



BRECKENHOLME
TRADING COMPANY LTD

Ethical Policy Statement

Breckenholme Trading Company (B.T.C.) is a family run business and as such strongly believes in putting relationships with our clients, suppliers, employees and the general public first. We will work, to the best of our ability, in an honest and open way cultivating trust and long term partnerships.

In pursuing these goals B.T.C. directors and employees shall:-

- Conduct ourselves with integrity in our relations with outside companies, organisations and individuals both in public and in private.
- Comply with all laws, rules and government regulations applicable to BTC.
- Maintain the safety, health and welfare of the public in the highest regard in pursuance of our business activities.
- Strive for personal and professional excellence.
- Create a respectful, creative and positive atmosphere in the work place, free from discrimination and harassment.
- Support the fundamental values and principles of equal opportunities in employment.
- Maintaining an accident free environment whilst striving for good health and safety standards.
- Maintain accurate business records endeavouring to follow best practice.
- Not use the company funds or assets for anything other than legitimate business purposes.
- Not give or accept gifts for favoured treatment in our business dealings.
- Maximising local supply chains in line with environmental policies.
- Respect and protect privileged information accessed during the course of our business dealing.
- Never seek to damage the reputation of competitors either directly or by implication.
- Work with suppliers and customers in a professional manner and according to agreed terms.
- Build a professional reputation on the merit of the service supplied and refrain from competing unfairly with others.
- Thoroughly investigate any complaints and actively find solutions.

BTC will review and/or revise this policy as and when it becomes necessary.

Signed

Ben Palmer

Director BTC