

# Business Ethics Policy

Altech Engineering Limited (UK)

## 1. Introduction

At Altech Engineering Limited (“the Company”), we are committed to conducting business with integrity, transparency, and fairness. Our Business Ethics Policy outlines the principles and standards that guide our decision-making, operations, and interactions with stakeholders, including employees, customers, suppliers, and the wider community.

This policy applies to all employees, contractors, and representatives of the Company.

## 2. Compliance with Laws and Regulations

We operate in full compliance with UK laws, regulations, and industry standards. All employees must ensure that their actions align with legal requirements, including but not limited to:

- The Bribery Act 2010
- The Modern Slavery Act 2015
- The Health and Safety at Work Act 1974
- Data Protection Laws (including UK GDPR)
- Environmental Regulations

## 3. Integrity and Honesty

We expect all employees to act with honesty, integrity, and professionalism in all business dealings. This includes:

- Avoiding conflicts of interest and declaring any potential conflicts.
- Not engaging in fraud, deception, or unethical behaviour.
- Representing the company truthfully in all communications.

## 4. Anti-Bribery and Corruption

The Company has a zero-tolerance approach to bribery and corruption. Employees must not:

- Offer, give, request, or accept bribes, kickbacks, or facilitation payments.
- Use company funds for improper purposes.
- Engage in unethical business practices to gain competitive advantage.

Any concerns about bribery or corruption must be reported immediately.

## 5. Fair Treatment and Equal Opportunities

We are committed to fostering an inclusive workplace free from discrimination, harassment, and bullying. We uphold equal opportunities in recruitment, promotion, and workplace practices, ensuring compliance with the Equality Act 2010.

## 6. Health, Safety, and Wellbeing

The safety of our employees and stakeholders is a top priority. We ensure compliance with health and safety laws and promote a culture of safety by:

- Providing necessary training and protective equipment.
- Identifying and mitigating workplace risks.
- Encouraging employees to report safety concerns without fear of retaliation.

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## 7. Environmental Responsibility

The Company is dedicated to minimising its environmental impact. We adhere to environmental regulations and implement sustainable practices, including:

- Reducing waste and energy consumption.
- Promoting recycling and responsible sourcing.
- Ensuring compliance with environmental laws.

## 8. Confidentiality and Data Protection

We respect the confidentiality of company, employee, and customer information. Employees must:

- Follow UK GDPR and data protection laws.
- Keep sensitive business information secure.
- Avoid unauthorised sharing or misuse of confidential data.

## 9. Ethical Supply Chain and Modern Slavery Prevention

We are committed to ensuring our supply chain operates ethically. Suppliers and business partners must adhere to:

- Fair labour practices.
- The prevention of modern slavery and human trafficking.
- Compliance with all applicable regulations and ethical standards.

## 10. Whistleblowing and Reporting Misconduct

Employees are encouraged to report any unethical behaviour, breaches of this policy, or illegal activities without fear of retaliation. This can be reported confidentially through designated channels including direct communication to the leadership team.

## 11. Policy Compliance and Enforcement

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. We regularly review and update our ethics policy to ensure its effectiveness and relevance.

## 12. Commitment to Continuous Improvement

The Company is committed to maintaining the highest ethical standards. We will provide regular training, promote ethical awareness, and ensure that our business ethics policy evolves with best practices and regulatory changes.

## Approval & Review

This policy is approved by the leadership team and will be reviewed annually to ensure compliance with evolving legal and ethical standards