

3T CODE OF CONDUCT



The purpose of this Code of Conduct is to provide guidelines and promote understanding of what is considered acceptable and unacceptable conduct and behaviour and to encourage consistency throughout 3T and those organisations who supply goods and/or services to us, who are also expected to adhere to the standards and principles outlined within this Code of Conduct.

1.1 Ethics

We always conduct our own services honestly and honourably, and expect our customers and suppliers to do the same. Our advice, assistance and methods by which we work, take proper account of ethical considerations, together with the protection and enhancement of the moral position of our customers and suppliers. Our actions and advice will always conform to relevant law. We respect the Ten Principles of the United Nations Global Compact.

1.2 Human rights

We believe that all businesses and organisations, including us, should avoid causing any adverse effect on the human rights of people in the organisations we deal with, the local and wider environments, and the well-being of society at large. We respect the fundamental human rights and dignity of the individual.

1.3 Employment Standards

We conform to all applicable Employment Legislation, and:

- Provide a safe and healthy work environment (supported by a Health and Safety Policy).
- Ensure all our employees are appropriately trained in respect of harmful materials, machinery and processes.
- Conduct regular employee consultation and communication.
- Have in place grievance and whistleblowing procedures.
- Do not use child labour in any stage of providing our Services (the term "child" refers to any person under the age of 15 or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest). The use of legitimate workplace apprenticeship programs, which comply with all laws and regulations, is supported. Workers under the age of 18 shall not perform work that is likely to jeopardise the health or safety of young workers.

1.4 Modern slavery and human trafficking

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business.

We are committed to acting ethically and with integrity in all our business relationships and taking reasonable steps to ensure slavery and human trafficking are not taking place in any business or organisation that has any sort of a business relationship with 3T.

1.5 Environmental Behaviour

We recognise that we have a part to play in reducing the impact of our business on the environment and so we:

- Comply with all applicable environmental legislation.
- Have an Environmental policy that is proportionate to the environmental risk of the business.
- Manage hazardous material in accordance with applicable laws, standards and regulations.
- Follow procedures that ensure existing plant and equipment are operated in ways which minimise any adverse environmental impact.

1.6 Confidentiality

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past customers, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the business services concerned. We extend the same standards to all our customers, suppliers and associates.

1.7 Contracts

Our contract will usually be in the form of a detailed proposal, including aims, activities, costs, deliverables and applicable terms. The quality of our service and the value of our support provide the only true basis for continuity. We always seek to work together with our customers to meet their requirements, including where a third party funding provider requires more official parameters and controls.

1.8 Charges for Services

Wherever possible we agree our charges and basis of charges clearly in advance, so that we and our customers can plan reliably for what lies ahead, and how it is to be achieved and financially justified.

1.9 Intellectual property and moral rights

We retain the rights in, and ownership of, all intellectual property that we create unless agreed otherwise in advance. We respect the intellectual property rights of third parties, including customers and suppliers.

1.10 Quality assurance

We maintain the quality of what we do through constant ongoing review with our customers, of all aims, activities, outcomes and the cost-effectiveness of every activity. We encourage regular review meetings and provide regular feedback. We have been accredited under a number of quality assurance schemes. Further details are available on request.

1.11 Professional conduct and conflicts of interest

We conduct all of our activities professionally and with integrity. We take great care to be completely objective in our judgement and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of our customers.

1.12 Anti-Corruption

We will not tolerate any acts of bribery and corruption in our business or our supply chain and are committed to acting professionally and ethically in all our business dealings and relationships, wherever we operate. We operate and communicate a 'no bribes' policy in compliance with the UK Bribery Act 2010. We encourage openness and reporting of concerns.

1.13 Equality and discrimination

We always strive to be fair and objective in our advice and actions, and in the way that we treat all employees, customers and suppliers. We are never influenced in our decisions, actions or recommendations by issues of gender, race, creed, colour, age or personal disability and we promote a work environment free from harassment.