

A&P™



A&P:
CODE
OF CONDUCT

A&P GROUP CODE OF CONDUCT

A responsible company is one that strives to succeed in all aspects of its business. However, success will be only achieved if we maintain an ethical way of working.

A&P is committed to creating an inclusive working environment in which the rights and dignity of all persons are respected. Everybody is expected to treat each other with respect, courtesy and consideration. All employees have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others.

This document outlines A&P's Code of Conduct guidelines which help to equip A&P personnel with the guidance and support to help each employee carry out their work in the right way.

The guidelines outline A&P's core values and the necessary behaviours which underpin them.

Please read this document carefully. It will help you to understand your role in working responsibly within our business. Failure to comply with these guidelines puts the company and individuals at risk.

A&P's Code of Conduct will safeguard A&P's reputation and underpin the future sustainable growth of the business. We need you to help A&P to continue to grow as a responsible business.

Thank you for your support.

We are **A&P**

"All of our employees are entitled to a fair and honest working environment, free of discrimination, harassment or abuse."



A white handwritten signature of David McGinley on a dark blue background.

David McGinley
Managing Director
Atlantic and Peninsula
Marine Services



A white handwritten signature of Steve Jones on a dark blue background.

Steve Jones
Managing Director
Operations and Site
Director A&P Falmouth



A white handwritten signature of Gerald Pitts on a dark blue background.

Gerald Pitts
Managing Director
A&P Defence



A white handwritten signature of Keith Henry on a dark blue background.

Keith Henry
Managing Director
A&P North East

WHAT IS THE A&P CODE OF CONDUCT

A&P's Code of Conduct has been designed to help you understand our core values and the responsible behaviour required to support these values.

It consists of three key areas:

- **A&P VALUES**
- **EMPLOYEE RELATIONS - DIVERSITY, EQUALITY & INCLUSION**
- **ZERO TOLERANCE**

Our Code of Conduct draws together all our long-standing policies and procedures into one simple to follow guide. It includes reference to company policy and legislation - requirements which must be complied with at all times.

The Code of Conduct outlined in this document needs to be adhered to in every A&P facility across every geographical locality. Failure to do so could have disciplinary consequences.

A&P's Code of Conduct cannot provide the answer to every question you may have or every situation you may be faced with. However it provides a set of principles which will guide you and help you to do the right thing.



OUR VALUES

The values which we live by are a reflection of who we are - both inside and outside of work.

A&P's core values set a standard of behaviour for us all to follow - with colleagues, clients, suppliers and contractors.

The Code of Conduct comprises of three core values:

INSPIRE - Quality in all that we do is key to our success. We support and encourage those around us to succeed at everything they do.

CHALLENGE - We give it everything we've got and constantly bring new ideas to the table. We embrace new thinking and new technologies to help our customers and colleagues change the way they live and work.

EXCEL - We work with each other to achieve the best for our customers and our colleagues. We take pride in our jobs and are committed to building great relationships with everyone we work with.



DIVERSITY, EQUALITY & INCLUSION

A&P is fully committed to providing a fair and responsible workplace, free of discrimination, inequality or harassment and we expect these standards to apply when working with our customers, suppliers and contractors at all times.

You must always:

- Show the highest standards of professional conduct at all times.
- Treat everyone with dignity and respect.
- Expect the same treatment from others in return.
- Communicate and display A&P's values and related behaviours at all times.
- Report any incident or potential incident you become aware of.

You should never:

- Work in such a way that your colleagues feel abused, intimidated or mistreated.
- Condone any form of harassment or abuse from your team.
- Use an individual's personal situation or personal information to exploit them.
- Fail to report an incident relating to harassment, intimidation or mistreatment.

ZERO TOLERANCE

Our Code of Conduct outlines behaviours which A&P maintains a zero tolerance position towards.

These include:

- **Bullying**
- **Harassment**
- **Exclusion**
- **Forced Labour**

CODE OF CONDUCT

Every employee has a responsibility to speak up if they see behaviour or actions that do not meet the requirements of this code and the policies and procedures it supports.

If you become aware of issues relating to bullying and harassment, discrimination, forced labour, health and safety, and fraud please do speak to someone. We provide a confidential speak up service.

KEVIN PEART

GROUP HSEQ DIRECTOR

KEVIN.PEART@AP-GROUP.CO.UK

T: **+44 (0) 1326 214872**

M: **+44 (0) 7805 564842**

PAUL KNEEBONE

HR & DEVELOPMENT MANAGER - FALMOUTH

T: **+44 (0) 1326 214870**

M: **+44 (0) 7785 738678**

PAUL.KNEEBONE@AP-GROUP.CO.UK

LAURA PARKER ASSOC CIPD

HR MANAGER - NORTH EAST

T: **+44 (0) 191 4308796**

M: **+44 (0) 781 5562974**

LAURA.PARKER@AP-GROUP.CO.UK

E: **HR@AP-GROUP.CO.UK**

Engineering Strength™

WWW.AP-GROUP.CO.UK

