

## **Code of Conduct**

This document details the standards of behaviour that Specialised Engineering Products Limited (SEP) expects from all its employees and should be read in conjunction with the Employee Handbook.

SEP expects all employees to:

- Familiarise themselves and comply with all Company Operating Policies, Procedures and Health & Safety requirements.
- Always demonstrate a positive and enthusiastic attitude towards the Company's goals and chosen methods to achieve them.
- Co-operate fully with all reasonable management requests, undertake training as required and provide any requested personal information promptly and fully.
- Behave in an appropriate, respectful, and professional manner towards all colleagues and business partners.
- Maintain good levels of time keeping and personal appearance, along with the expected standard of personal performance at work.
- Act as an ambassador for the Company in all forms of communications, and on all business-related activities or events.
- Safeguard positive relationships between persons and organisations connected directly or indirectly with the Company.
- Not undertake any activities outside of work that may be interpreted as direct competition with the Company or bring the reputation of the Company into disrepute.
- Always maintain the Company and its business partners confidentiality.
- Utilise equipment, materials and services in the most cost-effective manner and reduce wastage wherever possible.
- Be flexible in their approach as required by the business, in order to meet operational needs.

A P Smith  
*Managing Director*

26 Jan 24

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### **Services & Products**

CNC Waterjet & Knife Cut Gaskets & Profiles  
Rubber Moulding, Extrusion & Inflatable Seals  
Machined Components

### **Directors:**

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 **YouTube @SEPLimited**