



# DAVID EINIG

## CONTRACTING LTD

Unit 1  
Christmas Lane  
Thame  
Oxfordshire  
OX9 2FY

### David Einig Contracting Ltd

## Code of Conduct Policy

David Einig Contracting Limited commits to encouraging a safe, supportive and productive work environment. This can only happen when everyone cooperates and agrees to suitable standards of conduct.

The following are acts which the company considers unacceptable. Any employee found engaging in these acts will be subject to disciplinary action which may include reprimand, warning, suspension or dismissal:

1. Being absent from work without a valid reason.
2. Wilfully damaging, destroying or stealing property belonging to fellow employees or the company.
3. Fighting or engaging in horseplay or disorderly conduct.
4. Refusing to follow or failing to carry out the reasonable instructions of a supervisor
5. Ignoring work duties or wasting time during working hours.
6. Coming to work under the influence of alcohol or any drug, or bringing alcoholic beverages or drugs on to company property.
7. Intentionally giving any false or misleading information to obtain a leave of absence.
8. Using threatening or abusive language towards a fellow employee.
9. Discrimination on any grounds (race, religion, disability, age, gender or sexual orientation).

10. Smoking contrary to established policy or violating any fire protection regulation.
11. Wilfully or habitually violating health and safety regulations. Failure to discharge personal health and safety responsibilities or failure to comply with any health and safety instructions, working procedures, safety rules etc., may result in disciplinary action.
12. Failing to wear clothing conforming to standards set by the company.
13. Being late or taking unexcused absences from work.
14. Not taking proper care of, neglecting or abusing company equipment or tools.
15. Using company equipment in an unauthorised manner.
16. Possessing firearms or weapons of any kind on company property.
17. We know that being able to stay in contact with key contacts whilst at work to deal with emergencies is important. However, we don't expect you to make general social calls, update social media or browse the web during working hours as it's important to stay focused and carry out your role during your working hours.
18. Excessive and/or inappropriate use of company IT Equipment for personal use may be investigated and could result in disciplinary action, so always think carefully about how much you are using and what you are using it for.

.......... Date .....31/11/17.....  
Approved Digital Signature

David Einig  
Managing Director

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