

JRD RUBBER MOULDINGS

Code of Conduct

JRD Rubber Mouldings Ltd has a responsibility to ensure that the organisation and all employees are aware of their obligation to perform duties that are perceived to be economically, socially and ethically acceptable within the local and business communities.

This will enable JRD to lead the way to continued development and growth both financially and socially.

In order to achieve these goals, JRD has defined three key areas of responsibility.

- **Responsibility towards Customers** : To continue to develop relationships with our customer base and to provide the best products and services enabling us to meet our customer expectations.
- **Responsibility towards Employees** : To provide a safe working environment for our employees and to provide non-discrimination conditions and to help our employees with general skill development with subsequent career progression.
- **Responsibility towards Local Community** : To manage JRD in an responsible manner. To ensure that our impact on the local environment is minimised as much as possible and to ensure that we continue to support local community endeavours as much as possible.

Responsibility Towards Customers

Business Ethics : JRD requires a level of honesty and integrity in all areas of related business activities. We therefore expect the same level of honesty and integrity from our supplier and customer bases. We promote fair trade and business ethics and protect the confidentiality requirements of our customers. JRD business ethics also dictate that :-

- Any form of financial bribery is forbidden. In certain circumstances, financial compensation may be acceptable, but only if appropriate and sanctioned by JRD Directors.
- Gifts and hospitality are acceptable provided that local laws and customs are not compromised and that permission from JRD Directors has been granted.
- All transactions made on behalf of JRD must be sanctioned and appear in company accounts.

Responsibility Towards Employees

Working Ethics : The relationship with our employees is very important to us. We value their judgement and therefore want to ensure that their working environment is as safe and comfortable as possible. We also require that :-

- All employees are treated equally regardless of race, gender, age, origin, disability, religion, sexual orientation and political affiliation.
- JRD ensures that wages and other associated benefits, meet at least legal minimum standards within the laws of the UK.
- JRD complies with the requirement to implement Working Time Directive and Fairness at Work directives, as dictated by the European Commission.
- JRD provides a safe environment to work in. We carry out regular risk assessments to see where improvements can be made.
- JRD provides a clean environment to work in. Since 2008, we have achieved ISO 14001 status which has helped in provision of clean environment.
- JRD promotes personal development opportunities both within the working environment and personal environment where appropriate.
- JRD ensures that all data held about past and present employees is kept in the strictest confidence, only shared with third parties where applicable and destroyed at a set timeframe as dictated by legal guidelines.

Responsibility towards Local Community

Social Ethics : We have a responsibility to the local and business communities to ensure that we always follow "Best Practice" guidelines where ever possible and within appropriate financial constraints.

Environmental Impact : JRD ensures that its impact on the local environment is minimised as much as possible given the constraints of our manufacturing processes. All employees have an important role within this requirement. Constant evaluation and monitoring of manufacturing processes are very important to monitor and evaluate our performance. This will enable us to make further improvements as needed.

Suppliers : JRD encourages its supply chain to adopt similar codes of conduct. Those suppliers showing unwillingness to comply with our requirements are subsequently notified that they may cease to continue to be a supplier to us.

Politics : JRD are not involved with political issues in general. We do not contribute to political parties or politicians. We do however, reserve the right use our local government departments and representatives to raise and discuss issues that may have a direct impact on our ability to manufacture products generally. Only JRD Directors are therefore authorised to express opinion and issue statements on behalf of JRD.

Implementation of Code of Conduct

All employees are obliged to follow our general code of conduct. Accordingly, no individual within the organisation is exempt to this code.

JRD has a responsibility to ensure that all employees are informed of the code and that they adhere to the rules and regulations set within it. JRD Managers and Supervisors must lead by example and should act appropriately within the code.

This code of conduct will ensure that JRD Rubber Mouldings Ltd will continue to be a significant manufacturing company for many years to come.