

Dalrodd

Code of conduct



Dalroad Norslo Limited (DALROAD) is committed to conducting its business honestly and ethically wherever we operate.

The Company will constantly improve the quality of our services, products and operations and will create a reputation for honesty, fairness, respect, responsibility, integrity, trust and sound business judgment.

No form of illegal or unethical conduct on the part of employees and officers of the Company, temporary workers, consultants, contractors, directors or affiliates is in the company's best interest.

DALROAD will not compromise its principles for short-term advantage. The ethical performance of this company is the sum of the ethics of the individuals who work here. Thus, we are all expected to adhere to the high standards of personal integrity.

DALROAD's Code of Conduct applies to all employees and officers of the Company, temporary workers, consultants and contractors. The Company expects that anyone acting for, or on behalf of the Company, will conduct all DALROAD's business with integrity and according to the letter, spirit and intent of all applicable laws and this Code of Conduct.

Violations of the Code of Conduct may result in formal discipline action up to and including termination. If violations of the Code also violate any applicable laws, civil or criminal, a prosecution may apply.

If any employee, officers of the Company, temporary workers, consultants or contractors has knowledge of a Code violation, he or she is required to report it, except when prohibited by law.

If you have questions relating to any of the policies described in the Company's Code of Conduct please do not hesitate to contact us.

Anti Bribery Policy

Policy Statement

The Company is committed to complying with the Bribery Act 2010 in its business activities in the UK and overseas.

This policy outlines the Company's position on preventing and prohibiting bribery, in accordance with the Bribery Act 2010. The Company will not tolerate any form of bribery by, or of, its employees, agents or consultants or any person or body acting on its behalf.

This Policy is supported by the directors and management team who are committed to implementing effective measures to prevent, monitor and eliminate bribery. Implementation of the policy is the duty of Line Managers. All employees are expected to comply.

Anti-Slavery and Human Trafficking Policy

Policy Statement

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, agency workers, seconded workers, volunteers, contractors, external consultants, third party representatives and business partners.

Modern Slavery

Modern Slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking. We have a zero-tolerance approach to Modern Slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships.

Supply Chains

We are also committed to ensuring there is transparency in our own business and in our approach to tackling Modern Slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015. We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting process, we include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, and we expect that our suppliers will hold their own suppliers to the same high standards.

Age Discrimination Policy

Policy Statement

The Company is committed to ensuring that all employees are treated fairly irrespective of their age and has taken measures to ensure that it meets the requirements of the Employment Equality (Age) Regulations 2006.

Bullying and Harassment Policy

Policy Statement

The Company's Bullying and Harassment Policy has been designed to help combat harassment and bullying occurring in the workplace. The Policy acknowledges that the workplace includes not only the physical premises but may extend to off-site areas. The Company is committed to a working environment that offers equal treatment and equal opportunities for all its employees. It recognises that all workers have the right to be treated with respect and dignity in order to realise their potential and to achieve the Company's objectives. It is the impact on the recipient that determines whether behaviour constitutes harassment and not necessarily the intention of the harasser.

All the directors and senior management team support this Policy.

The Company recognises that any person could be affected by unfair treatment including harassment, bullying or victimisation and is committed to eradicating such behaviour.

The purpose of this Policy is to give guidance on what is unacceptable behaviour and the procedures available for dealing with it.

Capability Policy and Procedure

Policy Statement

The success of the Company depends on the effective performance of all its employees. The Company is committed to providing employees with appropriate training, supervision and support to enable them to meet Company objectives. Where employees experience problems in attaining the appropriate standards the Company will endeavour to support them in order for them to reach the required standard.

Equal Opportunities Policy

Policy Statement

The Company fully supports and actively promotes the principle of equal opportunities in recruitment and within all employment practices. It opposes all forms of unlawful or unfair discrimination on the grounds of gender, gender reassignment, marital status, ethnic origin, religion, religious beliefs, age, colour, nationality, disability or other grounds such as sexual orientation.

The Company strives to be an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every employee has personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, must be addressed to the Directors.

This Policy is supported by the directors and management team.

Whistleblowing Policy & Procedure

Policy Statement

The Company recognises that in organisations in general, incidents of workplace malpractice are on the increase. Therefore, it is committed to ensuring that any such malpractice is prevented and immediately dealt with if it should arise. Employees are encouraged to disclose ("blow the whistle" on) any malpractice which they become aware of internally within the Company. Such malpractice may include fraud, financial mismanagement, breach of health and safety or any other danger.

The Company will make every effort to deal consistently with such disclosures in a fair, objective and discreet manner. Any employee who has concerns about malpractice within the workplace will not be punished or victimised for his or her disclosures of confidential information in good faith. Any victimisation or harassment of the employee for having raised legitimate concerns will be dealt with under the Bullying and Harassment Policy and Procedure.