

1.0 POLICY STATEMENT

TNG Consulting Engineers Ltd is a responsible business. It is a Company that considers and takes corporate and social responsibility for its business activities at every level. Any Corporate decisions are made once we have fully considered their effect on our people, our neighbours and the planet; whilst ensuring we adhere to laws and ethical standards.

It is Company Policy therefore, that we shall operate our Business following prescribed standards, principles and ideals. These shall apply to the Business operations of TNG and the actions of all Shareholders, Managers and Employees.

This Policy sets out the minimum standards which the Board of Directors expects from all Employees in their internal and external dealings with Colleagues, Customers, Stakeholders and third parties.

Standards have been set around 6 Corporate considerations; these are:-

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|-----------------|-------------------|
| ✓ Our Business | ✓ Our Environment |
| ✓ Our People | ✓ Our Community |
| ✓ Our Customers | ✓ Our Integrity |

2.0 SCOPE

2.1 RESPONSIBLE BUSINESS

TNG and its Employees shall:-

- Comply with all applicable statutory instruments and ethical standards;
- Conduct operations in accordance with the principles of good corporate governance;
- Exercise sound and fair corporate practices;
- Act fairly, honestly, ethically and be trustworthy;
- Not engage in relationships with individuals or groups that participate in illegal or unethical business practices (including slavery, human trafficking, bribery and corruption);
- Not engage in relationships with individuals or groups that threaten social order or safety;
- Respect human rights and the interests of our Employees, Customers and any other third parties;
- Address any actions, behaviours or attitudes that are illegal, unethical or that could cause distress or harm to any other person, living being, the environment or the planet.

2.2 PEOPLE

TNG and its Employees shall:-

- Create and maintain a safe and healthy work place;
- Protect the health and wellbeing of all;
- Create a workplace culture based on mutual trust and respect, where every person feels that they contribute to the success and reputation of our Company;
- Respect each other's rights, customs and traditions including the right to freedom of association, and the right to decide whether or not to join a trade union, and negotiate in good faith with the properly elected Employee representatives;
- Work towards achieving a diverse workforce, recruiting, employing, rewarding and promoting employees only on the basis of skills, knowledge and experience and other objective criteria;
- Maintain good communications through feedback, information and consultation procedures;
- Encourage and provide opportunity for Employees to realise their potential;
- Provide flexibility to working conditions and benefits;
- Encourage a healthy work and home life balance;
- Provide suitable and sufficient guidance, supervision, training and learning opportunities.

2.3 CUSTOMERS, BUSINESS PARTNERS AND OTHER STAKEHOLDERS

TNG and its Employees shall:-

- Provide a safe, value for money, high quality, consistent, accessible and reliable service;
- Develop professional relationships with our Suppliers, Stakeholders and others with whom we have dealings, based on mutual trust, integrity, understanding and respect;
- Confirm that our Customers, Business Partners and other Stakeholders adhere to business principles consistent with our own.

2.4 THE ENVIRONMENT

TNG and its Employees shall:-

- Operate to a recognised Environmental Management System;
- Identify significant contributors to our Environmental performance and make continuous improvements in the management of their environmental impact;
- Provide measures to control our emissions, resource use, waste and pollution and instigate operational control systems;
- Work with our Clients and Business partners to promote environmental care, increase understanding of environmental issues and disseminate good practice.

2.5 COMMUNITY INVOLVEMENT

TNG and its Employees shall:-

- Be good corporate citizens and fulfil our responsibilities to the societies and communities in which we operate;
- Participate in community activities where we can help to raise awareness or contribute to the enhancement of the lives and wellbeing of others, or the environment;
- Provide information and opportunities to young people in full time education in order to help them understand opportunities that are available to them;
- Not be a nuisance or cause any distress or harm to our neighbourhood and local community.

2.6 INTEGRITY

TNG and its Employees shall:-

- Comply with the General Data Protection Regulation (GDPR);
- Respect the confidentiality, privacy and dignity of Employees, Customers, Business Partners and other Stakeholders;
- Monitor actual and potential conflicts of interest (including those arising from the activities or interests of close relatives or partners).

3.0 DECLARATION

This Policy is fully supported by the Board of Directors. We shall ensure that this Policy is available to our Employees, Clients and other Business Colleagues.

Signed: 

Russell Pitman, Managing Director

Date: 20-01-2023

This Policy shall be reviewed and resigned annually.