



## **ETHICAL BUSINESS PRACTICE POLICY**

### **POLICY STATEMENT**

London Office Interiors recognises the importance of adhering to the principles of ethical business practice in the delivery of its activities and is committed to operating its business sustainably and responsibly and in full compliance with all relevant laws and regulations. This policy applies to all directors and employees of London Office Interiors, along with its supply chain. It applies in addition to and alongside the other policies, procedures and statements that have been issued by London Office Interiors. We aim to conduct our operations on sound business principles with trust, honesty and integrity and with respect for the human rights and interests of our employees. We respect the legitimate interests of all those with whom we have relationships.

### **ETHICAL BUSINESS PRACTICES INCLUDE**

We are committed to providing a working environment in which employees can realise their full potential and contribute to business success.

In accordance with the Modern Slavery Act 2015 we ensure that employment is freely chosen, child labour shall not be used, and wages are not lower than minimum wage.

In compliance with the Human Rights Act 1998 we are committed to treat everyone equally, with fairness, dignity and respect, and that freedom of association is respected. We are committed to diversity in a working environment where there is mutual trust and respect where everyone is accountable for their actions and feels responsible for the performance and reputation of our company. We aim to recruit, employ and promote employees on the sole basis of their ability to fulfil the requirements of the job. We are committed to developing and enhancing each employee's skills and capabilities.

We will provide our employees with safe and healthy working conditions and practices. We monitor and report our health and safety performance.

### **ZERO TOLERANCE TO BRIBARY AND CORRUPTION**

Bribery and corruption will not be tolerated and the giving and receiving of bribes is contrary to the Bribery Act 2010 and can play no part in the way London Office Interiors carries out its business.

**ZERO TOLERANCE TO FRAUD**

All employees' suppliers, contractors and business partners must act honestly and with integrity at all times. All reasonable suspicions of fraud must be reported. No accounts may be held away from purchase ledger to facilitate or conceal improper payments.

**ZERO TOLERANCE TO TAX EVASION AND THE FACILITATION OF TAX EVASION**

It is not acceptable to;

- Participate in any activity that may be regarded as tax evasion or the facilitation of tax evasion.
- Agree to enter into any arrangement with suppliers, contractors and business partners that may lead to the diversion of any tax away from relevant authorities.
- Assist any individuals in any of the above activities.

**BREACHES OF THIS POLICY**

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

This statement was approved on 27<sup>th</sup> January 2020 by London Office Interiors Managing Director Tony Abrook, who will review and update it annually.

Managing Directors signature

**Tony ABROOK**

DIGITALLY SIGNED BY TONY ABROOK  
DATE: 27/01/2020

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