

Code of Conduct and Ethics Statement

We believe that maintaining the utmost trust, respect, and care in our relationships with all of our stakeholders is a key element of our Company values. We are B Corp and Ecovadis certified, meeting the highest standards of social and environmental performance, and we are committed to reducing the impact of our operations on the environment.

Legal Compliance

We undertake to operate in accordance with all applicable legal and regulatory requirements in the jurisdictions where we conduct our operations.

Whistleblowing

Details of our whistleblowing policy are provided in our Company Handbook which is issued to all employees and on www.hgcompany.co.uk. As part of the free and open culture that we nurture within the Company, employees are actively encouraged to report any form of malpractice. Full details of how to do this are detailed in the Company Handbook. This may include failure to meet legal obligations, breaches of health and safety requirements, actions likely to cause environmental damage and actions likely to damage the safety and integrity of our products.

Sustainability, Health, Safety & Wellbeing

We believe that the health, safety and wellbeing of everyone who interacts with our site, or our products is our primary responsibility. Our Health, Safety & Wellbeing Policy explains our approach.

We recognise that pollution, resource depletion, climate change, poverty, inequality, and other challenges threaten the environment and the prosperity of communities. This means we must strive to enhance the sustainability of our products and reduce the impact of our operations on the environment. Our Sustainability Policy shares our commitment and describes how we will monitor, measure, evaluate and improve any impact.

We educate and train our staff in these policies, and they are displayed on site. Further details are available in our Company Handbook.

Diversity, Equality and Inclusion

We promote an inclusive working environment where all people are respected, and any form of harassment will not be tolerated. This is described in further detail in our Company Handbook, which outlines both the behaviour that we expect from our colleagues and the available remedies where these standards are not met. Staff will be recruited, promoted and trained solely on the basis of their abilities and the requirements of the job.

Corporate Citizenship

We aim to behave as a good corporate citizen in all of our actions, complying with all local laws and regulations in our areas of operation. We have a Human Rights and Modern Slavery Commitment which sets out the steps we take to mitigate risks and acknowledge our responsibilities and actions. This commitment is published annually and is also contained within our Company Handbook.

Confidential Information

We recognise that in the course of our business, we will receive information that our customers or suppliers will expect to be kept confidential and we undertake to take reasonable precautions to ensure that such information is not misused. Our GDPR policy is contained within our Company Handbook to protect unauthorized use of data regarding

employees such as a data breach.

Ethical Relationships

We aim to maintain the highest possible ethical standards in our dealings with customers, suppliers, employees, regulatory authorities, the local community and other stakeholders. We work to the ETI base code and are Investors in People accredited (Silver standard) and are audited regularly by both parties. Our Ethical Trade Policy describes our requirements of our suppliers and is deployed by our team.

Anti-Bribery and Anti-Corruption Policy

We have introduced policies to ensure compliance with the Corporate Bribery Act 2010 and these are described within our Company Handbook sections relating to Gifts and Hospitality and Conduct at Work.

We also have anti-corruption policies and mechanisms and look to extend our standards to external stakeholders in our chain.

Quality

Ensuring that our products and services are delivered to the highest possible standards of quality is critical to our business. All activities on our site are managed in accordance with our ISO 9001 Quality Management System, which is regularly audited by BSI.

Continuous Improvement

It is important that we work to improve our processes in order to eliminate those conditions that may lead to errors, failures and customer complaints. This principle is a key part of our ISO 9001 Quality Management System.

Audits

We aim to maintain the highest possible ethical standards in our dealings with customers, suppliers, employees, regulatory authorities, the local community, and other stakeholders.

Our aim is to provide sufficient information to our customers and other stakeholders to allow them to make informed decisions about us and our products and services. Our site and Management Systems are regularly audited by BSI, Sedex (Company Sedex Reference ZC1061910. Site Ref ZS1068818), Investors in People (Silver standard) and BRC against their published standards and we can provide current copies of our certification to those standards where relevant. In addition, we have an internal audit team who regularly review standards.

Please visit www.hgcompany.co.uk for our current policies on Modern Slavery and Human Rights, Whistleblowing, Ethical Trade, Anti-Corruption and Anti-Bribery and Sustainability. Kimia, Burlington and Symposium are all trading names of HG&Co Ltd.



Miranda Hayman
Director