolerance of bribery and corruption in all its forms by, or of, our employees, suppliers and partners. We will not accept or offer inappropriate gifts or hospitality to advance our business opportunities. Employees should report any incident to the Managing Director.
  - 5) Competition and Anti-Trust Information – we will abide by the laws and regulations pertaining to the protection of competition and prohibiting anti-trust activities. We will not disclose commercially sensitive information about our customers or suppliers. Data protection is managed according to GDPR regulations.

- 6) Modern Slavery and Child Labour – Alan Butcher Components recognises the need to prevent human trafficking and slavery within the global supply chain. We will not tolerate, facilitate or condone any form of Modern Slavery within our own supply chain.
- 7) Environment, Health and Safety – we have a documented Health & Safety policy to ensure the safety and well-being of our employees. Our environmental policy provides us with a framework to help reduce our impact on the environment. We expect our suppliers to have similar practices in place for the safety of their workforce and protection of the environment.
- 8) Should we become aware of any breaches to our policy, necessary action will be taken to help those concerned rectify the situation. If this is not possible, then we have the right to terminate contractual agreements.

Signed: *Paul Butcher*

Paul Butcher, Managing Director

Date: 5th January 2022