

1.0 CODE OF ETHICS AND PROFESSIONAL CONDUCT POLICY STATEMENT

The NDT Global Services Ltd code of ethics and professional conduct that's sets out the core values and expectations, followed by several pages of specific rules and guidelines for employees to follow when representing the company.

NDT Global Services Ltd expects its staff (including temporary, agency, interim, contractor, subcontractor or consultant staff) to be scrupulously impartial and honest in all affairs relating to the Company and their job within it. All staff also bare a responsibility as employees to act as ambassadors for the Company in terms of their general conduct both within and outside the organisation. This policy outlines the responsibilities of staff working for the Company.

The duties of an employee are embodied in Common Law and built on by Statute e.g. the Equality Act 2010, The Health and Safety at work Act, The Prevention of Corruption Acts 1906 and 1916 etc.

1.1 CODE OF ETHICS OBJECTIVES AND PRINCIPLES

With support of Managements and Under Common Law the duties of an employee are as follows:

- be ready and willing to work
- not offer services personally: for example must not subcontract the work for which they are employed
- take reasonable care in the exercise of that service, including the duty to be competent at work and to take care of the Company's property and that of the clients
- maintain satisfactory standards of performance at work
- comply with all reasonable management instructions
- co-operate fully with colleagues and with management
- ensure the maintenance of acceptable standards of politeness and good professional practice in the servicing of customers'
- take all necessary steps to safeguard the Company's public image and preserve positive relationships with all persons and organisations connected to the Company
- ensure that behaviour does not constitute unlawful discrimination
- comply with the companies policies and procedure.
- respect the Company's trade secrets and ensure the protection of customers' confidential information

2.0 STANDARD OF PROFESSIONAL CONDUCT REQUIRED BY THE COMPANY

2.1 General Conduct

Employees should at all times conduct themselves in such a way as to enhance the reputation of the Company. NDT Global Service Ltd will support employees who become aware of and are willing to report breaches of this policy or who genuinely believe that a breach is occurring, has occurred or is likely to occur within the business. Employees should raise the issue internally with their manager or supervisor or in accordance with the Company's Policy on disclosing information.

2.2 Honesty and Trustworthiness

Honesty is an essential component of trust. Without trust NDT Global Services believes that an organization cannot function effectively. All employees are expected to act with honesty and integrity in all areas of the working environment, preserving trust internally within the company and maintaining client trust and confidence.

Avoid conflicts of interest and meet accepted standards of personal and professional conduct. Respond honestly, openly and politely to complaints and criticism and ensure all work carried out is done to the heights possible calibre.

Attendance and Timekeeping

The Company should be notified of any absence, your manager must be contacted by telephone each day that you are away from work. You must provide an estimate of how long you will be off work and details of any outstanding or urgent work that requires attention.

Ensure you arrive promptly, ready to start your contracted starting time and remain at work until your contracted finish time. Managements authorisation can be obtained if for any reason you wish to arrive later or leave earlier than your agreed times.

Persistent poor timekeeping may result in disciplinary action.

2.3 Courteous Communication

Courtesy by showing of politeness in your attitude and behaviour towards others including customers and work colleagues. Act in a courteous, respectful and considered manner when expressing and communicating with others.

2.4 Confidentiality

Confidentiality must be kept, except as required by law, both during employment with NDTGS and at any time after its termination, all information gained in the course of your employment about NDTGS and that of all persons and organisations connected to the company.

At all times confidentiality must be maintained. No information can be released to unauthorised persons or organisations. The Directors the Company will inform employees of those authorised to receive information.

2.5 Bribery and Corruptible Behaviour

The Company has a strict anti-bribery and corruption policy in line with The Bribery Act 2010.

A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

If an employee bribes (or attempts to bribe) another person, intending either to obtain or retain business for the company, or to obtain or retain an advantage in the conduct of the company's business this will be considered gross misconduct.

Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances the employee will be subject to formal investigation under the Company's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

2.6 Transaction of Private Business

Employees having official dealings with contractors and other suppliers of goods or services must avoid transacting any kind of private business with them by any means other than the Company's normal commercial channels. No favour or preferences as regards price, or otherwise, which is not generally available, should be sought or accepted.

2.7 Gifts and Hospitality

Employees must ensure that gifts and hospitality offered by suppliers and potential suppliers of goods and services to the Company are declined. This applies whether the gifts or hospitality are offered within, or outside normal working hours. The only exceptions to this are trivial gifts with a nominal value of less than £10 such as a calendar, diary, chocolates or mugs etc. can be accepted. All other gifts must be politely refused.

2.8 Representing the company

Generally, behaviour outside of normal working hours is a personal matter and does not directly concern the company. However, there are some exceptions, the company will become involved when incidents occur:

- at work related social occasions
- at work related conferences
- while working away on business on behalf of the company.

It is expected that employees behave in an appropriate and reasonable manner, when representing the company.

2.9 Drug and Alcohol Policy

You must not be under the influence of drugs or alcohol when your report for work of during working time. The Company will take all reasonable steps to prevent employees and contractors carrying out work-related activities, if they are considered to be unfit or unsafe to undertake the work as a result of drug or alcohol consumption.

3.0 RESPONSIBILITY

The Directors have the overall responsibility for implementing the Code of Ethics and Professional Conduct including formulation, development and encouraging commitment by personnel at all levels of the Company.

The HSE Manager is responsible for the co-ordination, implementation and monitoring of the policy throughout the organisation.


All employees, contractors and visitors are responsible for policy implementation by cooperating, participating and contributing to its success through their actions and suggestions.

3.1 COMMUNICATION

This Code of Ethics and Professional Conduct Policies are communicated to all employees and contractors. A copy is displayed on employee notice boards at the Head Office, held with the project manager on transient work sites and published on the internal company shared drive. Copies are made available to interested parties on request and a copy is published on the company website. All employees are encouraged to read it and communicate any queries to a Director.

Breaches of the policy may be viewed as gross misconduct and may result in disciplinary action up to and including dismissal without notice.

We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

Signature: 
Name: Michael Walker

Date: 08 June 2022
Position: Director

Signature: 
Name: Simon Walker

Date: 08 June 2022
Position: Director