

Broady Flow Control Limited

Code of Conduct

(In conjunction with Anti-Bribery Policy)

Section 1

Summary

Broady Flow Control Limited has a culture of ethical behaviour and we expect our personnel to act with integrity in all of their dealings related to our business. We operate to the following criteria:

- 1.1 All employment is free from prejudice of any kind.
- 1.2 Working conditions are safe and hygienic.
- 1.3 Child labour is not used.
- 1.4 Wages always exceed the minimum wage and are comparable to industry standard.
- 1.5 Deduction from wages as a disciplinary measure is not permitted.
- 1.6 Working hours are not excessive.
- 1.7 Regular employment is provided for those employed on permanent contract.
- 1.8 No harsh, cruel or degrading treatment is permitted.
- 1.9 No bribery, corruption, blackmailing or bullying is permitted.

All employees including directors are bound by the Company's Bribery Act Code of Conduct in all their actions. Training and awareness of this policy is duly enacted.

Section 2

Code of Conduct Statement

Broady Flow Control Limited recognises that our commercial activities have an impact on our staff, suppliers, customers and locality. As a socially responsible organisation we acknowledge the following:

- Products are produced under safe conditions.
- All staff are treated fairly and ethically, within the terms of current employment law legislation.

- We encourage all suppliers to follow the same ethical standards as Broady Flow Control Limited.
- We work with customers to demonstrate our commitment to trading ethically to assist them in making informed choices regarding procurement.

Section 3

Ethical Trading Code of Conduct

- 3.1 No forced, bonded or involuntary labour is used.
- All employment is freely chosen.
 - Staff are free to leave at any time after giving reasonable notice.
- 3.2 No child labour is used.
- There is no recruitment of child labour.
 - No persons under 16 years old are employed at any time.
- 3.3 Working conditions are safe and hygienic.
- Adequate measures are taken to prevent accidents of any kind and to minimise potential hazards.
 - Staff receive regular Health & Safety Training appropriate to their job role.
 - Staff have unrestricted access to toilet facilities and drinking water as appropriate for their working area.
- 3.4 Working Hours and remuneration are reasonable and comparable to similar companies.
- Staff pay rates are compliant with legal minimum wage rates.
 - Staff are not forced to work in excess of 48 hours per week.
 - Staff are given written terms of employment detailing all aspects of their rights and responsibilities while at work.
 - No deductions are made from wages as a disciplinary measure.
 - Pay slips for each period of employment are provided detailing all payments and deductions.
- 3.5 No discrimination is practiced.
- There is no discrimination in pay, hiring, compensation, access to training, promotion and termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sex, sexual orientation, union membership or political affiliation.

- 3.6 Appropriate behaviour is demonstrated at all time.
- No harassment, threats, abuse or intimidation is practiced.
 - Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited.

Section 4

Conclusion

Broady Flow Control Limited continues to review this policy document in line with changes in the law and best practice among similar organisation and the Directors welcome suggestions on improvement at any time.