

Policy Statement

Dual Seal Glass expects and demands that all employees carry out their business and perform their duties to the highest ethical standards and in compliance with all relevant legal principles. This standard of behaviour and performance is maintained in the company's dealings with employees, customers, suppliers, and all other stakeholders. Dual Seal Glass and its employees will at all times demonstrate the highest levels of integrity, truthfulness and honesty in order to uphold personal and corporate reputations and to inspire confidence and trust in their respective actions. The company will conduct its business in a competent, fair, impartial and effective manner. This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.

Responsibility for The Policy

The board of directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations and that all those under our control comply with it. Day-to-day responsibilities lie in the hands of the managers who are responsible for implementing this policy and monitoring its use and effectiveness in the workplace. They must ensure that all those reporting to them understand and comply with this policy and are given adequate and regular training.

Health and Safety

Dual Seal Glass is committed to providing a safe and healthy working environment for all of our employees both on and off sites. There is a programme of regular health and safety audits and safety training is continuous. The company applies all these standards to any visitors to the site.

Environment

Dual Seal Glass respect the environment and the need to protect it and minimise the impact our operations have on it. We are therefore committed to a continuous programme of improvement on environment issues, such as conservation of energy and use of sustainable resources, control of noise levels and the strict process of recycling of waste material.

Employees

Dual Seal Glass treats all employees with dignity and respect, outlined in our Equal Opportunities Policy, recognising and promoting equal opportunities within the business regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics). We offer employees a safe and health workplace and Dual Seal Glass will not tolerate any form of harassment in the workplace. We are committed to providing a working environment in which employees can realise their full potential and contribute to business success. We aim to recruit, employ and promote employees on the basis of their ability to fulfil the requirements of the job, and we are equally as committed to developing and enhancing the skills of our employees.

Customers

Dual Seal Glass is committed to exceeding customer expectations in quality, delivery and customer service, meeting all applicable safety standard. We will take all reasonable care to avoid misleading statements, concealment and overstatement in all of its advertising and public statements. Dual Seal Glass aims to build long term partnerships with customers by being honest and straightforward in its dealings at all times. We will respect the confidentiality of any information we obtain in relation to customers in accordance with relevant laws and contractual commitments.

Suppliers

Dual Seal Glass is committed to relations with our suppliers, customers and business partners based on obeying the law. Suppliers will be chosen on the basis of factors such as price, quality, delivery, service, and integrity. Our choice of suppliers will be made objectively. Honesty and openness will be paramount in the company's dealings with its suppliers. We expect our suppliers to respect our business principles as we respect their own.

Business Integrity

Dual Seal Glass does not allow the direct or indirect offer, payment, solicitation, or acceptance of bribes in any form. Employees will neither seek nor accept for themselves or others any gifts, favours, or entertainment without a legitimate purpose from any person or business organisation that does or seeks to do business with, or is a competitor of Dual Seal Glass. Gifts, favours, and entertainment may be given to others at the expense of the company as long as these are consistent with customary business practice and are not excessive in value. Our Anti-Bribery and Corruption Policy examines the procedures all employees must follow to avoid involvement in any situation which might lead to the offer of bribes. The policy makes it clear that any employee found to be involved in any kind of corrupt practice is likely to be immediately dismissed and may well have committed a criminal act which could lead to prosecution.

Competitors

Dual Seal Glass builds its reputation on the basis of its performance alone. We will compete vigorously and lawfully and will not compete unfairly with others. We will not seek to damage the reputation of its competitors either directly or by implication.

Reporting

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct. Any breach of this Policy (including by a Supplier) can be reported (in confidence, if required) by contacting a company manager or director.

Signed: *N-D. Meredith* Date: 01/09/2021

Position: Managing Director

