

1. Statement of Policy

Guardian Electrical Compliance Ltd recognises that it has corporate and social responsibilities to all Stakeholders in the business which would include customers, suppliers, employees, its shareholders and others in society affected by the company's operations.

Guardian is therefore committed to conducting business in a manner which achieves sustainable growth whilst fulfilling its legal and moral obligations.

In recognition of the economic, social and environmental impacts of our activities it is Guardian's aim to achieve its business objectives in a responsible and caring manner

2. Ethical Code of Conduct

We are committed to conducting our business in accordance with the highest ethical and professional standards, whilst taking into account current UK legislation and regional customs and practices. We are committed to complying with UK legislation outlawing anti-competitive activities.

Guardian recognise the principles of the International Social Accountability Standard SA8000 in respect of its position with regard amongst other things to:

- child labour
- forced and compulsory labour
- health and safety
- freedom of association
- right to collective bargaining
- discrimination
- disciplinary practices
- working hours
- remuneration.

Guardian are committed to the common goal of ending slavery and human trafficking in our society and contribute to the end by ensuring that no aspect of our business whether it be recruitment or through our supply chain in any way encourages or perpetuates such practices.

We will endeavour to conduct each and every aspect of our business with honesty, integrity and openness.

We will respect the human rights and the interests of our employees, customers and third parties.

We will maintain the highest standards of integrity which will include realistic and honest undertakings that we know we are capable of delivering.

For further information see Guardian's Quality Policy.

3. Environmental Considerations

We are committed to minimising the environmental impact of our activities. We seek to achieve this by, wherever possible preventing pollution, excessive waste and implementing best practice environmental management controls, using environmental management systems, which are where applicable externally audited.

We are committed to conducting our activities and operations in line with current legislation and best environmental practice.

We seek continual improvement and innovation within all our activities.

Transport is our greatest concern in considering the environmental impact of our activities. By the elimination of unnecessary journeys and the use of the most economical vehicles that are commercially viable, emissions are kept to a minimum.

As part of our commitment to our ethical environmental commitments we have achieved certification to BS EN ISO 14001: 2015

For further information see Guardian's Environmental and Sustainability Policies

4. Health and Safety

We are aware that good health and safety management is a benefit not only for our employees and our clients but makes commercial good sense also. Consequently we are committed to the highest standards of health and safety, and to providing safe working conditions.

We aim to achieve continuous improvement in health & safety performance through constant monitoring and the conducting of robust internal and external auditing procedures.

The Health and Welfare of our staff is of paramount concern and is monitored via the Health Surveillance procedures described in our Health and Safety Policy.

5. Customers

Without customers our business would not exist therefore we ensure that at all times we maintain contact with our clients that is of the most professional and appropriate nature.

We aim to ensure that our customers receive the level of service and quality of product they have come to expect from Guardian.

6. Community

We endeavour to contribute to our local community, through the support of community initiatives and local charities. Particular focus is placed on a charity long associated with our staff that cares for terminally ill children. We annually support our local Children's Hospital.

7. Employees

We recognize that the quality and effectiveness of our service is dependant upon a broadly based and widely skilled work force. In order to draw fully from the diversity of the communities from which our staff are drawn, we provide equal opportunities to all existing and prospective employees.

We are committed to the fair and equitable treatment of all our employees and specifically to prohibit discrimination on the grounds of race, religion, sexual orientation, nationality, or ethnic origin.

Opportunities are available to disabled persons in accordance with their abilities and aptitudes on equal terms with other employees.

We are also committed to:

- Creating and maintaining a safe and healthy working environment for our employees where mutual trust abounds together with respect for all.
- Respect for the rights of the individual and each other's customs and traditions including the right to freedom of association and the right to decide whether or not to join a trade union and will negotiate in good faith with the properly elected representatives of its employees.
- Working towards achieving a diverse workforce, recruiting, employing and promoting employees only on the basis of objective criteria and the qualifications and abilities needed for the job to be performed.
- We will communicate well with our employees, providing full and comprehensive information which will include the facility for full consultation.
- We are totally opposed to the use of forced, bonded (including debt bondage) or indentured labour, involuntary prison labour, slavery, or trafficking of persons. This policy of zero tolerance for these practices will apply to all recruitment and employment. For further information see Guardian's Equality and Diversity Policy.

8. Supply Chain

It should be noted that Guardian does not provide materials or goods in any of the core activities which are included in our contracts with our customers. Consequently its Supply Chain is very limited in scope and size. Nonetheless we insist that all of our Suppliers comply with the social, ethical, human rights (including slavery and human trafficking) and commercial considerations described in this policy.

We reserve the right to conduct unannounced audits and inspections of our suppliers at any time and compliance with our policies will be a primary consideration when awarding and/or renewing business with any supplier. This policy of zero tolerance for these practices will apply throughout our Supply Chain.

9. Legal Compliance

All employees of Guardian will comply with the laws and regulations of the land. Employees will be given appropriate training to assist them to fully comply.

10. Business Integrity – Bribery Act 2010

Guardian are committed to full compliance with the requirements of the Bribery Act 2010. This means carrying out business fairly and therefore, operating a zero-tolerance policy towards bribery. Guardian will not tolerate bribery or corruption carried out by any of its employees or Board Directors.

No employee, director or other person connected with the company shall offer, give, seek or receive, either directly or indirectly, inducements or other improper advantages for business or financial gain and no employee may offer, give, seek or receive any gift or payment which is, or could be construed as such.

Guardian undertakes to account for its activities by providing accounting, other records and supporting documents that accurately describe and reflect the nature of all of its transactions.

Guardian will not facilitate, support, tolerate or condone any form of money laundering.

11. Data Protection

Guardian is committed to compliance with the General Data Protection Regulations 2018 and collects data in a manner designed to fully comply with GDPR.

Our policy is designed to comply with the principles of GDPR in order to ensure that data is processed:

- i. In a **fair and lawful** manner
- ii. For specific and **lawful purposes**
- iii. It is **adequate**, relevant and not excessive
- iv. It is **accurate** and up to date
- v. **Retention** period for data is reasonable and in accordance with the stated purpose
- vi. **Access** rights to personal data is in accordance with GDPR Regulations
- vii. Data is **securely** retained
- viii. **Data transfer** is provided for securely where applicable

12. Review

This Policy will be reviewed annually by the Management.

Reviewed and Signed 29th January 2025

Reviewed and signed 7th January 2026



Ian Carnall IEng MIET
Managing Director

