



**CODE OF CONDUCT  
FOR  
EMPLOYEES, SUB-CONTRACTORS, & PARTNERS.**

## HOW WE WORK, WHAT WE VALUE

Thomas Chase's Code of Conduct for Employees, Sub-contractors, and Partners.

### OUR ETHOS

At Thomas Chase Engineering, Procurement and Construction we are dedicated to supplying a professional construction service that will meet and more importantly, **exceed the expectations of our clients**. We will promote quality construction, take great pride in our work at all times, and develop lasting relationships with all our clients.

To be successful in our mission, we embrace the following values, they define who we are, how we work, and what we stand for. They tell us what we expect of ourselves and all who work with us:-

- **INTEGRITY** – Maintain constant adherence to a moral and ethical code
- **PROFESSIONALISM** – Conduct ourselves as dedicated professionals
- **ACCOUNTABILITY** – Hold ourselves responsible for our daily craft
- **EXCELLENCE** – Strive to do better than ordinary
- **COMMITMENT** – Pledge to meet our contracts and agreements
- **TEAMWORK** – Cultivate a climate to encourage a co-operative effort
- **RESPECT** – Appreciate and treat all individuals with courtesy.

When you work with us, we expect you to demand these same standards of yourselves, your partners, sub-contractors, consultants and suppliers.

**WHY DO THESE MATTER?** Our reputation is a vital business asset. So is yours. It gives clients, employees, partners, subcontractors, suppliers and the communities we serve confidence in us. We want to ensure wherever we work we are trusted and operate not only legally but ethically and fairly.

Our reputation depends on you, your decisions, and your actions.

### SUPPLY SUSTAINABILITY AND OUR CHAIN

Sustainability is a collective responsibility and effort and we expect our supply chain partners to play a positive role. Together we must strive to:

- Maximize the use of local labor and suppliers

- Continually reduce the disposal of waste to landfill
- Where possible source construction materials with high recycled contents.

## **ENVIRONMENTAL MANAGEMENT**

You shall make every effort to limit the environmental impact of your business and have in place effective environmental management systems that are appropriate for the nature and scale of your business. Where appropriate this will be achieved by working under the direction of Thomas Chase. All subcontractors will be inducted and monitored on site by supervisory Engineers to ensure compliance with Thomas Chase's Environmental Policy and Site Waste Management Plan (SWMP) with particular emphasis on waste control. All subcontractors will be responsible for cleaning, tidying and responsible disposal of their own waste. You are responsible for the appropriate removal of all your solid waste. Every waste has the potential to make a huge impact.

## **HEALTH & SAFETY**

Thomas Chase is committed to creating and maintaining a positive Health & Safety culture embraced by all employees and subcontractors. Employees and subcontractors are required to work actively to prevent workplace accidents and create a healthy and safe work environment. The aim is zero accidents. The health and safety performance of suppliers will represent a key criterion used in the selection process. Subcontractors must ensure that all work is undertaken in accordance with relevant Health & Safety legislation both at the tendering stage and throughout the lifetime of a contract. Thomas Chase will monitor, audit and review systems regularly to demonstrate that compliance.

Suppliers and subcontractors must also ensure that they maintain a trained and competent workforce appropriate to the duties they are undertaking.

## **EQUALITY, DIVERSITY & INCLUSION**

Thomas Chase Engineering, Procurement and Construction is committed to promoting equal opportunities to all its employees, customers and supply chain partners and believes it enhances our capability. We treat all people equally with respect and dignity including those contracting to supply goods or services. We do not discriminate on the grounds of age, color, disability, ethnicity, gender, marital status, sexual orientation, religion, faith or on any other unjustifiable or illegal grounds. We expect sub-contractors and partners appointed for the provision of goods, services or works to demonstrate the same commitment to promoting equal opportunities in how they operate.

## **GENERAL RULES & BEHAVIOUR ON SITE**

1. All subcontractors will receive a compulsory site induction on the first morning they arrive on a Thomas Chase site, prior to commencing any works.
2. All persons must report to work in a fit state. It is not only your safety risk, but it is a risk to those around you who could be affected by what you do.
3. Any person reporting for duty under the influence (or suspected of being under the influence), or in the possession, of drugs and /or alcohol will be immediately asked to leave the site – no exceptions. It will be the employing sub-contractors responsibility to care for and/or deal with the individual, while ensuring the program of work for which they are employed is unaffected.
4. Any person on medication for a specific medical condition which may impair their performance is to make it known to their employing subcontractor, who is to make it known to the Site Manager as soon as possible so that appropriate measures, if necessary, will be put in place.
5. All sub-contractors must provide the appropriate PPE (Personal Protective Equipment) for all their employees. All tools and PPE must be in good condition, fit for purpose, and receive all the mandatory and statutory inspections, checks and calibrations, as and when required. You may be asked to provide evidence of this, for example, calibration certificates. All subcontractors and their employees should be aware of their responsibility to wear PPE appropriately, take good care of equipment and report any defects.
6. No food or drink, with the exception of water, is to be taken and consumed anywhere throughout the site. All food and drink must be stored and consumed in the allocated canteen facilities provided, if brought inside the boundaries of the site.
7. All Thomas Chase Construction Sites are strictly NO SMOKING, unless there is a designated smoking area assigned by the Site Manager.
8. Horseplay on site will not be tolerated and could lead to termination of contract and the incident being reported to the local Police authority and/or the Health & Safety Executive.
9. Cleanliness and Waste – All subcontractors and their employees are responsible for maintaining a clean, tidy and safe working environment, free from unnecessary waste materials and packaging. Subcontractors are responsible for cleaning their work areas and disposing of their waste appropriately at regular intervals during and on completion of their contract. Subcontractors are responsible for their generated wastes.
10. Thomas Chase expects all suppliers and subcontractors to treat and regard one another respectfully, courteously and professionally at all times in order to achieve and maintain a positive working environment.
11. Supervisory Engineers are in charge at every construction and work sites and they must take responsibility for every activity that transpires.
12. Failure to comply with the supervisors and code of conduct will lead to suspension or termination of appointment as the management deems fit.

Employee/Workers Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_