



COMPANY POLICY

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Ethical Code & Fair Trade Policy

1. Policy statement

OJD Services Limited competes on the quality of its machines and its service — never by cutting ethical corners. This code sets out the standards of honesty, fairness and integrity that we hold ourselves to in every dealing with customers, suppliers, employees and competitors.

2. Fair trading

- We quote clearly and honestly. Hire rates, transport charges and operator costs are set out before the hire begins, with no hidden charges.
- We describe our equipment accurately — age, specification and condition — and never misrepresent availability to win work.
- We honour our commitments, and where a problem arises we say so early and put it right.
- We pay suppliers promptly and expect the same discipline in return; we will not use our position to impose unfair terms on smaller businesses.
- We compete vigorously but lawfully, and do not engage in anti-competitive practices, price fixing or the improper use of others' confidential information.

3. Integrity

We do not offer, give, solicit or accept bribes, facilitation payments or improper inducements of any kind, in line with the Bribery Act 2010. Modest, proportionate business hospitality is acceptable; anything intended to improperly influence a decision is not. Conflicts of interest must be declared to the Director.

4. People and supply chain

We are committed to acting ethically in all our relationships: we oppose modern slavery, human trafficking and child labour in the spirit of the Modern Slavery Act 2015; we treat employees and applicants equally regardless of any protected characteristic; and we seek to work with suppliers — from equipment manufacturers to parts and transport providers — who share these standards. Concerns about a breach of this code may be raised with the Director in confidence, and no one will suffer detriment for doing so.

5. Review

The Director is responsible for this code, and it is reviewed at least annually. It applies to everyone who works for, or on behalf of, OJD Services Limited.

Oleta O'Grady

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Director, OJD Services Limited

Signed: **14 November 2022**

Reviewed: **Annually**