

## VERCO Office Furniture Limited

### ETHICS POLICY

The following principles provide the ethical framework that we aspire to while working in the UK and abroad. Our principles are to:

#### In relationship with others

- Treat colleagues, stakeholders, customers, suppliers and the public respectfully and professionally, taking account of confidential issues when appropriate.
- Deal courteously with those who hold opinions that differ from ours.
- Respect cultural, religious, ethnic, colour, physical ability and gender differences.
- Have open and explicit relationships with customers, suppliers and regulatory enforcement bodies.

#### In our work

- Operate with honesty and integrity in all our work, taking steps to identify poor and un-professional conduct, while preventing corruption or illegal acts.
- Be open and transparent in all environmental aspects of the business.
- Work within all UK statutory and regulatory requirements, or those of other countries which are applicable.
- Disclose conflicts of interest.
- Not facilitating the use of child labour, or exploiting vulnerable minorities.
- Maintaining confidentiality.
- Facilitate confidential complaints by staff within the organisation where ethical matters are identified.
- Formally record and investigate any complaint of ethical misconduct by an employee of the business.

Discrimination, grievance and disciplinary action will be referenced within company Handbook(s).

Signed: 

Date: 30-01-2006