



# LJR Engineering Project Services

## Ethical Behaviour Policy



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## 1. Scope

This policy sets out our (LJR Engineering's) commitment to conducting all aspects of our business in an honest, ethical, and transparent manner. Our customers and employees are entitled to expect us to fully comply with our legal responsibilities, our core business values and ethical principles.

## 2. Principles

LJR Engineering seeks to promote a culture of honesty and integrity in all its dealings and will not tolerate acts of fraud, bribery, price fixing, theft, or any forms of exploitation.

Breaches of this policy may lead to disciplinary action, criminal prosecution and/or civil recovery proceedings.

Offers of gifts and hospitality from suppliers must be declared.

LJR Engineering expects to be advised of any relationship, appointment or outside interest which might cause a conflict of interest.

LJR Engineering is committed to maintaining the highest standards of honesty, openness, and accountability. All employees are encouraged to raise any concerns they have about dishonesty or malpractice.

## 3. Legal and regulatory obligations

- Theft Act 1968
- Fraud Act 2006
- Bribery Act 2010

## 4. Appendix – Examples of Incidents

- Falsifying expense claims
- Forging of signatures
- Supplying false or exaggerated invoices
- Theft of company property
- Failing to disclose financial interests with suppliers
- Bribery and corruption offences
- Falsifying references to secure a position of employment
- Failing to disclose significant gifts or hospitality from suppliers
- Divulging procurement bids to assist competitors
- Failing to disclose personal relationships or potential conflicts of interest



Signed: Lee Roberts  
Position: Director

Reviewed: 19/04/2024