



ASSESSMENT HIVE

# Code of Conduct

## Sub-Contractors, Suppliers & Partners

Integrity. Professionalism. Accountability. Commitment. Teamwork. Respect. Excellence

### **Assessment Hive Limited**

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## HOW WE WORK, WHAT WE VALUE

### Our Code of Conduct

At Assessment Hive we are dedicated to supplying energy assessment services that will meet and more importantly, **exceed the expectations of our clients**. We will promote high quality work, 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 code of conduct, these define who we are, how we work, and what we stand for.

- Display our accreditation name and/or logos on relevant reports
- Act with integrity and carry out work with due skill, care and diligence.
- At all times maintain adequate and appropriate insurance to protect consumers.
- Conduct business in an honest, fair and professional manner.
- Handle complaints speedily and fairly.
- Ensure that products and services comply with industry registration rules and standards and relevant laws.
- Monitor our compliance with this code

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

### Why does our code 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 legally, ethically and fairly.

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

### Environmental Management

All members of our supply chain must agree to comply with our Environmental Policy and operate within and meet the requirements.

You are expected to work actively to prevent environmental harm, minimize environmental impact and provide green solutions. 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.

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 waste to the appropriate recycling facility.

## **Health & Safety**

We are committed to creating and maintaining a positive Health & Safety culture embraced by all employees, suppliers and subcontractors.

Suppliers 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 throughout the lifetime of a contract.

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

## **Equality, Diversity & Inclusion**

We are committed to promoting equal opportunities to all our employees, customers, suppliers partners and believe it enhances our reputation. We treat all people equally with respect and dignity.

We do not discriminate on the grounds of age, colour, disability, ethnicity, gender, marital status, sexual orientation, religion, faith or on any other unjustifiable or illegal grounds. We expect subcontractors to demonstrate the same commitment to promoting equal opportunities in how they operate.

## **Social Media**

Social media is any work of user created video, audio, text or multi-media that is published and shared in a social environment, such as a blog, wiki, web community or video. Examples of social media include, but are not limited to, Twitter, Facebook, LinkedIn, YouTube and message boards on websites.

When working on behalf of Corramore Construction Ltd it is essential that contributions to social media by suppliers and their employees are respectful, protect Corramore's reputation and that of

our clients, are not contrary to the Corramore Code of Conduct and follow UK law. More generally, suppliers are reminded that any external communications (press releases, website news stories, social media posts etc) about Corramore or Corramore projects must be approved prior to being published.

## **General Rules & Behaviour at Customer's Sites**

1. 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.
2. 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.
3. All subcontractors and their employees should be aware of their responsibility to wear PPE appropriately, take good care of equipment and report any defects.
4. No food or drink, with the exception of water, is to be taken and consumed anywhere throughout the site.
5. There is strictly NO SMOKING
6. All workers must practice basic hygiene,
7. Mobile Phones – the use of mobile phones should not be taken whilst at a customer's site. This ensures quality of work, productivity and promotes team-work. Most importantly it will reduce the amount of accidents on sites, particularly falls, and minimises damage to phones, which may be needed in an emergency situation.
8. Personal Stereos are not permitted to be used.
9. Vehicles are not allowed to be parked on a customer's site, unless permission is granted by the customer.
10. 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.
11. 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.

12. Subcontractors are responsible for cleaning their work areas and disposing of their waste appropriately at regular intervals during and on completion of their contract.
13. We expect 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.

**This policy has been approved & authorised by:**

Signed *Assessment Hive*

Name Andrew Andreou

Date 5 January 2021