

# **Business Ethics Policy Statement**

## Human Resources

19<sup>th</sup> June 2023  
General



# Business Ethics Policy Statement

It is Portview Fit-Out Limited's goal to maintain the highest standards of ethics, professionalism, and business conduct as well as ensure that we act in strict compliance with the law at all times. We will not tolerate any behaviour or practice that compromises the Company's integrity or honesty. All decisions will be fair and based on transparent processes.

## Compliance

Since the Company aims to maintain high ethical standards in carrying out its business activities, practices of any sort that are incompatible with Portview's principles and policies will not be tolerated. Strict adherence to these principles and supporting policies is a condition of employment. The Managing Director has overall responsibility for ensuring compliance with the objectives of this policy.

## Independence and Objectivity

Portview is committed to being fair, transparent, and impartial in all of its dealings and our members of staff are expected to adopt specific standards of behaviour, namely:

- All staff are required to act in a way that is without bias and they must not be subject to any influence which may lead them to act in a way which favours any particular person or organisation.
- Other than the salary paid by Portview Fit-Out Limited, employees may not directly or indirectly accept any form of payment or material benefit from third parties for services they perform on behalf of Portview Fit-Out Limited.
- All staff are required to declare in writing any financial or personal interest, direct or indirect, in another company which is either a supplier to or a competitor of Portview Fit-Out Limited.

## Unethical Behaviour and 'Whistle-Blowing'

The Company promotes a working environment which encourages all members of our team to express their concerns about behaviour or decisions that they perceive to be unethical without fear of reprisal or victimisation. Any member of staff who needs guidance or advice on business ethics issues should speak to his or her manager or the Managing Director.

The Managing Director is responsible for initiating and supervising the investigation of all reports of breaches of Company principles and policies and ensuring that appropriate disciplinary action is taken when required.

This policy will be reviewed annually and communicated to all interested parties as required.

Signature:

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*Simon Campbell*  
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Simon Campbell, Managing Director

