

A. F. Suter & Co Ltd



Ethical Policy

Introduction

A.F. Suter has developed this ethical policy to demonstrate to its customers, employees and suppliers that as a company we are committed to responsible behaviour. Our company reputation, together with the history and confidence of those with whom it deals is one of our most valuable assets. It is therefore essential that all employees accept responsibility for maintaining the company's excellence in this area.

The aim of introducing this policy is to highlight the employee's and customer's expectations to be treated to fair business practices. This policy will serve to guide business behaviour to ensure ethical conduct.

Ethical Supplier Policy

As a responsible company, we strictly adhere to the ETI (Ethical Trading Initiative) Base Code and demand that all our suppliers comply with this code. Adherence may be checked by the means of third party audits. The ETI code covers nine basic principles:

1. Employment is freely chosen.
2. Freedom of association and the right to collective bargaining are respected.
3. Working conditions are safe and hygienic.
4. Child labour shall not be used.
5. Living wages are paid.
6. Working hours are not excessive.
7. No discrimination is practised.
8. Regular employment is provided.
9. No harsh or inhumane treatment is allowed.

Environment

We recognise our responsibility to the local and global environment in which we undertake our business. We aim to comply with environmental legislation and codes of practice that are relevant to our business. Above and beyond this, we aim to minimise any adverse impacts of our products and activities upon the local and global environment.

We recognise our position in a residential area, having responsibilities to our neighbours to ensure their well being through the use of best practice and open dialogue.

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Workers Rights

A.F. Suter values all of its employees as a key resource. An atmosphere of good communication and involvement is encouraged. We believe each employee is accountable for their own actions and recognises they are responsible for the performance and reputation of the company.

We aim to recruit, employ and promote employees on the sole basis of their ability and are committed to developing employee's skills. Our policies are designed to provide employees with safe and healthy working conditions and practices, and to enable everyone to work free from discrimination, harassment or bullying of any kind.

In return, we expect our employees to act with integrity and maintain high ethical standards.

Conflicts of Interest

Employees cannot engage in an activity for personal gain that is in conflict with the Company's business interests or applicable law. Any personal interest, or interests of immediate family that could cause a potential conflict of interest must be disclosed to the company.

Gifts

Gifts or favours must not be solicited. Gifts of money must never be given or accepted.

Reasonable small tokens and hospitality may be accepted provided they do not place the recipient under any obligation and are not capable of being misconstrued. All gifts must be notified to the directors and these may be shared within a team rather than an individual.

Bribery and Corruption

The giving or receiving of a bribe in any form are unacceptable. Employees should immediately reject any demand or offer for such a bribe and report to the directors. An anti-bribery procedure is in force and is displayed on the notice board.

Enforcement

Any infractions of this code of ethics will not be tolerated and the company will act quickly to resolve the issue if the ethical code is broken.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

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