



## **ETHICAL STANDARDS (CODE OF CONDUCT)**

**Purpose:** Onlogistics promotes integrity as a key element of its business behaviour. We endeavour to be trusted and reliable as a business partner and service provider. All elements of our ethical standards are as important as the others.

**Scope:** The ethical standard (code of conduct), applies to all Onlogistics employees, the term 'employee' includes the board of directors, managers, administrators, drivers and warehouse staff and should not be deviated from.

Onlogistics may apply appropriate and proportionate sanctions for evidenced cases of non compliance.

*Above all, Onlogistics 'Employees' should feel comfortable asking questions, seeking advice and raising concerns, without fear of retaliation.*

### **HEALTH & SAFETY:**

#### **Do's:**

- Onlogistics is committed to creating and maintaining a healthy & safe working environment.
- All employees will commit to operating safely in our business activity and operations.
- We will promote an environment that supports employee wellbeing.

#### **Don'ts:**

- Employees will not act in a way that brings harm to themselves, their colleagues or the environment.

### **SECURITY:**

#### **Do's:**

- Onlogistics insists on a high, robust attitude towards security of its premises, staff, products and data.
- We will expect our staff and also our contractors to be aware of risks and the dangers of 'Loose Lips'.
- All employees will be background checked via Disclosure Scotland either prior to, or soon after enrolment.

#### **Don'ts:**

## Ethical Standards Code of Conduct

- No employee, either by their acts or omissions, will jeopardise the security of Onlogistics, staff, stock, vehicles or premises.

### **EQUALITY AND DIVERSITY:**

#### **Do's:**

- All employees will attend an Equality and Diversity awareness course, to promote a culture of understanding, tolerance and inclusion free from harassment or discrimination.
- Where possible, Onlogistics will create professional development opportunities.
- All employees should establish open and honest team cooperation.

#### **Don'ts:**

- Substance misuse and illegal drug use are prohibited.
- Employees must never act in a way that is illegal or unfair.
- Smoking is only be permitted in designated areas.

### **CONFLICT OF INTEREST:**

#### **Do's**

- Business decisions should always be based on sound business judgement and not be motivated by personal gains.
- When potential conflicts of interest arise, you must inform your line manager immediately.

#### **Don'ts:**

- Employees must avoid situations, involvements or investments that conflict with Onlogistics business at all time.

### **DATA PROTECTION AND PRIVACY:**

#### **Do's: Individuals**

- Individuals must be notified if we are processing information about them.
- Once collected, the data must only be used for the purpose intended.
- All steps must be taken to ensure protection of the personal data that is held.
- Data should only be retained for the period of time necessary.

#### **Do's: Business**

## Ethical Standards Code of Conduct

- Confidential and other business information should only be disclosed upon written authorisation given by a responsible manager.
- This information includes all non-public information that might be of use to competitors.
- All employees must comply with all applicable data protection laws.

### **Don'ts:**

- Use confidential information if unauthorised to do so.

## **GIFTS, HOSPITALITY AND ENTERTAINMENT:**

### **Do's:**

- Employees must always check with their line manager if unsure of accepting any additional monies, gifts or favours.
- Hospitality and entertainment offers can be accepted but must be infrequent, unsolicited, reasonable in value and must take place in settings that are appropriate. If in doubt consult your line manager.

### **Don'ts:**

- Never give, offer, request or accept anything that could be considered a bribe.

## **POLITICAL CONTRIBUTIONS AND CHARITABLE DONATIONS:**

### **Do's:**

- Employees can participate in political activities in their own personal time as long as it does not conflict with their work.
- Charitable donations may be given by employees but not on behalf of Onlogistics.

### **Don'ts:**

- Employees must not make political contributions on behalf of Onlogistics.

If any of the above information is not clear, do not assume it's meaning, please take advice from your line manager.