

**Published Date:** February 2025

This policy sets out the expected day to day behaviours of all Technoprint staff, to create a safe, friendly and ethical workplace for our staff.

I hope you join me in building this culture, by signing your name at the bottom of this document to confirm your commitment to follow this policy.

Kind regards



Alan Ryan Technoprint M.D

Technoprint expect all staff to follow the below:

### Compliance with law



All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image. *We are committed to maintaining zero human rights, or corruption sanctions against us, year on year.*

### Respect in the workplace



All employees should respect their colleagues. As per our harassment and bullying policy (CON185), we won't allow any kind of discriminatory behaviour, harassment or victimisation. Employees should conform with our equal opportunity policy (CON184) in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

It is important to speak to our colleagues in a non-threatening and respectful manner. We should accept that everyone is entitled to their opinion and the right to express it, even if it differs from our own; we should not then mock or bully them over their opinion.

Everyone is different; we all have histories and non-work experiences that shape how we are and may make us behave in a particular manner and it is important to remember that we do not always know these histories so therefore not judge people for being the way they are. Everyone should be accepted for their uniqueness.

*We are committed to 100% of our staff being trained in preventing harassment in the workplace, year on year.*

### Collaboration and Communication

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

All employees must be open for communication with their colleagues, supervisors or team members.



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**Job duties and authority**

All employees should fulfil their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner. We encourage mentoring throughout our company.

Employees should fulfil their duties in line with the company mission statement and values.

**Protection of Company & Customer Property and data**

All employees should treat our company's and customers property and data with respect and care in line with our Data and site security policy (CON116).

Employees shouldn't misuse company or customer equipment or use it frivolously. They should respect all kinds of company and customer property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties and not divulge information to anyone that is not authorised to have it.

Employees should protect company facilities and other material property (e.g. company vans, equipment, premises) from damage and vandalism, whenever possible.

**Professionalism**

All employees must show integrity and professionalism in the workplace and when representing the company offsite. We must be respectful to all cultures, always.

**Corruption and Conflict of interest**

We prohibit bribes for the benefit of any external or internal party. In line with our Corruption and Bribery policy (CON188), we expect all business to be conducted above board and fairly.

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties. *We are committed to 100% of our staff being trained in bribery and corruption, year on year.*

**Absenteeism and tardiness**

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days, however, generally, we expect employees to be punctual when coming to and leaving from work.

Sickness will be recorded and back to work interviews conducted upon your return.

**Policies**

All employees should read and follow our company policies. If they have any questions, they should ask their manager. Policies are also available to view on our company website and will be reviewed annually.

**Employee commitment**

I agree to follow the Technoprint code of conduct

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

